



First Year First Day Guide 2020 Computer Science (Hons, MEng), Software Engineering

1. First Year CIS Adviser

Isla Ross

Email: isla.ross@strath.ac.uk

The year adviser is the first person you should contact if you have any questions regarding your course, especially regarding elective changes, timetable problems, laboratory allocation and absences.

2. Some Key Web pages

First Year CIS Noticeboard

<https://local.cis.strath.ac.uk/wp/teaching/undergraduate/noticeboards/first-year-noticeboard/>

Timetable

<https://local.cis.strath.ac.uk/wp/teaching/undergraduate/timetable/>

Key Dates

<https://www.strath.ac.uk/professionalservices/keydates/keydates2020-21/>

Student Support and Wellbeing (Disability and Wellbeing, Funding and Financial support, International Student Support, Chaplaincy Centre, Study Skills)

<https://www.strath.ac.uk/sees/studentssupportwellbeing/>

3. Registration

You should all register online using **Pegasus**.

<http://pegasus.strath.ac.uk/>

Most of you have already done this.

You all need to add an elective to your curriculum. You do this through Pegasus as well, probably as follows:

- a) Log on to Pegasus
- b) Select the 'Curriculum' tab at the top
- c) Select 'Curriculum Verification/Request Amendment' down in the Registration section at the bottom
- d) Select 'Amend Curriculum' up at the top right
- e) Select the 'Add Class' button down in middle of screen
- f) Enter the class code for your chosen elective

Choosing your elective - See later pages on elective choices.

The recommendation is to choose the follow-up class to MS108 Business Analysis & Technology (sem 1) with code MS109.

1. It is a very popular class with CS students.
2. You can always change to another elective before the class starts at the end of January.

4. Students Union

Strath Union

Welcome microsite including a youtube welcome video:

<https://www.strathunion.com/welcome/>

<https://youtu.be/uSpWQ0TKaUo>

5. Computer Access

First year labs will be on the 3rd floor of the Livingstone Tower (Java Programming) and the 11th / 12th /13th floors **once teaching can become face to face again**. To login to these machines you use your University username and password.

There is a code for the doors to the 11th/12th/13th floor labs – you'll be told of the code once back in use.

For semester 1 (and possibly beyond), you'll need to use your own equipment. The CIS Undergraduate Director of Teaching will have let you know more.

6. Software

Information on free software as a student can be found at

<https://www.strath.ac.uk/professionalservices/it/use/softwareandhardware/>

Individual classes may also require you to install specific software.

7. Student Business / Registry – The Student Record Office

Advice is given on official matters (e.g. registration and examinations). Students should advise Student Business of any changes to their personal or medical circumstances (change of address or medical certificates). Email: studentbusiness-science@strath.ac.uk

8. Booklist

Don't buy any books just yet.

Lecturers will let you know which books are necessary for each of your classes.

9. Accommodation Office

Information on University flats/halls if residence (on and off campus), tenancy agreements, private and rented sector. See: www.strath.ac.uk/accommodation/

10. Strathclyde Sport –£31m SPORTS CENTRE!

Huge, spanking new sports centre up on Cathedral Street. Now 2 years old. Huge range of facilities and classes.

<https://www.strath.ac.uk/strathclydesport/>

11. Careers Service

www.strath.ac.uk/careers

Stephen Smith is the Careers and Employability Consultant for the Faculty of Science. You will get to know him through Careers talks during the year in the Department and through events, and activities, in the Careers Service that we encourage you to attend from 1st year.

[Video Introducing Careers Service](#)

12. Student Health Service

The Student Health Service runs regular consultative clinics for students with physical or psychological problems. It includes well woman and family planning clinics. The service is located on Level 4, Graham Hills Building. The doctors at the Service can refer students for specialist treatment if appropriate.

Note: all students should also register with a GP.

Contact: (0141) 548 3916 (JA Campus) (Phone line not currently available)

email: studenthealth@strath.ac.uk

<http://www.strath.ac.uk/studenthealth/>

13. Disability and Wellbeing Service

The Disability & Wellbeing Service has a range of advisers with specialist expertise in disability, health, mental health and counselling. We offer a broad range of support to students with any disability, mental health and wellbeing related needs.

