

University of
Kent

POSTGRADUATE TAUGHT PROGRAMMES

**COMPUTER SCIENCE
DISTRIBUTED SYSTEMS AND NETWORKS
IT CONSULTANCY**

HANDBOOK 2008/09

FACULTY OF SCIENCE, TECHNOLOGY & MEDICAL STUDIES



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COURSE AND TERM DATES

2008/09

Term	Start	End	Weeks
Autumn	29 September 2008	19 December 2008	1–12
Spring	19 January 2009	10 April 2009	13–24
Summer	11 May 2009	19 June 2009	25–30
Courses End		16 September 2009	

The information contained in this Handbook was correct at the time of going to print. The University, however, reserves the right to modify or cancel any statement in this Handbook (including the addition, withdrawal or restructuring of modules and programmes of study) at any time without prior notice.

1 Introduction

First of all, a warm welcome to those students starting a postgraduate programme. I hope you will find the next year interesting, challenging and enjoyable. This booklet is designed to provide you with information about the organisation of the postgraduate programmes.

In any continually changing courses such as those offered by this department, problems will inevitably arise on occasion. If you do encounter problems, please do not hesitate to tell me about them. My email address, office telephone and room number are shown below (email is usually best). Likewise, I would be glad to hear ideas for long term improvements in the course.

The contents of this booklet were correct at the time of going to press, but please remember that since computing is a rapidly changing subject it may well be considered beneficial to make changes to the courses at relatively short notice in order to make the most of any new developments. Staff leave or illness may also necessitate changes. Please keep an eye on notice boards, the Web and the MSc discussion forum for details of these.

Peter Kenny

Director of Taught Postgraduate Programmes

e-mail: P.G.Kenny@kent.ac.uk, Extn: 7236, Room: S128.

September 2008

2 Programme Structure

The University operates a 'credit framework' for all its taught programmes of study. Detailed information on the credit framework may be found in Section 11 of this Handbook. You are advised to read this.

Each programme is divided into study blocks called modules. Modules for these programmes have a value of 15, 30 or 60 credits. The pass mark for each module is 40%. The modules required for each programme are shown in Section 3.

Detailed module descriptions together with information on Learning Outcomes, Learning and Teaching methods and Assessment Methods may be found on the department's module web pages at: <http://www.cs.kent.ac.uk/teaching>

The department has published Programme Specifications for each of the programmes it offers. These are available at: <http://www.kent.ac.uk/stms/studying/programmes/index.html>

MSc

The MSc programme is studied over 12 months on a full time basis. There are two major components to the MSc: the taught component and the project.

The taught component runs from the start of the programme through to the middle of the Summer Term. It comprises a mixture of core and optional modules.

In the Autumn Term Computer Science and IT Consultancy students are divided into two streams according to their previous programming experience. The Spring Term includes a mix of taught and project modules. IT Consultancy students undertake work on both the major project and CO845 New Enterprise Development project. For other programmes module CO885 Project Research is closely linked to the major project and includes supporting workshops on research methods.

Examinations are held in the first half of the Summer Term. The major project runs/resumes after examinations through to the end of the programme.

3 Programme Requirements

3.1 MSc Computer Science

Students take a total of 180 credits, at least 150 of which must be at Level M.

Code	Title	Term Taught ²	Level	Credit Value
<i>Required modules</i>				
CO883 ¹	Systems Architecture	A	M	15
CO884	Logic and Logic Programming	A	M	15
CO885	Project Research	S	M	15
CO886	Software Engineering	S	M	15
CO887 ¹	Web-based Information Systems Development	S	M	15
CO880 ¹	Project and Dissertation	Summer + ³	M	60
<i>Together with</i>				
<i>Either (if you have <u>not</u> studied programming before)</i>				
CO881	Object-Oriented Programming	A	M	15
<i>and</i>				
CO882	Advanced Object-Oriented Programming	A	M	15
<i>Or (if you <u>have</u> studied programming before)</i>				
CO871	Advanced Java for Programmers	A	M	15
<i>If CO871 is taken a further 15 credits must be chosen from the following options in the Autumn Term⁴:</i>				
CO874	Communication Networks	A	M	15
CO529	Human Computer Interaction	A	I	15
CO534	IT Consultancy Methods	A	I	15
CO641	Computer Graphics and Animation	A	H	15
<i>All students choose 15 credits from the following options in the Spring Term⁴:</i>				
CO528	Introduction to Intelligent Systems	S	I	15
CO643	Computing Law and Professional Responsibility	S	H	15
CO645 ⁵	IT Consultancy Practice 2	S	H	15
CO831	Mobile and Ubiquitous Computing	S	M	15
CO832	Data Mining and Knowledge Discovery	S	M	15

Notes:

- ¹ Credit by compensation or condonement will not be awarded for modules CO883, CO887 or CO880.
- ² "A" indicates Autumn Term, "S" indicates Spring Term.
- ³ CO880 starts in the Summer Term after examinations have finished and continues until the end of the programme.
- ⁴ Students who have been awarded credit on a taught module as part of a previous qualification at Kent are not normally permitted to repeat it as part of a new programme.
- ⁵ Option only available to students who have also taken CO534. The maximum number to be admitted to CO645 will be determined each year by the Kent IT Clinic (KITC) management according to the commercial prospects at the time. Acceptance onto this module is subject to interview.

3.2 MSc Distributed Systems and Networks

Students take a total of 180 credits, at least 150 of which must be at Level M.

Code	Title	Term Taught ²	Level	Credit Value
<i>Required modules</i>				
CO871	Advanced Java for Programmers	A	M	15
CO874	Communication Networks	A	M	15
CO876	Computer Security	A	M	15
CO885	Project Research	S	M	15
CO831	Mobile and Ubiquitous Computing	S	M	15
CO872	Distributed Systems	S	M	15
CO880 ¹	Project and Dissertation	Summer + ³	M	60
<i>Together with 15 credits chosen from the following options in the Autumn Term⁴</i>				
CO883	Systems Architecture	A	M	15
CO534	IT Consultancy Methods	A	I	15
CO525	Dynamic Web	A	I	15
<i>and a further 15 credits chosen from the following options in the Spring Term⁴</i>				
CO528	Introduction to Intelligent Systems	S	I	15
CO645 ⁵	IT Consultancy Practice 2	S	H	15
CO832	Data Mining and Knowledge Discovery	S	M	15
CO631	Concurrency Design and Practice	S	H	15
CO643	Computing Law and Professional Responsibility	S	H	15

Notes:

- ¹ Credit by compensation or condonement will not be awarded for module CO880.
- ² "A" indicates Autumn Term, "S" indicates Spring Term.
- ³ CO880 starts in the Summer Term after examinations have finished and continues until the end of the programme.
- ⁴ Students who have been awarded credit on a taught module as part of a previous qualification at Kent are not normally permitted to repeat it as part of a new programme.
- ⁵ Option only available to students who have also taken CO534. The maximum number to be admitted to CO645 will be determined each year by the Kent IT Clinic (KITC) management according to the commercial prospects at the time. Acceptance onto this module is subject to interview.

3.3 MSc IT Consultancy

Students take a total of 180 credits, at least 150 of which must be at Level M. Students will be expected to familiarise themselves with the projects being undertaken by KITC from the start of the Autumn Term; however, their participation in the work of the Clinic will take place mainly during the Spring Term and through to early September. From the start of the Summer Term students may be required to work up to 5 hours per week in the Clinic up until the end of examinations. From the end of examinations until early September, approximately three-quarters of their time (30 hours per week) will be spent in the Clinic.