<https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/>

Contact:

Disability and Wellbeing Service, Level 4

Graham Hills Building

Tel: (0141) 548 3402 (Phone line not currently available)

Email: disability-wellbeing@strath.ac.uk

If your query is in relation to Covid-19, please redirect this to studenthealthenquiries@strath.ac.uk

14. Coronavirus Student Information and FAQs

<https://www.strath.ac.uk/coronavirus/students/>

15. University Study Skills Service

<https://classes.myplace.strath.ac.uk/course/view.php?id=19550>

and Intro Video (4:30 mins)

16. Personal Development Adviser (PDA)

You are all allocated a Personal Development Adviser (PDA) within the CIS department. **You will meet them (virtually) today at 3pm.** Hopefully, you'll get to know your PDA and they will be somebody who you will feel comfortable discussing any difficulties that arise during your time at university. They are good people to use for job references.

17. Study Expectations

A 20-credit class has around 200 hours of work associated with it. This includes all formal contact (lectures, tutorials, practicals etc.) and the additional time you spend working on the class throughout the semester. So, for a 20-credit class that runs for two semesters and has 4 hours formal contact each week (2 lectures and a lab session, say), you will be expected to put in around 4 hours additional work for the class every week (assuming you devote around 20 hours to revising for and sitting the exam).

This is particularly true of computer science classes, **where the cumulative nature of the subject means understanding the material as the class progresses is essential.**

This semester will be run in a different way, due to the Covid 19 Pandemic. Classes will run remotely with synchronous and asynchronous sessions. Each class MyPlace page will give guidance.

18. Attendance and Absence

It is expected that you will attend all lectures and tutorials/practicals associated with a class. If you are absent from any important event, such as an examination, class test or weekly assessment, then you will need to provide medical or similar documentary evidence. Medical evidence is submitted via Pegasus:

<http://pegasus.strath.ac.uk/>

or through Student Business in the McCance Building

If in doubt, ask the First Year Adviser or your PDA.

The department takes attendance very seriously, and monitors attendance at lectures, practicals and tutorials throughout first year. Computer Science is a practical subject therefore you are expected to attend all of these. In semester 1 you will be expected to attend the synchronous sessions and undertake the other activities specified.

If you do not attend / participate then you will be asked to leave the course.

19. Lab / tutorial allocation

You will be allocated to labs/ tutorials for CIS year 1 classes during week 1 and informed of the outcome, start of week 2. This will be done by software and depend of classes being taken.

20. Coursework

Computer Science is a very practical subject by nature and coursework in all classes provides the opportunity to develop a deeper understanding of the material and nurture essential practical skills. This deeper understanding you develop will make it much easier to pass the exam. Also, the work will typically contribute substantially to your mark for the class, which again takes the pressure off the examination if one is held for the class.

So, make sure you understand the coursework requirements for each class – if you are unsure check out the class MyPlace page or ask the lecturer.

All computer science teaching materials should be accessible via the VLE called **MyPlace**:

<http://classes.myplace.strath.ac.uk/>

21. Assessment

The assessment for a class will be explained by the class lecturer on the MyPlace web page. Many classes involve a combination of coursework and examination and your final mark is a combination of your performance in both these components. Most degree examinations take place in May (for semester 2 classes, or classes which run over both semesters), with only a few classes examined in December (semester 1 only classes). The pass mark for classes is 40%. The formal Faculty Examination Board in June operates the University compensation scheme which may grant a pass in one class failed with a mark between 30% and 39% (inclusive), if your average is 45% or above - **this means it is in your interests to do as well as possible in *all* examinations.**

22. CIS Web Pages and Handbook

Almost everything you need to know about your CS/SE degree and its organisation can be found through links form here:

<https://local.cis.strath.ac.uk/wp/teaching/undergraduate/>

Undergraduate

- [Degree Handbook](#)
- [Getting Help](#)
- [Late Submissions and Extensions](#)
- [Study Advice](#)
- [Timetables](#)
- [Syllabuses](#)
- [Noticeboards](#)
- [Degree Regulations](#)
- [Plagiarism](#)
- [Careers Service](#)
- [Disability Service](#)
- [Ethics in CIS](#)
- [CIS Elective Classes](#)
- [CES Degree Handbook](#)
- [Coursework Submission Front Cover System](#)
- [English Support for Students](#)
- [Student Mailing List Subscriptions – Jobs, Placements ...](#)
- [Fire Safety](#)