Code	Title	Term Taught ²	Level	Credit Value
<i>Required modules</i>				
CO534 ¹	IT Consultancy Methods	A	I	15
CB932	Management of Operations	A	M	15
CO845	New Enterprise Development	All ³	M	30
CO843 ¹	Extended IT Consultancy Project	All ³	M	60
<i>Together with</i>				
<i>Either (if you have <u>not</u> studied programming before)</i>				
CO881 ¹	Object-Oriented Programming	A	M	15
<i>Or (if you <u>have</u> studied programming before)</i>				
CO871 ¹	Advanced Java for Programmers	A	M	15
<i>All students choose 15 credits from the following options in the Autumn Term⁴:</i>				
CO882 ⁵	Advanced Object-Oriented Programming	A	M	15
CO874	Communication Networks	A	M	15
CO876	Computer Security	A	M	15
CB937	Financial and Management Accounting	A-S	M	15
<i>And a further 30 credits from the following options in the Spring Term⁴:</i>				
CO643	Computing Law and Professional Responsibility	S	H	15
CO645 ⁸	IT Consultancy Practice 2	S	H	15
CO831 ⁶	Mobile and Ubiquitous Computing	S	M	15
CO886 ⁶	Software Engineering	S	M	15
CO887 ¹	Web-based Information Systems Development	S	M	15
CO872 ⁷	Distributed Systems	S	M	15
CB903	Economics of the E-marketplace	S	M	15
CB904	Structure and Organisation of the E-enterprise	S	M	15
CB934	Strategic Management	S	M	15

Notes:

- ¹ Credit by compensation or condonement will not be awarded for modules CO534, CO871, CO881 or CO843.
- ² "A" indicates Autumn Term, "S" indicates Spring Term.
- ³ CO843 and CO845 run throughout the programme.
- ⁴ Students who have been awarded credit on a taught module as part of a previous qualification at Kent are not normally permitted to repeat it as part of a new programme.
- ⁵ CO882 cannot be taken with CO871
- ⁶ Option only available to students who have also taken either CO871 or CO882
- ⁷ CO872 is only available to students who have also taken CO871
- ⁸ CO534 is pre-requisite for CO645. The maximum number to be admitted to CO645 will be determined each year by the Kent IT Clinic (KITC) management according to the commercial prospects at the time. Acceptance onto this module is subject to interview.

3.4 Modules: levels, credits, terms and weightings

Code	Title	Level	Credit	Term	Module Weightings %			ECTS
					cw	proj	exam	
CO525	Dynamic Web	I	15	A	20		80	7.5
CO528	Introduction to Intelligent Systems	I	15	S	20		80	7.5
CO529	Human Computer Interaction	I	15	A	50		50	7.5
CO534 ⁴	IT Consultancy Methods	I	15	A	50		50	7.5
CO631	Concurrency Design and Practice	H	15	S	20		80	7.5
CO641	Computer Graphics and Animation	H	15	A	25		75	7.5
CO643	Computing Law and Professional Responsibility	H	15	S	25		75	7.5
CO645 ⁵	IT Consultancy Practice 2	H	15	S		100		7.5
CO831	Mobile and Ubiquitous Computing	M	15	S	20		80	7.5
CO832	Data Mining and Knowledge Discovery	M	15	S	20		80	7.5
CO843 ³	Extended IT Consultancy Project	M	60	S		100		30
CO845	New Enterprise Development	M	30	All		100		7.5
CO871 ⁴	Advanced Java for Programmers	M	15	A	100			7.5
CO872	Distributed Systems	M	15	A	20		80	7.5
CO874	Communication Networks	M	15	A	25		75	7.5
CO876 ²	Computer Security	M	15	A			100 ²	7.5
CO880 ³	Project and Dissertation	M	60	All		100 ³		30
CO881 ⁴	Object-Oriented Programming	M	15	A	100 ¹			7.5
CO882	Advanced OO Programming	M	15	A	100			7.5
CO883 ⁴	Systems Architecture	M	15	A	25		75	7.5
CO884	Logic and Logic Programming	M	15	A	25		75	7.5
CO885	Project Research	M	15	S	100 ¹			7.5
CO886	Software Engineering	M	15	S	50		50	7.5
CO887 ⁴	Web-based Information Systems Development	M	15	S	100			7.5
CB903	Economics of the E-marketplace	M	15	S	100			7.5
CB904	Structure and Organisation of the E-enterprise	M	15	S	100			7.5
CB932	Management of Operations	M	15	A	30	70		7.5
CB934	Strategic Management	M	15	S	40		60	7.5
CB937	Financial and Management Accounting	M	15	A	100			7.5

¹ CO881 and CO885 are assessed on a Pass/Fail basis.

² CO876 includes coursework which will be assessed on a Pass/Fail basis.

³ Credit by compensation or condonement will not be awarded for modules CO880 or CO843

⁴ Credit by compensation or condonement will not be awarded on CO883 or CO887 for Computer Science, or on CO534, CO871 or CO881 for IT Consultancy.

⁵ CO534 is pre-requisite for CO645. The maximum number to be admitted to CO645 will be determined each year by the Kent IT Clinic (KITC) management according to the commercial prospects at the time. Acceptance onto this module is subject to interview.

4 Projects

4.1 CO880 and CO885 (MSc Computer Science, MSc Distributed Systems and Networks)

The project is a piece of independent study substantial in nature. Projects are undertaken at the Canterbury Campus and all students are allocated a project supervisor who will be a member of academic staff.

You will be required to choose and register for your project early in the Spring Term. Projects are normally selected from a list of suggestions proposed by the department, a number of which may involve industrial collaboration. Alternatively, students may propose a project of their own if a suitable member of academic staff is available to act as the supervisor. In all cases the particular project must be appropriate for, and relevant to, the student's programme of study.

Preparatory research for your project begins during the Spring Term as part of module CO885 Project Research. The project then resumes as module CO880 Project and Dissertation in the Summer Term after examinations have finished and continues until the end of the programme. During the project period you will be entitled to an average of one hour per week of your supervisor's time. Progress will be monitored and you must ensure that you maintain regular contact with your supervisor. Preparatory research (CO885) is assessed via a number of reports and a presentation. The remainder (CO880) is assessed by means of the project itself and a written dissertation.

Further guidance on deadlines, choice, content, format of the dissertation and marking criteria will be issued during the Autumn Term via the CO880 module web page. Failure to select and register for a project can result in academic disciplinary proceedings.

4.2 CO843 Extended IT Consultancy Project (MSc IT Consultancy)

Students taking this module will undertake three or (typically) more assignments for the Kent IT Clinic (KITC). Each assignment will be of one of four types:

- Work on one of KITC's contracts with an external client. Every student will participate in at least one assignment of this type, normally more. Every student will normally, and to the extent that client-funded work allows, take the lead in at least one project of this type through a substantial portion of its lifecycle. For each assignment, the student may work on the assignment individually or as part of a group, as directed by KITC.
- A contribution to the infrastructure of KITC itself. These assignments work in a similar way to external assignments, but with KITC as the client.
- Formulating a costed proposal for the future development of KITC, and presenting reasoned argument in support of the proposal to KITC management. Every student will have at least one assignment of this type.
- Formulation and development within KITC of a product or service to be offered for future sale.

Alongside the client deliverables, each student will also be required to produce a report on each assignment undertaken. In these reports students will be required critically to evaluate technical, commercial and quality aspects of their work on the assignment and the contribution of the assignment to the development of the student's skills. KITC management will also produce a brief evaluation report on the student's contribution following each assignment: these evaluation reports will be made available to the student concerned and his/her academic supervisor. Towards the end of the project each student will prepare a final report. Each student is also expected to make a presentation of about 15 minutes on an idea for the strategic development of the Clinic.

The module is assessed on the basis of the portfolio of per-assignment reports written by the students, the corresponding evaluation reports by KITC Management, the strategic development presentation, the final report, and by a *viva voce* examination.

Further guidance on deadlines, content, format of the deliverables and marking criteria will be issued via the CO843 module web page.

Progress will be monitored during the course of this module and failure to attend project meetings or to fulfill other requirements of this module can result in academic disciplinary proceedings.

5 Attendance and Coursework

5.1 Timetables

Lecture and class information is available via the Student Data System. Notices relating to changes to the timetable are posted on the forums.

Lectures and classes are normally timetabled between the hours of 09:00 and 18:00 on Mondays, Tuesdays, Thursdays and Fridays, and between 09:00 and 13:00 on Wednesdays. However, there may be occasions when it will be necessary for teaching to take place on Wednesday afternoons, or from 18:00–19:00 on Mondays, Tuesdays, Thursdays or Fridays. Teaching begins at 5 minutes past the hour and ends at 5 minutes to the hour. No smoking, eating or drinking is allowed in any teaching room. Teaching Timetables for termly delivered programmes will be available by the start of the Autumn and Spring terms. Queries on the timetable should, in the first instance, be addressed to the Course Administration Office.

5.2 Attendance

Attendance at supervisions, project meetings, seminar, terminal, laboratory and other practical classes is compulsory under the general regulations for students. Attendance at compulsory classes is monitored and recorded on the Student Data System. During the project period supervisors will monitor student progress and failure to attend project meetings could result in academic discipline procedures. Students are also required to pursue diligently the programme of study selected from the list of modules as laid down in this handbook. This includes appropriate lecture modules and attendance at lectures may be monitored. In some cases, assessments will be carried out during class time, and the marks obtained here may be used as part of the coursework mark for the relevant module. Students should note that examination questions may relate to material covered in lectures but not necessarily covered in notes handed out or displayed on the Web. Do not assume the existence of a question on a particular topic in an earlier year's paper means a similar question will or will not appear again this year. Consult the lecturer if in doubt about what is examinable.

Attendance at Computing lectures will be monitored in order to enable the department to remind students of the importance of attending lectures in support of their learning. Tutors and directors of study will be informed of absences in order to identify where there may be cause for concern in the case of repeated or prolonged absence, for instance, unreported illness. Departmental followup as a result of repeated absence will primarily be with the intention of promoting and recovering student progress, however, repeated absence may be taken as a possible indicator of lack of appropriate diligence when considering disciplinary processes.

5.3 Submission of Coursework

All coursework is compulsory and students are required to submit all work set by the deadline prescribed.

Module Convenors will determine the deadlines for submission of coursework, extended essays and dissertations, and will inform you of these via the Student Data System. **Please note that** late submission of coursework which is not subject to any concessionary plea will be awarded a mark of zero. Further details at: <http://www.kent.ac.uk/registry/quality/credit/creditinfoannex9.htm>

If you are unable to submit required coursework because of illness or other reasonable cause, you must report the reason without delay to your tutor and the person who set the assessment.

For computing modules it is up to the person who set the assessment, in consultation with your tutor, to decide whether or not to grant an extension. An extension, once granted, cannot be further extended for the same reason that it was originally granted.

Student progress is regularly monitored and failure to fulfil these obligations could, in extreme cases, result in you being required to withdraw from the university (see Paragraph 5.2 of the Regulations for Taught Programmes of Study).

The progress of students in the Faculty is formally monitored. Leaders of compulsory classes and module convenors are expected to draw to the attention of the Director of Studies the situation of students who have academic problems. In the first instance a seminar leader/module convenor will inform the Director of Studies when a student is not attending compulsory classes or is performing inadequately, he/she will check if this is the situation on other modules and may subsequently discuss the problem with the student. It will be made clear to students that attendance at compulsory classes is

compulsory and that future absences will be reported to the Director of Studies, who may give advice to the student on academic problems and/or may refer the student to the Student Learning Advisory service in the Unit for the Enhancement of Learning and Teaching, the English Language Unit or other sources of advice or support on academic matters. If the non-attendance or academic problem persists the student will again be informed. The Director of Studies are authorised to use their discretion as to what action is to be taken concerning a reported student after consultation with the Head of Department(s), if appropriate. It may be decided that a student should receive a formal letter of warning indicating the requirements with respect to their pursuit of further study, failure to comply with which may lead to their being required to withdraw from the University.

Full details of the University's academic discipline procedures are contained in the University's Regulations, available on the web at <http://www.kent.ac.uk/uelt/quality/regulations/index.html>

5.4 Project Weeks

One week of each of the two teaching terms will be designated as a Project Week: Weeks 7 and 21. During these weeks the teaching of computing (CO) modules is suspended and other activities take place. However, IT Consultancy students should note that modules delivered by Kent Business School will run as usual.

Further information on the arrangements and activities for project Weeks will be made available at:

<http://www.cs.kent.ac.uk/teaching/08/projweeks/>

5.5 Notice Boards, Mail, MSc Forum and the Web

Students should check their electronic mail at frequent intervals, preferably daily; this provides a fast, reliable channel of communication between staff and individual students. In many (but not all) cases, this information is also disseminated via the MSc discussion forum .

You will be able to find detailed course information on the University's World Wide Web teaching pages beneath the following URL:

<http://www.cs.kent.ac.uk/teaching/>

These pages contain detailed information about modules, assessments, locations of teaching rooms, etc.

6 Student Support

6.1 Where To Go For Help

Questions about particular modules are often best addressed to the lecturer concerned, or to the module convener. Staff email addresses and office locations can be found via the module web pages. See "Academic Support" section 6.2 below for further advice.

Students experiencing problems of a non-academic or more general nature should consult their personal tutor. Tutors are allocated at the start of the course. See "Tutorial Support" section 6.4 below for further information.

Queries about the projects and dissertation stage should be referred to the Projects Conveners:

CO880: Aliy Fowler (e-mail: A.M.L.Fowler@kent.ac.uk).

CO843: Andrew Runnalls (email: A.R.Runnalls@kent.ac.uk)

The Course Administration Office can assist you with matters of an administrative nature relating to your registration. It is located in Room S132 of the Computing Laboratory. See Section 6.5: Administrative Support for further information.

Wider issues or problems that are difficult to raise via the above channels may be discussed with the appropriate programme director:

MSc Computer Science: Dr Peter Kenny (e-mail: P.G.Kenny@kent.ac.uk)

MSc Distributed Systems and Networks: Gerald Tripp (email: G.E.W.Tripp@kent.ac.uk)

MSc IT Consultancy: Dr Andrew Runnalls (email: A.R.Runnalls@kent.ac.uk)

6.2 Academic Support

The Computing Laboratory provides a variety of support mechanisms for students on academic programmes. This statement is concerned with academic support mechanisms; pastoral tutorial support is explained in Section 6.4.

1. Students are encouraged to ask questions by e-mail, and lecturers will in turn reply to these in a reasonable time. Lecturers should make clear to students if they are going to be unable to respond to e-mail because of absence from the university, and should explain how alternative support is to be given.
2. Questions and answers to e-mail enquiries will, when appropriate, be broadcast to all appropriate students, either via group email, the MSc discussion forum or via an anonymous question page.
3. Students are also advised that the appropriate forums can be used to obtain rapid support from peers and other year groups. In some cases, staff members may use nominated forums to solicit questions and broadcast answers relating to a particular module.
4. Alternatively, and where appropriate, students will be given the facility to ask questions anonymously. Questions and responses will be made available to the whole of the student group via the Laboratory Web pages.
5. Staff aim, where appropriate, to be available for face-to-face meetings with students seeking academic assistance. In order to make this work most effectively, it is helpful for students to make the first contact via e-mail to ask for a meeting time, thus avoiding a wasted trip to the staff member's office.

Staff should arrange such a meeting with the student, or where appropriate with a group of students seeking similar help, within a reasonable period of time. A meeting with a group will be provided in a timetabled slot for extra provision, thus ensuring that all eligible students can attend the session.

6. Students are expected to read e-mail and nominated forums daily, and also regularly to check module Web pages. Students are also expected to read nominated forums and/or anonymous course question pages for assistance before contacting staff members.
7. The arrangements above apply to term time support. Outside term time, more limited support will be available, but students should be aware that staff may be absent from the university on university business or on leave.
8. The Laboratory will try to ensure that its Web pages and forums are available to students trying to access the material from off campus.
9. Student grievances about the implementation of these procedures should be discussed with the student's tutor or the Laboratory's senior tutor, Janet Carter.

6.3 Staff/Student Liaison

Your views on your courses are important to us. By working together we help to improve the quality of learning and teaching to the benefit of all, staff and students. If you have any concerns or have suggestions for improvement to offer, don't keep them to yourself, but let us know as soon as possible. Even if you feel that any change will be too late for you to benefit, cohorts in future years will be grateful to you. There are several ways you can give feedback and these are explained at:

<http://www.cs.kent.ac.uk/teaching/student/feedback.html>

Students elect representatives annually to represent the views of the year group on each programme of study. These students sit on the Departmental Staff-Student Liaison Committee and on the Board of Studies, and representatives are chosen to sit on the Departmental and Faculty Learning and Teaching Committees and Faculty Board.