23. Plagiarism

The nature of some practical work in Computer Science makes plagiarism (copying) feasible and, under the pressure of deadlines, potentially tempting. This is, of course, cheating, and it is not tolerated. By all means seek help from staff, and collaboration with your fellow students is encouraged provided this takes the form of general discussions of problems and possible solutions. Ultimately, all work must be completed independently and it is essential that you understand completely any work you submit. Plagiarism is not taken lightly – even in minor cases a mark of 0 is awarded to *all* concerned (including those supplying any solution). Major cases, such as projects or repeat offences, may result in a Senate Disciplinary Hearing and the requirement for the student to withdraw from their course and the University. Some students may appear to get away with plagiarism but, because much of the work in Computer Science is **cumulative, it will always catch up with them.**

Do not be tempted to plagiarise: there are plenty of places you can go for help if you are finding the work difficult – please use them.

24. Your First Year Classes

Here's a short summary of the compulsory first year computing classes that you will be taking. All below are 20 credits except for MS108 (10 credits).

CS101 Topics in Computing 1

To help the student to develop a broader perspective of computer science and to develop problem solving, team working, presentational skills, as well as personal and professional development skills.

CS103 Machines, Languages and Computation

To help students to achieve a broad knowledge of the essence of computation and computational systems, as embodied by the notions of computable functions, formal languages and recursion, logic and computability and abstract machines.

CS104 Information and Information Systems

To help students understand a broad knowledge of information systems and how information is created, used and disseminated within an information society.

CS105 Programming Foundations

Programming Foundations looks at the key areas of Java and object-oriented program design and provides you with the skills to be able to design and build small systems by yourself by the end of the class. The first step on the road to developing a sound and comprehensive knowledge of programming.

CS106 Computer Systems and Organisation

To enable the student to develop an understanding and appreciation of a computer system's functional components – both hardware and software, their characteristics, their interactions, and their fundamental role in the manipulation of data.

MS108 Foundations of Business Analysis and Technology

This class will introduce a variety of analytical methods that form the basis of understanding, analysing and seeking to resolve any business problem as well as providing students with an overview of technological change and how it affects all aspects of an organisation.

In addition you will take a 10 credit elective class.

It is compulsory to pass CS105 Programming Foundations, without compensation, as part of the progress rules to enter year 2.



Ten Top Tips for Surviving First Year

1. Attend as much as you can.

Missing the one lecture or lab now and again is not a massive problem, but if you're missing a lot of your classes, you'll fall behind and won't know what's going on. Don't rely on MyPlace for getting notes and assignments: sometimes these are handed out only in lectures. Our statistics show that those students who attend all their classes get the best marks. Conversely, students who don't attend are the ones who fall behind and then eventually drop out. (Of course semester 1 is being run differently this year but it becomes even more important not to fall behind.)

2. Try to pass every class.

Most of you are taking 120 credits this year and we expect you to finish the year with a full 120 credits in the bag. If you fail a class, you have to take the class again in 2nd year, which on top of a hefty 2nd year is very bad news. CS105 must be passed (without compensation) to progress to year 2.

3. Know how the University compensation scheme works

If your credit weighted average mark over all the classes you are taking is $\geq 45\%$ you can be compensated in one 20 credit class if the mark is between 30% and 39% inclusive.

4. Every mark counts.

Since you need an average of $\geq 45\%$, and every mark you get counts towards this, it follows that you should try to accumulate as many marks you can in everything. High marks are really worth getting, as they can help compensate for lower marks in other classes. Make sure you attend all your class tests and hand in something for every assignment.

5. Don't Miss Your Class Tests.

In our first year, you'll have weekly classwork to do, either in our labs or in your own time. Your understanding of this work is in some cases assessed by means of class tests. All of these class tests count towards your final mark. Make sure you don't miss the class tests!

6. Programming Foundations is REALLY important.

Put a good lot of effort into CS105 Programming Foundations. This class is the most vital one to understand properly to survive 2nd year. It is the first class in a sequence of classes which will teach you how to design and implement serious pieces of software in Java.

7. Know who's who.

The important people to know are the Director of Undergraduate Teaching (Dr John Levine), the First Year Adviser of Studies (Isla Ross) and your Personal Development Adviser. If things go wrong, let us know as soon as possible.