Matters raised by students are dealt with informally as they arise or they may be raised at the Staff-Student Liaison Committee. The Committee which has responsibility for staff-student liaison over all taught programmes in the department (both undergraduate and postgraduate) provides a constructive interface between the Department and students aimed at improving:

- a. the delivery of programmes and courses;
- b. the quality of student feedback;

- c. action times on dealing with problems such as access to facilities, delays in marking, overload problem, etc.

6.4 Tutorial Support: Personal Academic Support System

Each student is assigned a personal tutor who will normally remain as their tutor for the full duration of their programme of study. A student can expect the primary emphasis of their tutor's role to be the provision of personal support – both academic and pastoral.

Your tutor will receive reports on your attendance and progress from class and project supervisors, and individual meetings to review progress and for other supervisory purposes will be held at key stages each year. In all cases a record is kept. Students experiencing problems with their studies are encouraged to meet with their tutor more frequently.

Your tutor is the person to whom you should go first for help with any problems that you meet.. You should feel free to seek his or her advice and help whenever you think you are faced with a problem, whether academic or personal, that is affecting your life at Kent.

In addition the University provides professional support to meet a diversity of needs (see Section 10.3).

6.5 Administrative Support

6.5.1 Course Administration Office

The Course Administration Office can assist you with matters of an administrative nature relating to your registration. The office is located in Room S132 in the Computing Laboratory and the office personnel are as follows:

Administrator:	Sandra Shine
Clerical Assistants:	Rosemary Higham Lisa Powis Sonnary Var
Email:	comp-courseadmin@kent.ac.uk
Web site:	http://www.cs.kent.ac.uk/cas/
Opening hours:	Monday - Friday 10:00 – 12:30, 14:00 – 16:00

Functions of the office include:

- n maintaining the computerised Student Data System,
- n supervising the handing in, distribution and return of most coursework as well as processing the associated marks,
- n co-ordination of the teaching timetable,
- n registration for examinations,
- n production of student status letters,
- n correspondence with sponsors,
- n project registration.

6.5.2 Student Data System

The University has an on-line Student Data System. The system is accessible by students from the student portal:

<http://www.kent.ac.uk/student/>

It gives you on-line access to the following information:

- n Your lecture and class timetable;
- n Coursework Details: includes assessment deadlines, weightings and other related information;
- n Your marks: you will be able to view your coursework marks as they are entered into the system throughout the year. Examination marks will be available at the end of the academic year once they have been confirmed by Boards of Examiners;
- n The modules for which you are registered;

- n The records of your attendance at compulsory classes;
- n Your examination results;
- n Subscription to the University SMS text alert service (see below).

The system also allows you to view and notify changes to your personal details as held by the University.

6.5.3 Laboratory and Faculty Officers

Title	Name	Email
Head of Department	Professor Simon Thompson	S.J.Thompson@kent.ac.uk
Senior Tutor	Janet Carter	J.E.Carter@kent.ac.uk
Dean of the Faculty	Professor Peter Jeffries	P.Jeffries@kent.ac.uk

6.6 Personal Development Planning (PDP)

PDPs are an important tool used in industry for people to manage their career advancement, both in terms of providing evidence for people applying for promotion and for identifying future training and development requirements and getting realistic time frames and budgets agreed by employers. Experience of this at university will enable you fully to embrace development opportunities and to think broadly about where you can get relevant learning and support throughout your careers.

An advantage of an up-to-date PDP is that it will provide evidence of all the core competencies employers now base their recruitment on, enabling you to recognise that your technical degree also gives you wider skills such as teamwork, analytical and problem solving, planning and organisation, etc. The ability to learn new skills quickly is one of the basic reasons that employers target graduates, further technical skills are easily trainable if this foundation is in evidence. This is easily shown if you have an up-to-date PDP when applying for jobs, as well as providing your tutor with more detailed information on which to base any references you may require.

Detailed information on PDP and software to enable you to build up your own PDP is available at:

http://spider.kent.ac.uk/PDP/sitefiles/Keynote_PDP-sitefiles/index.htm

7 Assessment and Examinations

7.1 Coursework

There are two types of coursework: graded and ungraded.

- n Graded coursework is given a numerical mark. Each such assessment has a weighting associated with it and this mark is used directly towards the calculation of the module mark.
- n Ungraded coursework is given a result of 'pass' or 'fail'. These pieces of ungraded coursework are weighted as 0 when calculating the module mark, however they are deemed to be "prescribed elements of assessment" of the module and candidates will need to complete each such assessment in that module to the satisfaction of the examiners in order to be eligible to pass the module. (In some syllabuses these ungraded assignments are denoted as being "assessed by tick".)

Examiners may ask to see your coursework during the Summer Term and you should, therefore, keep your work until the end of your course. Students who are required to submit their work will be notified by the Chair of the Board of Examiners concerned during the Summer term.

7.2 Registration for Examinations

All students, including those who will not be taking any examination, are required to confirm that they have been correctly registered for modules, examinations and assessments. You will be advised to do this at the start of the Spring term, using your account on the Student Portal. <http://www.kent.ac.uk/student/studying/index.html> If you do not check your registration and assessment details, you are at risk of finding that you are taking two examinations at the same time, or that you are being assessed on the incorrect module.

If you have good cause to request special arrangements to be made for your examinations, you must contact the Examinations Office in the Autumn Term.

7.3 Examination Timetable

Examinations take place at the start of the Summer Term. The examinations timetable is published during the Spring Term. It is displayed in the Library foyer and is also available on the University Web pages. You may be required to sit examinations on a Saturday.

7.4 The Examination Room

It is important that all students are familiar with the examination instructions for candidates. These are available to view on the Examinations Office web page at:

<http://www.kent.ac.uk/ettoffice/exams/information/>

You should particularly note that

- n you must take your student ID card with you to all examinations as you will be asked to produce your card to get into the Hall and you will be required to display it on the desk throughout the exam.
- n you may not take bags or unauthorised material into the Hall.
- n you may not take food or drink into the Hall, except for documented medical reasons. Water will be available on request.

7.5 Cheating in the Examinations

Regulation 4(ii) of the General Regulations for Students states that 'Except where allowed by the examination instructions, no candidate may introduce into the examination room any book, manuscript or other object or material relevant to the subject of the examination.'

THE UNIVERSITY REGARDS CHEATING OR ATTEMPTING TO CHEAT AS AN EXTREMELY SERIOUS OFFENCE. STUDENTS WHO ARE FOUND TO HAVE CHEATED MAY FAIL THE EXAMINATION OVERALL.

7.6 Calculators in Examinations

Candidates are required to possess a specific calculator of a standard type for use in examinations. You will be issued with a calculator of the approved model at the start of the course. Only the approved model calculator will be permitted in the examination hall.

7.7 Dictionaries in Examinations

The use of dictionaries in the examination room is prohibited. However, Departments will ensure that an appropriate member of staff is present for the first fifteen minutes of an examination to answer questions from students. Non-native speakers of English in particular should read question papers carefully and ask about the meaning of words with which they are not familiar during this time.

7.8 Concessionary Evidence

Boards of Examiners are able to consider evidence of illness or other problems when making recommendations for the award of degrees, *but only when these are properly documented*. This means, for instance, that you should ask for a letter from a medical practitioner to detail any illness. All such evidence is treated as confidential. You are strongly advised to keep your tutor informed throughout the year of any problems you may be experiencing.

Annex 9 of the Credit Framework for Taught Programmes explains the circumstances under which concessionary evidence will be considered and the procedures for submission:

<http://www.kent.ac.uk/quality/credit/index.html>

Concessions applications must be submitted normally no later than five days after the examination to which they relate, or normally before, but no later than the deadline date for the coursework assessment to which they relate.

7.9 Examinations

The means by which a module is assessed is indicated in the Table in Section 3.4 earlier in this handbook (eg. 25% by coursework, 75% examination). Section 11 of this handbook describes the Credit Framework in detail and the level you must achieve in order to be awarded credit, including

arrangements for compensation, condonement, referral, deferral and trailing. Text in italics below indicates the relevant part of Section 11.

Section 11.5

To be awarded the number of credits prescribed for a module (ie 15, 30 or 60) you must achieve a mark of $\geq 40\%$ for that module or in the case of CO881 and CO885, achieve a Pass.

Section 11.4.1

7.10 Project and Dissertation: CO880 and CO843

CO880 and CO843 are assessed by two internal examiners (one of whom is normally the supervisor) and the external examiner. The final mark is normally determined at the first Examiners' Board meeting following submission of the dissertation. A candidate who is referred in the dissertation element of a taught postgraduate programme may be permitted to resubmit the dissertation on one occasion only in a revised form by a deadline specified by the relevant Board of Examiners. Candidates so permitted may be required to undergo an oral examination on resubmission.

Note: Credit by compensation or condonement will not be awarded for CO880 or CO843.

7.11 Examination Results

Boards of Examiners will meet in June to consider results for the taught component. These results will be made available to students at that time and those required to attend resit examinations will do so in August of the same year.

The Board will meet again in the Autumn Term to consider final results and to make recommendations on award.

7.12 Award

The requirements for award are as follows:

MSc 180 credits (at least 150 of which must be at Level M)

Postgraduate Diploma 120 credits (at least 90 of which must be at Level M)

Postgraduate Certificate 60 credits (at least 40 of which must be at Level M)

Notes:

(i) The required and optional modules for these programmes are set out in Section 3. Credits from other modules cannot be substituted for these

(ii) Credit by compensation or condonement will not be awarded for the following modules

Computer Science: CO883, CO887, CO880

Distributed Systems and Networks: CO880

IT Consultancy: CO534, CO843, CO871, CO881

7.13 Classification

For all programmes, students who obtain an overall average mark $\geq 70\%$ will normally be awarded a Distinction; for an average of between 60% and 69.9% a Merit will be awarded.

7.14 Failure

If you fail one or more modules the Board of Examiners will consider the following options:

- | | | |
|---|---|-----------------------|
| n | Condonement (subject to the pass criteria above) | <i>Section 11.4.2</i> |
| n | Compensation (subject to the pass criteria above) | <i>Section 11.4.3</i> |
| n | Referral | <i>Section 11.5.1</i> |
| n | Trailing and Retrieving Credit | <i>Section 11.5.2</i> |
| n | Application of the provisions referred to above | <i>Section 11.5.3</i> |
| n | Deferral | <i>Section 11.5.4</i> |

Where a student resits a module or modules, the marks obtained will be used as set out in the table below. Assessment on repeating a module or taking an alternative module following initial failure of a module will be treated as a resit unless it has been agreed, in a particular case, that the result of the earlier assessment should be set aside.

Initial Result	Resit Result	Mark to be used for Award of Credit	Mark to be used for Classification/Transcript
Fail	Fail	Best Mark	Best Mark
Fail	Pass	Best Mark	Minimum Pass Mark

Resit examinations for taught modules are held in August.

Candidates registered for the degree of MSc who fail to qualify for an award will be considered for the award of a Postgraduate Diploma or a Postgraduate Certificate.

Candidates registered for the Postgraduate Diploma who fail to qualify for an award will be considered for the award of a Postgraduate Certificate.

The Postgraduate Diploma requires successful completion of 120 credits with at least 90 at level M. This may comprise *either* the whole taught component *or* half the taught component plus the major project (except for IT Consultancy for which CO843 Extended IT Consultancy Project is mandatory).

The Postgraduate Certificate requires successful completion of 60 credits from the taught component with at least 40 at level M. For a Postgraduate Certificate in Distributed Systems and Networks this must include modules CO872 and CO874. For a Postgraduate Certificate in IT Consultancy CO534 and CB932 must be included. CO*** modules from any of the MSc programmes may contribute to a Postgraduate Certificate in Computer Science.

If a candidate has failed to qualify for an award on the programme for which they are registered, the examiners may discount selected modules taken and make a lesser award, so long as:

- (a) the remaining modules satisfy the learning outcomes of the lesser award; and
- (b) the candidate's performance in the remaining modules in all other respects fulfils the regulations for the lesser award.

7.15 Appeals Procedures

Appeals procedures can be found as an annex to the credit framework assessment conventions at: <http://www.kent.ac.uk/registry/quality/credit/creditinfoannex9.html>

8 Academic Integrity and Honesty at University

What is academic integrity?

While you are at university, you are expected and required to act honestly regarding the work you submit for assessment in your courses. General Regulation V.3: Academic Discipline states that:

Students are required to act with honesty and integrity in fulfilling requirements in relation to assessment of their academic progress.

General Regulation V.3 specifies that any attempts to:

- cheat,
- plagiarise,
- improperly influence your lecturer's view of your grades,
- copy other assignments (your own or somebody else's) or
- falsify research data

will be viewed as a breach of this regulation.

The full details of this regulation including disciplinary procedures and penalties are available at:

<http://www.kent.ac.uk/registry/quality/credit/creditinfoannex10.html>

Most students do not have any problems understanding the rules and expectations about acting honestly at university, although some are not familiar with academic expectations and *plagiarism*.

What is plagiarism?

General Regulation V.3 states that plagiarism includes:

reproducing in any work submitted for assessment or review (for example, examination answers, essays, project reports, dissertations or theses) any material derived from work authored by another without clearly acknowledging the source.

In addition, certain departments or subjects may define plagiarism more narrowly.

This means that if you read, study or use any other work in your assignment, you must clearly show who wrote the original work. This is called referencing and correct referencing will help you to avoid accusations of plagiarism.

What is referencing?

Referencing means acknowledging the original author/source of the material in your text and your reference list. Examples of source material which should be referenced include:

- exact words (written or spoken)
- summarised or paraphrased text
- data
- images (graph, tables, video, multimedia etc)
- pictures or illustrations
- ideas or concepts
- theories
- opinion or analysis
- music or other performance media
- computer code
- designs, drawings or plans.

A variety of referencing styles are in use at the University of Kent. Specific style guides can be accessed from your department, library or UELT website.

Good referencing and avoiding plagiarism are pre-requisites to good writing. If you are unsure about essay writing in general or want to make sure that you will receive the good marks you deserve, you can visit the Student Learning Advisory Service based in the UELT building. For details see:

<http://www.kent.ac.uk/uelt/learning/index.html>

Departmental Guidance

The Department has published a Frequently Asked Questions guide on Plagiarism and Collaboration and this is available at <http://www.cs.ac.uk/teaching/student/assessment/plagiarism.local>

9 Complaints Procedure

As a student you are entitled to receive competent teaching on all modules you take. The questionnaire you fill in at the end of the module will enable your teachers to pick up suggestions for improvement, and in many cases you will be able to sort out any problems on the spot by talking them through with the teacher(s). However, it does occasionally happen that there are serious grounds for dissatisfaction which can be dealt with only by someone other than the teacher(s) concerned. If you, as an individual or as a group of students, feel that the basic requirements of good teaching are not being met, or that there are other issues to do with a module or its teacher(s) which you feel give grounds for complaint, you should raise the matter immediately. You may want to talk first to your student representative, and ask him or her to convey the complaint to the Convenor, Director of Studies or the Department Senior Tutor.

The Module Convenor is the person who will normally consider any complaint. You may, however, if you wish, take a complaint to the Head of your Department, or to the Dean of the Faculty.

10 Other Information

10.1 Computer Abuse

From time to time there are occurrences of what has become popularly known as 'hacking', i.e. attempting to interfere with the systems within the University or elsewhere or with other users' files. This practice wastes the time of academic and Computing Service staff, and interferes with the freedom of use of computers by others. Students found guilty of this type of offence will be banned from using all computing facilities and will have their files destroyed, regardless of any needs for computing coursework. You are also reminded that you should NEVER divulge your password or allow anyone else to use your system identification number and computing resources.

Computer abuse includes any activity which

- n seeks to gain unauthorised access to the resources of the systems or networks,
- n disrupts the intended use of the systems or networks,
- n wastes resources (people, computer materials, capacity) through such actions,
- n destroys the integrity of computer-based information, or
- n compromises the privacy of users.