8. Talk to us.

CIS at Strathclyde prides itself on having approachable and friendly academic staff. Unlike in other universities, you are students in our department from your first year onwards, and we'll soon get to know you. Come and ask us things if you need help.

9. Don't Copy.

Copying someone else's work is called plagiarism and we don't tolerate it. You can discuss assigned work with each other, but the work that you hand in must be yours and yours alone.

10. Every good student deserves a transfer.

If you want to transfer from BSc (Hons) to MEng then impress us. To get onto the MEng, you need $\geq 70\%$ average and $\geq 70\%$ in Programming.

John Levine, 25th September 2008, revised by MIW September 2013 and IR September 2020.

Electives for Computer Science and Software Engineering

The recommendation is to choose the follow-up class to MS108, **MS109**:

It is a very popular class with CS students.

You can always change to another elective before the class starts at the end of January.

Otherwise, to balance your load, you are advised to take a semester 2, 10-credit elective. (It is possible, but generally not advisable to pick a 20 credit elective),

More Electives

You can find out about all electives in the class catalogue:

<http://but.mis.strath.ac.uk/classcatalogue/>

You can search for the details of a particular class here:

www.strath.ac.uk/timetables/

Select 'Class Timetables', put a class code in and select 'Standard Both Teaching Weeks'

Some Electives which have also been picked by CS/SE students in past years. Please note that in semester 1, mode and timing of presentation may differ this year.

CS108 Vertically Integrated Project (Text Lab)	10 credits	Semester 2
Wednesday 2-3 Wednesday 3-5		

TextLab focuses on the use of software tools and techniques for textual analysis and how these tools may be applied in understanding the content and characteristics of different types of text. Such applications of software textual analysis are increasingly used across a broad range of disciplines including literature studies (e.g., automating genre identification), education (e.g., for plagiarism detection) and digital forensics (e.g., for authorship analysis). TextLab will mainly comprise lab-based group activities and students will use both Linux and Windows-based software tools. Some of the software tools are generic and may be applied to any textual data. Other software tools are specifically configured for use in analysing Shakespeare plays.

59101 USE AND ABUSE OF DRUGS IN SOCIETY	10 credits	Semester 2
Monday 1-2 and Friday 1-2		

This is a first year elective class that is intended to give an introduction to the therapeutic use of drugs to treat a number of clinically important medical conditions. Additionally, the abuse of drugs (both recreational and those with therapeutic properties) will also be discussed.

PH161 THE UNIVERSE AND EVERYTHING	10 credits	Semester 2
Monday 1-2 and Friday 1-2		

This class is designed to provide students from all faculties with a qualitative understanding of the origins, the structure and the future of the universe, from the very large to the very small electron and quarks. Students will be aware of current investigations on Chaos, complexity, quantum uncertainty and reality.

99202 INTRODUCTION TO FORENSIC SCIENCE	10 Credits	Semester 2
This class is offered as an online module. You register for the class and details will be sent to you.		

This class provides an introduction to the use of science in the legal process. Crime scene investigation, continuity of evidence, analysis of certain types of sample and report writing are all considered, to give a comprehensive overview of the subject.

MM108 and MM109 APPLICATIONS OF MATHEMATICS **10 credits each (Higher Maths at B)**
MM108 Semester 1, Tuesday 11-12, Semester1, Thursday 11-12
MM109 Semester 2, Monday 3-4 , Semester2, Wednesday 11-12

Codes and encryption. Mathematical background: natural numbers and integers, factorisation, proof by induction, highest common factor, lowest common multiple, Euclidean Algorithm, prime numbers and the Fundamental Theorem of Arithmetic, Diophantine equations, modular arithmetic, congruence mod n , solving equations in Z_n , Euler's phi-function and theorem. Discrete dynamical systems. Graph theory. Paradoxes in mathematics and statistics.

23101 PHARMACEUTICAL SCIENCES AND DRUG DEVELOPMENT **10 Credits BOTH SEMESTERS**
Wednesday 9-10

This class aims to give students within the Faculty of Science an introduction to modern drug development.