Your attention is drawn to the Regulations for the use of Computing facilities, a copy of which would have been sent to you at the start of your registration. Further copies are available from the Course Administration Office. Further information may be found on the Computing Service Web pages:

<http://www.kent.ac.uk/information/services/computing/regulations/kent/regulations.html>

10.2 Colloquia and Seminars

Computing Laboratory Seminars are held on Tuesday afternoons at 16:00, and Electronics Colloquia on Wednesday afternoons at 14:00. These usually feature visiting speakers from both academic and industrial institutions. Seminars are arranged throughout the year and details may be found at:

http://www.cs.kent.ac.uk/dept_info/seminars/

10.3 Other Help and Guidance

In addition to the Departmental Student Support mechanisms described in Section 6, the University provides professional support to meet a diversity of needs. It is unlikely that you will meet a problem that has not arisen here before; there should be someone who can offer you support and understanding. Student Guidance and Welfare (See: <http://www.kent.ac.uk/guidance/>) includes the co-ordination of the guidance and welfare functions of a number of departments and the direct management of:

The Careers Advisory Service: <http://www.kent.ac.uk/careers/>

The Counselling Service: <http://www.kent.ac.uk/counselling/>

The Disability and Dyslexia Support Service:

<http://www.kent.ac.uk/guidance/disabilityanddyslexiasupport.htm>

Equal Opportunities <http://www.kent.ac.uk/guidance/equalopp.htm>

Other services available to students include:

The Faculty Office	http://www.kent.ac.uk/stms/
The Accommodation Office	http://www.kent.ac.uk/hospitality/staff-student/accommodation/
Alumni Relations (Communications & Development Office)	http://www.kent.ac.uk/alumni/
The Chaplaincy	http://www.kent.ac.uk/chaplaincy/
The College Masters' Office	http://www.kent.ac.uk/guidance/masters_offices.htm
The Computing Service	http://www.kent.ac.uk/is/computing/index.php
The English Language Unit	http://www.kent.ac.uk/secl/elu/
The Library	http://library.kent.ac.uk/library/
The Medical Centre	http://www.kent.ac.uk/medical/index1.htm
Registry Offices such as the European Office, and the Student Records Office	http://www.kent.ac.uk/academic/
The Finance Division	http://www.kent.ac.uk/registry/finance/
The Students' Union	http://www.kentunion.co.uk/

10.4 Student Learning Advisory Service

The Student Learning Advisory Service (SLAS) is part of the Unit for the Enhancement of Learning and Teaching. This is a free, friendly advice service providing guidance and information on all aspects of effective learning and study skills to ALL students (from all subject disciplines and subject levels) from the minute they arrive at the university until they finish their studies. The service provides academic advice and guidance for students interested in strengthening their study skills or who wish to discuss a specific study problem. This is provided in addition to the subject-based support available

within Departments. The Service also works in close partnership with academic departments in many of its initiatives and collaborates with other constituencies of the university e.g. associate or partner colleagues. We offer the following:

Individual and confidential advice and study guidance

on topics such as time management, essay and report writing, effective reading and note-taking, revision and exam techniques, organisational skills and issues such as motivation and concentration.

Maths and Stats Support

In partnership with IMSAS, we provide mathematics support for our students. If you wish to obtain specific and individual support, we offer two services: Stats Helpdesk and Maths Helpdesk.

Additional help with writing:

We work in collaboration with two Royal Literary Fund Writing Fellows (RLF) at both Canterbury and Medway. They are there to help students with any aspect of their writing.

PROGRAMMES

Workshops: Each term, in partnership with the Library and Information services, we offer a series of generic workshops on study skills that students from all levels and departments can attend. Please check our website: <http://www.kent.ac.uk/uelt/learning>

Additional exam support/ VALUE programme: A programme for Stage 1 students who are concerned about transferring to Stage 2 of their studies.

VALUE MaP: A programme for mature and/or part-time students which is run as a series of Saturday workshops on effective study on the Canterbury, Medway and Tonbridge campuses

LEARNING RESOURCES

We have a range of leaflets and books on study skills and techniques. Please note that the Student Learning Advisory Service is a wheelchair accessible venue, and this applies to all events we run. If you have any queries about making full use of our resources and services, please contact us; we will be glad to help. Of the many books on study techniques that are available, you may wish to buy or borrow one or more of the following to help you off to a good start:

Creame, P. & Lea, M. (1997)	<i>Writing at University, a Guide for Students.</i> Buckingham: Open University
Cottrell, S. (2003)	<i>The Study Skills Handbook.</i> London: Palgrave (useful for all Students; mature studies and students with dyslexia will find this especially useful).
Greetham, B. (2001)	<i>How to Write Better Essays.</i> Basingstoke: Palgrave
Northedge, A. (2005)	<i>The Good Study Guide.</i> Milton Keynes: Open University
Peck, J. & Coyle, M. (1999)	<i>The Student's Guide to Writing, Grammar, Punctuation and Spelling.</i> London: Macmillan
Rose, J (2001)	<i>The Mature Student's Guide to Writing.</i> Basingstoke: Palgrave
Tracy, E. (2002)	<i>The Student's Guide to Exam Success.</i> Buckingham: Open University.

Online resources:

Online study skills guides

Contact Information		
	Canterbury	Medway
Where:	Uelt (between the banks and the Grimond Building)	Study Skills Helpdesk Drill Hall Library, Pembroke Campus
Open:	Monday –Friday 9.00am–5.00pm	Monday – Friday 9.00 am – 4.00 pm
Phone:	Ext. 4016 direct line 01227 824016	or 01634 888884
Email:	learning@kent.ac.uk	learning@kent.ac.uk
Web site:	http://www.kent.ac.uk/uelt/learning	

10.5 Intermission

It is important that you seek help if you are experiencing problems with your studies.

If you seek a period of intermission you are strongly advised to check the financial consequences with your sponsors. It is very important that your sponsor is consulted.

Students take time out from their degree (known as intermitting) for a variety of reasons, mainly personal, but sometimes academic or financial. If you feel you need some time out, go and see your Departmental Senior Tutor or the University Counselling Service. Intermitting does not change the duration of your degree it just gives you the opportunity to take some time away from University should you need to. The University does not encourage students to take longer than normal to complete their studies but is willing to discuss this with you. Whatever is decided you will need to speak to your funding body to ensure that any funding you receive is not affected by intermission.

Intermission is normally given for a complete academic year, or occasionally part of an academic year. Your Departmental Senior Tutor will ultimately be responsible for authorising your period of intermission. However, **no intermission will be granted after the end of student examination/assessment confirmation ie end of Week 15, Friday 6 February 2009.**

Possible reasons for leave to intermit are:

1. **Personal Grounds** - Family or personal reasons (other than illness) prevent you from continuing your studies
2. **Financial Grounds** - Where your financial situation prevents you from continuing your studies.
3. **Medical Grounds:**
 - (a) Absence from the University due to medical or emotional reasons, or other such extenuating circumstances.
 - (b) Illness or extenuating circumstances, which are having a negative impact on your studies.
 - (c) Illness or extenuating circumstances that have interrupted your studies

When the reason for intermitting is medical, medical evidence will be requested from you. Before you return from intermission, you will be required to provide another medical certificate to testify that you are fit to return to your studies.

A few things to remember:

- Intermitting does not change the number of terms you will spend at the University, or your examination results.
- Intermitting is intended to relieve you of a disadvantage, not put you at an advantage to other students.
- You must check funding issues / implications with your Funding Body / the University Finance Office.
- If you subsequently want to change the period for which you have been permitted to intermit, you must seek approval from your Departmental Senior Tutor.
- If you have to go out of residence quickly for medical reasons, make sure you are seen by a doctor at the time so they can give you a medical certificate that reflects the severity of your condition.
- Make sure that you complete a 'Change of Circumstances Form' for your LEA (if applicable) if you intermit.

If you wish to intermit you should discuss the matter with your tutor or departmental advisor in the first instance. Final permission will be granted by the Department Senior Tutor where there are good medical, financial or personal reasons, or where intermission can be shown to be in your academic interests.

Formal application to intermit should be made on the appropriate form which is available at:

<http://www.cs.kent.ac.uk/cas/InfoStudents/>

PLEASE NOTE THAT IF YOU HAVE NOT HAD PERMISSION TO INTERMIT, YOUR FEES WILL NOT BE ADJUSTED – AND YOU WILL BE CHARGED FULL FEES FOR ACCOMMODATION AND TUITION.

10.6 Withdrawal

Occasionally students may find it necessary to withdraw from their studies before their expected completion date. Anyone in this situation should contact their tutor in the first instance and then arrange to discuss the matter with the Director of Postgraduate Programmes or the departmental Senior Tutor. If you are considering withdrawing from the University, please do not just depart as this can create problems for yourself in relation to your sponsor and also with regard to any future application for higher education, whereas these problems can be largely avoided if you go through the proper channels.