EC111 INTRODUCTION TO ECONOMICS **20 credits BOTH SEMESTERS**
Tuesday 9-10 and Thursday 9-10

The main topics covered by the class will include: the nature, central problems and significance of economics; supply and demand and an introduction to the theory of the firm; the nature of and solutions to market failure; income determination; prices and money; fiscal and monetary policy; the functioning of the mixed economy; and the economic role of government.

PH160 INTRODUCTION TO ASTRONOMY **10 Credits Semester 1**
Tuesday 1-2
Thursday 1-2

Requires Higher Maths and Standard Grade Physics

Observational Astronomy: scale, time, distance, and light; telescopes; celestial mechanics; the solar system. Planets and the Solar System: gravity and the solar system; origin of the solar system; the terrestrial planets; the Jovian planets; the Sun. Stars, Galaxies and Cosmology: Stellar Appearances: stellar evolution; galaxies; cosmology.

SF106/ SF105 Online elective module on Sustainable Development Goals **20 credits**

What do you know about the UN's Sustainable Development Goals (SDGs) agenda? Did you participate in the Glasgow climate strike in September last year? Global issues urgently require a shift in our lifestyles and a transformation of the way we think and act. To achieve this change we need new skills, values and attitudes that lead to more sustainable societies. That is why we have developed a unique online module: SF 106 (first semester run)/SF105 (second semester run) Multidisciplinary Perspectives of Sustainable Development (20 credits) which is available as an elective. Staff from all 4 Faculties have contributed to the module and will give you an insight into the exciting research being undertaken in the University to address these global challenges.

Through a series of videos and directed reading, the module will introduce you to the 17 SDGs, and will explore four particular goals in depth, namely:

- SDG 3 Good Health and Wellbeing
- SDG 6 Clean Water and Sanitation
- SDG 10 Reduced Inequalities
- SDG 13 Climate action.

Working in multidisciplinary groups, with online and face-to-face support, you will gain an understanding of the different ways in which various disciplines in Business, Engineering, Humanities and Social Sciences, and Science, can contribute to addressing these challenges. In addition to developing academic skills, you will also have the opportunity to develop reflective skills and the ability to collaborate with, and communicate effectively with, students from other disciplines.

Assessment of the module will be based on the production of an educational resource, which can be used to further develop understanding of the SDGs, from each group.

The module will be available in both the first and second semesters of the academic year 2020/21 and students can opt for either semester as best suits their other commitments. Debbie Willison, class coordinator

LANGUAGE ELECTIVES

Courses in French, Italian and Spanish are available. 1 semester modules worth 20 credits are offered at both Beginners/False Beginners and Post-Higher levels.

The **Introduction to French / Italian / Spanish 1A** classes (Beginners / False beginners) will give you a solid knowledge of the basic grammar and vocabulary and are designed to enable you to reach a good communicative level in the language. These are intensives course aiming to bring students up to a good communicative level in one semester.

The teaching is usually carried out in tutorial groups (20) at set times arranged in the Department. The beginner's classes offer 3 hours per week and the Post-Higher classes 3 hours per week.

If in doubt about which level to select or for any further information, please contact the appropriate contact person in the School of Humanities using the links below.

- French: Cédric Moreau, c.moreau@strath.ac.uk
- Italian: Dr Paul Hare, paul.hare@strath.ac.uk
- Spanish: vanesa.sabala@strath.ac.uk

Class codes:

French 1A	R1107	Introduction to Italian 1A	R3110
Introduction to French 1A	R1109	Spanish 1A	R4107
Italian 1A	R3108	Introduction to Spanish 1A	R4109

R3110 Introduction to Italian

The majority of elective students in Italian take class R3110 Introduction to Italian 1A (20 credits / semester 1). As in previous years, we intend to facilitate elective students by running the three core hours at 5pm (on Mondays, Tuesdays and Fridays). Italian is the only one of the three languages in the School of Humanities which, with elective students in mind, operates at these times.

Finding Your Way Around – Best to use web pages listed below

Maps:

<http://www.strath.ac.uk/maps/>

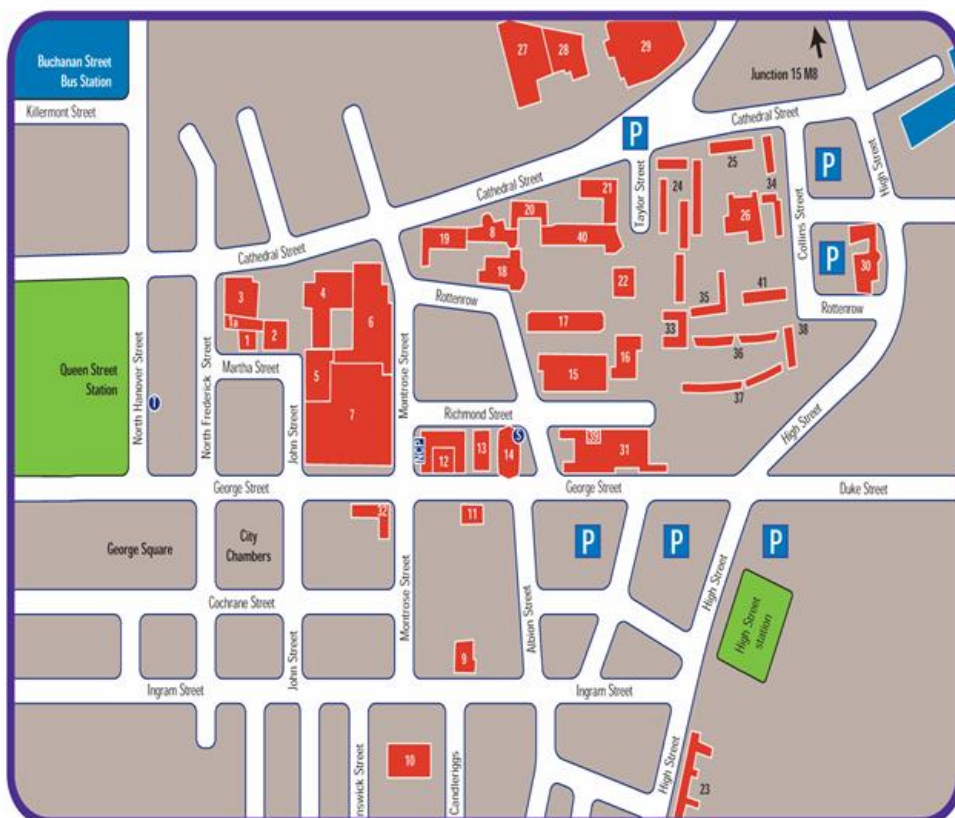
Building Codes:

<https://www.strath.ac.uk/professionalservices/estates/roombooking/buildingcodes/>

Prefix Building Name

AB	John Arbutnott Building Robertson Wing SIPBS	HL	Kelvin Hydrodynamics Laboratory
AL	181 St James Road (Estates)	HW	Hamnett Wing SIPBS
AQ	Lord Todd Building	JA	John Anderson Building
AR	Architecture Building	JW	James Weir Building
AT	Alexander Turnbull Building	LH	Lord Hope Building
BH	Barony Hall	LT	Livingstone Tower
CL	Collins Building	MC	McCance Building
CSR	Sports Centre (Strathclyde)	RC	Royal College (Assembly Hall Level 4)
CU	Curran Building (Library)	SP	St Pauls Chaplaincy Centre
CV	Colville Building	SW	Stenhouse Wing (Business School)
CW	Cathedral Street Wing (Business School)	TC	Technology Innovation Centre
DW	Sir William Duncan Wing	TG	Thomas Graham Building
GH	Graham Hills Building	UC	University Centre
HD	Henry Dyer Building	USSA	Students' Union
		WC	Wolfson Centre

1	Student Refectory	23	Andrew Ure Hall
1a	Staff Club	24	Birkbeck Court
2	St Paul's Building	25	Garnett Hall
3	Sports Centre	26	The LordTodd/ Village Office
4	Thomas Graham Building	27	181 St James Road
5	Students' Union	28	Lord Hope Building
6	James Weir Building	29	Curran Building/ Library
7	Royal College Building	30	Barony Hall
8	Graduate School of Business	31	Graham Hills Building
9	Ramshorn Theatre	32	Exchange House
10	Patrick Thomas Court	33	Chancellors Hall
11	Alexander Turnbull Building	34	Murray Hall
12	McCance Building	35	Forbes Hall
13	Collins Building	36	Thomas Campbell Court
14	Livingstone Tower	37	James Blyth Court
15	Colville Building	38	James Young Hall
16	John Anderson Building	39	Accommodation Office
17	Architecture Building	40	John Arbutnott Building
18	Sir William Duncan Building	41	James Goold Hall
19	Henry Dyer Building	S	24 Hour Security
20	Stenhouse Building	T	Taxi
21	Todd Wing of John Arbutnott Building		
22	Wolfson Centre	NCP	National Car Park