As with intermissions if you have not had your withdrawal formally agreed with the Senior Tutor your tuition fees will not be adjusted and you will be charged full fees for accommodation and tuition.

Formal application to withdraw should be made on the appropriate form which is available at:

<http://www.cs.kent.ac.uk/cas/InfoStudents/>

10.7 European Credit Transfer System

The University has adopted the European Credit Transfer System (ECTS) in the context of our participation in the Erasmus programme and other European connections and activities.

10.7.1 What is ECTS?

ECTS, the European Credit Transfer System, was developed by the Commission of the European Communities in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.

10.7.2 ECTS credits

ECTS credits are a value allocated to module units to describe the **student workload** required to complete them. They reflect the **quantity** of work each module requires **in relation to** the total quantity of work required to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, private work - in the library or at home - and examinations or other assessment activities. ECTS credits express a **relative value**.

In ECTS, 60 credits represent the workload of a year of study; normally 30 credits are given for a semester and 20 credits for a term. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, as followed by home students under normal regulations.

It is up to the participating institutions to subdivide the credits for the different courses. Practical placements and optional courses which form an integral part of the course of study also receive academic credit. Practical placements and optional courses which do not form an integral part of the course of study do not receive academic credit. Non-credit courses may, however, be mentioned in the transcript of records.

Credits are awarded only when the course has been completed and all required examinations have been successfully taken.

10.7.3 ECTS students

The students participating in ECTS will receive full credit for all academic work successfully carried out at ECTS partner institutions and they will be able to transfer these academic credits from one participating institution to another on the basis of **prior agreement** on the content of study programmes abroad between students and the institutions involved.

10.7.4 The ECTS Grading Scale

Examination and assessment results are usually expressed in grades. However, many different grading systems co-exist in Europe. Interpretation of grades varies considerably from one country to another, if not from one institution to another.

The ECTS grading scale has thus been developed in order to help institutions translate the grades awarded by host institutions to ECTS students. It provides information on the student's performance

additional to that provided by the institution's grade; it **does not replace the local grade**. Higher education institutions make their own decisions on how to apply the ECTS grading scale to their own system.

1. Each institution awards marks/grades on the basis of its normal procedures and system and these marks form part of the student transcript.
2. The ECTS scale is designed as a "facilitating scale" to improve transparency but not to interfere with the normal process of awarding marks within each institution or attempt to impose uniformity. The ECTS grading scale ranks the students on a statistical basis.
3. Within the broad parameters set out below each institution makes its own decision on the precise application of the scale.

ECTS GRADING SYSTEM	
ECTS Grade	% of successful students normally achieving the grade
A	10
B	25
C	30
D	25
E	10
FX	A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: "fail- some more work required to pass" and F means: "fail – considerable further work required".
F	

10.8 Diploma Supplement

The Diploma Supplement is awarded, free of charge, to every student graduating from the University of Kent. This is in addition to the Degree Certificate.

10.8.1 What is the Diploma Supplement?

The Diploma Supplement was developed to provide students with a document that will be attached to a higher education qualification and improve international recognition of academic and professional qualifications (diplomas, degrees, certificates etc).

The supplement provides a description of the nature, level, context, content and status of the studies a student pursued and successfully completed. All graduating students of the University of Kent can apply for a Diploma Supplement. In order to provide greater security of graduation documents - especially for verification by third parties the University has implemented a secure on line service (Digitary) for issuing and validating the European Diploma Supplement.

From the Digitary application students can

- access and print a web page version of their European Diploma Supplement.
- manage the release of their graduation documents to a third party electronically, allowing the third party to verify the information on the University's web site. Removing the need to entrust original documents to the post or to request duplicate copies from the University,

The electronic verification (under access permission granted by the student) removes the need for a third party having to resort to telephone or written confirmation with the University

10.8.2 Why is the Diploma Supplement required?

Countries are constantly updating their qualification systems to encompass new qualifications that arise as a result of technological, political and economic changes. With people now taking greater advantage of work and study opportunities abroad, the need for a means of providing recognition of qualifications

has become essential. As a result, further information about the level and function of a qualification is required to provide transparency.

The Diploma supplement aims to meet these demands by:

- Promoting transparency within Higher Education
- Taking into account changes in qualifications
- Aiding mobility and access to further study and employment abroad
- Providing fair and informed information relating to qualifications

10.8.3 What information does the Diploma Supplement contain?

The Diploma supplement comprises eight sections.

1. **Identification of the qualification holder:** Name, date of birth, student institution identification number/code.
2. **Identification of the qualification and its originating institution:** Name of qualification, name and type of awarding institution, language(s) of instruction and examination.
3. **on the level of qualifications:** Level of qualification, access requirements, main fields of study for the qualification.
4. **Information on the contents and results obtained:** Mode of study, normal length of programme, programme requirements, courses/modules/units studied, individual grades obtained, ECTS grade, grading scheme and grade distribution, award classification.
5. **Function of the qualification:** Qualification title, further study opportunities (e.g. postgraduate), any professional status conferred.
6. **Additional Information:** Any additional information and further sources as relevant.
7. **Certification of the Supplement:** Date and signature, official stamp or seal.
8. **Information on the National Higher Education system of the country issuing the diploma:** Overview of the educational system and awards structure of the awarding country.

10.8.4 What does the Diploma Supplement offer to students?

The Diploma Supplement aims to provide students with information relating to their programme of study that is both easily understood and comparable abroad. It provides an accurate description of a student's academic curriculum and competencies acquired during the period of study that may be relevant for further study and employment opportunities abroad.

10.8.5 Who should I contact if I have any queries?

For all information go to <http://www.kent.ac.uk/registry/student-records/digiweb/index.htm>

11 Credit Framework

11.1 Introduction

The University uses a 'credit framework' for all of its taught programmes of study, similar to the credit systems adopted by many other universities in the UK. This is intended to make it easier for students to obtain exemption from part of a University of Kent programme on the basis of study elsewhere and similarly for students to transfer credit obtained at this University to another university or college.

This section of the Handbook aims to explain those aspects of the credit framework, which will be of interest to students. However, it should be regarded as an informal guide only. The full Credit Framework Regulations may be found on the University web site at <http://www.kent.ac.uk/registry/quality/credit/index.html>

11.2 Outline of the Credit Framework

In order to be eligible for the award of a certificate, diploma or degree by the University, you must take an approved programme of study, obtain a specified number of credits, the number required depending on the award in question, and meet such other requirements as may be specified for the programme of study in question. Each programme of study comprises a number of modules, usually at different levels and each worth a specified number of credits. In order to be awarded the credits for a module, you must normally demonstrate, via assessment, that you have achieved the learning outcomes specified for the module. Limited credit may also be awarded where assessment has been affected by illness (condonement) or where you have demonstrated in other modules that all programme learning outcomes have been achieved (compensation).

Most programmes of study are divided into stages, usually equivalent to one year of full time study. You must satisfy prescribed requirements for each stage of a programme before being permitted to proceed to the next stage.

Many programmes of study lead to 'classified' awards. For example, undergraduate Honours degrees are awarded with First Class, Upper Second Class, Lower Second Class or Third Class Honours and Certificates may be awarded with Merit or with Distinction.

Example: a student taking a three year full time undergraduate honours degree programme is required to obtain a total of 360 credits of which at least 90 must be at level 'H' or above (Stage 3 modules are normally at level 'H') and at, most, 150 may be at level 'C' (Stage 1 modules are normally at level 'C'). Many three-year full time honours degree programmes comprise 120 level C credits in Stage 1, 120 level I/H credits in Stage 2 and 120 level H credits in Stage 3. At least 90 credits must be obtained in Stage 1 before progression to Stage 2 is permitted and at least 90 credits must be obtained in Stage 2 before progression to Stage 3 is permitted

11.3 Programmes of Study

Each programme of study comprises an approved set or sets of **modules** and is divided into a number of **stages**. Each module is at a specified **level** and successful completion of the module results in the award of a specified number of **credits at that level**. The University defines these terms as follows:

Credits: one credit corresponds to approximately ten hours of 'learning time' (ie including all taught or supervised classes and all private study and research). Thus obtaining 120 credits in an academic year of 30 weeks requires approximately 1,200 hours of learning time, equivalent to approximately 40 hours per week.