First Year CIS Noticeboard

<https://local.cis.strath.ac.uk/wp/teaching/undergraduate/noticeboards/first-year-noticeboard/>

Content updated as/when appropriate. Currently starts off as:

First Year CIS Noticeboard

1st Year Adviser (for CS and SE students): Isla Ross

Email: isla.ross@strath.ac.uk

[MyPlace](#)

[Pegasus](#)

[Absence and Mitigating Circumstances](#)

[Lab Allocation](#)

[Progress Regulations](#)

[Compensation Schemes](#)

[CIS User Accounts and Email](#)

[Maps, Buildings, Building Codes, Departments](#)

[Timetables](#)

[Maths Skills Support](#) + [MathsForCIS Facts and Formulae](#)

[Computer & Information Sciences Home Page](#) [2nd Year CIS Noticeboard](#)

[Computer & Information Sciences Local Page](#) [\(Avoiding\) Plagiarism](#)

[Cybersecurity](#)

[First Year Classes](#)

[Important **Dates**](#)

[CES Noticeboard](#)

[Electives](#)

[Software Licenses](#)

[Exams](#)

[Start@Strath](#)

[Induction Meeting Information](#)

[Student Representatives](#)

[Handbook - undergoing update](#)

[Transfer Rules - Hons to MEng](#)

[Help!](#)

[University Student Home Page](#)

Getting Help

If you have any difficulties, at home or at university, that are affecting your studies there are a variety of people that you can talk to for advice. Please use these resources as soon as you become aware of a problem, it can be quite difficult to catch up with your studies if you fall behind.

Student Voice at Strathclyde

(The information below is subject to update)

Student voice is a term used across the UK Higher Education Sector to describe the opportunities for the student perspective to be heard within the activities of universities. The following provides an overview of student voice activities at the University of Strathclyde.

Class level Student Voice

The University and Students Association jointly support the class representative system. Each class has elected student representatives who provide a formal conduit of students' experience back to staff. The class reps are elected, or sometimes volunteer, from the members of the class. The students union provides training for class reps and they are expected to meet with staff through the programme or department level Student Staff Liaison Committees, which run each semester. To aid the class reps in gathering the views of their peers, MyPlace provides a 'contact the class reps' link. Staff also support the process by allowing class reps opportunities to speak to the class during scheduled classroom activities and support other information gathering activities, such as discussion of specific issues or plans.

Most staff also run 'office hours', which are advertised drop in times where students can visit staff in their office for one-to-one support and guidance. Staff also gather class level information by asking student to complete a class evaluation survey. The feedback from this is considered by the lecturer and department, feeding refinements and innovations to classes and programmes.

Faculty and University level Student Voice

The Students' Association manages the annual election of Faculty Student Representatives. These faculty reps are part of their faculty's committees linked to academic matters and are asked to input to discussions and working groups developing new academic initiatives and programmes.

Within Strathclyde, elected representatives from the Student Union Executive Team are full members of education related university committees, such as Education Strategy Committee, Learning Enhancement Committee and the Quality Assurance Committee. They have full member representation in both University Senate and University Court, attending associated strategic planning events.

Other Student Voice Structures

In addition to the formal representation through the class representative system and the student union executive team, Strathclyde uses student interns to directly input into special projects. Developments such as the Strathclyde Personal Development Planning system, including the PDP student planning form, were developed by teams of student interns researching and developing material specific to the needs of Strathclyde students. The student internships, which are paid positions, are recruited from the student community to ensure that student views are centre to the developments at Strathclyde.

Cybersecurity

It is vital that you are aware of basic cybersecurity principles and procedures – in your personal, your university life, and your professional life.

The university provides a wide range of important advice here:

<https://www.strath.ac.uk/professionalservices/is/cybersecurity/>

It also provides an online course which you should use to test that you understand the key cybersecurity principles:

<https://www.strath.ac.uk/professionalservices/is/cybersecurity/trainingpolicies/>