Module: a module is a self contained component of a programme or programmes of study with defined learning outcomes, teaching and learning methods and assessment requirements. Each module normally corresponds to a multiple of 15 credits ie to 15, 30, 45... credits though the Faculty may approve exceptions where it is satisfied that there is good reason to do so.

Level: each module is at one of the following levels:

F	Foundation
C	Certificate
I	Intermediate
H	Honours
M	Masters

The level descriptors adopted by the University for these levels may be found in Annex 2 of the Credit Framework Regulations.

Stage: Most programmes of study are divided into a number of stages and you must achieve specified requirements in each stage except the final stage before being permitted to progress to the next stage. For undergraduate honours degree programmes, a stage will normally consist of modules amounting to 120 credits.

Awards: In order to be eligible for the award of a certificate, diploma or degree by the University, you must obtain at least the minimum number of credits specified for that award at the specified levels. These requirements are set out in Annex 4 of the Credit Framework Regulations. Individual programmes or groups of programmes will normally specify additional requirements which must be met for the award of the qualification in the subject concerned, for example by requiring specified modules to be taken and passed.

11.4 Award of Credits

11.4.1 Successful Completion of Module

If you successfully demonstrate via assessment that you have achieved the specified learning outcomes for a module you will be awarded the number and level of credits prescribed for the module. Assessment methods vary between modules and assessment is designed so that achievement of the pass mark or above will demonstrate achievement of learning outcomes. Module specifications will state whether the pass mark has to be achieved overall and/or in prescribed elements of assessment. The pass mark is 40%.

11.4.2 Condonement

If you fail a module or modules due to illness or other mitigating circumstances, the Board of Examiners may condone the failure and award credits for the module(s), up to a limit of 25% of each stage of a programme of study, provided that there is evidence to show that you have achieved the **programme** learning outcomes and provided that you have submitted written medical or other evidence to substantiate any claim of illness or other mitigating circumstances. The marks achieved for such modules will not be adjusted to take account of the mitigating circumstances but transcripts will indicate modules for which credits have been awarded via condonement. Each programme rubric specifies the modules in which failure cannot be condoned.

11.4.3 Compensation

If you fail a module or modules but your marks for such modules are within 10 percentage points of the pass mark (ie 30% or above), the Board of Examiners may nevertheless award you the credits for the module(s), up to a limit of 25% of each stage of a programme of study, provided that your average mark for the stage is 40% or above and provided that there is evidence to show that programme learning outcomes have been achieved. The marks achieved for such modules will not be adjusted but transcripts will indicate modules for which credits have been awarded via compensation. Each programme rubric specifies modules in which failure cannot be compensated.

11.5 Progression

When you have completed a stage of a programme of study other than the final stage, the appropriate Board of Examiners will decide whether you may progress to the next stage of the programme of study, or to another programme of study.

The normal requirement for progression from one stage of a programme of study to the next is that you should have obtained at least 75% of the credits for the stage and should have obtained credits for those modules which the programme specification indicates must be obtained before progression is permitted.

11.5.1 Referral

If you are not permitted to progress to the next stage of a programme, or if, on completion of the programme, you fail to meet the requirements for that award, the Board of Examiners may permit you to undertake further assessment in failed modules. The Board of Examiners will specify which elements of assessment you are required to undertake.

If you are so referred in a module you may be required to, or may elect to, **repeat** the module, before progressing to the next stage of the programme, provided that it is being taught in the year in question, or you may choose to take a different module provided that the requirements of the programme of study are still met, but must do so before progressing to the next stage of the programme. At most two such opportunities per module will be permitted, the first of these to be automatically permitted unless denied for disciplinary reasons and normally available during the long vacation following the initial failure.

11.5.2 Trailing and Retrieving Credit

If you are permitted to progress to the next stage of a programme but have not been awarded full credit for the previous stage, you will still need to obtain credits for modules for which you have so far not been awarded credit in order to meet requirements for the award of the certificate, diploma or degree for which you are registered. You will be permitted to 'retrieve' such credits, up to a maximum of 25% of the credits for the stage, in one of two ways as follows:

By undertaking further assessment, for example a re-sit examination, before the start of the next academic year. If you are permitted to retrieve credit in this way you may elect to **repeat** the module, provided that it is being taught in the year in question, or you may choose to take a different module, provided that the requirements of the programme of study are still met.

By progressing to the next stage of the programme and simultaneously undertaking such further requirements as the Board of Examiners specifies in relation to the failed modules. This is known as **trailing** credit. Where credit is trailed, the Board of Examiners may permit the you to repeat the failed module(s) provided it/they are available and the timetable permits or to take alternative module(s) as permitted by the programme specification or may specify assessment to be undertaken satisfactorily for the award of the credits in question. If you trail credit in this way and again fail to obtain the credits, the credit may **not** be trailed to the next stage of the programme eg you will not be permitted to

progress to Stage 3 of a programme unless you have obtained **all** Stage 1 credits and met the minimum progression requirements in Stage 2.

11.5.3 Application of the Condonement, Compensation and Trailing Provisions

The application of condonement, compensation or trailing provisions is limited to a maximum cumulative total of 25% of the credit for any stage.

The provisions for the condonement or compensation of failure or for the trailing and retrieving of credit will be applied only if you have failed modules amounting to 25% or less of the credit for the stage.

11.5.4 Deferral

If you have been unable to complete assessment requirements or your performance has been affected by circumstances such as illness, and where there is written evidence to support this, the Board of Examiners may permit you to undertake some or all of the assessment for some or all of the modules comprising the stage at a later date and as for the first time. If you have met requirements for progression to the next stage of the programme, you may be permitted to 'trail' the deferred assessment ie to proceed to the next stage and simultaneously undertake the deferred assessment as for the first time.

11.5.5 Award and Classification of Qualifications

Certificates and diplomas may be awarded 'with Merit' and 'with Distinction' and Honours degrees are awarded with First, Upper Second, Lower Second or Third class Honours. Full details of the requirements for these awards may be found in the Credit Framework Regulations at

<http://www.kent.ac.uk/registry/quality/credit/index.html>.

12 Computing Tutors

Note: A copy of this table will be posted on laboratory noticeboards by the start of term.

Staff web pages are available at: <http://www.cs.kent.ac.uk/people/staff/index.html>

Tutor	Short Form	Email Address @kent.ac.uk	Telephone Extn	Room
Mr David Barnes	DJB	D.J.Barnes	7696	SW110
Dr Fred Barnes	FRMB	F.R.M.Barnes	4278	S119
Dr Eerke Boiten	EAB	E.A.Boiten	7615	SW13
Dr John Bovey	JDB	J.D.Bovey	7688	SW10
Professor Howard Bowman	HHB	H.Bowman	3815	SW15
Ms Janet Carter (Senior Tutor)	JEC	J.E.Carter	7978	S104
Professor David Chadwick	DWC	D.W.Chadwick	3211	S106
Dr Olaf Chitil	OC	O.Chitil	4320	S129
Dr John Crawford	JSC	J.S.Crawford	3784	SW06
Dr Roger Cooley	REC	R.E.Cooley	3816	S100
Dr Rogério de Lemos	RDL	R.Delemos	3628	S117
Mr Bob Eager	RDE	R.D.Eager	4143	S108
Ms Sally Fincher	SAF	S.A.Fincher	4061	S101
Ms Aliy Fowler	AMLF	A.M.L.Fowler	3812	S08
Dr Alex Freitas	AAF	A.A.Freitas	7220	S107
Mrs Ursula Fuller	UDF	U.D.Fuller	7693	S103
Dr Tim Hopkins	TRH	T.R.Hopkins	3793	SW108
Dr Colin Johnson	CGJ	C.G.Johnson	7562	S102
Mr Richard Jones	REJ	R.E.Jones	7943	SW107
Dr Stefan Kahrs	SMK	S.M.Kahrs	7146	S128C
Dr Bob Keim	RGK	R.G.Keim	7234	S128B
Dr Peter Kenny	PGK	P.G.Kenny	7236	S128
Dr Andy King	AMK	A.M.King	7911	SW105
Professor Michael Kölling	MK	M.Kolling	7570	SW11
Mrs Janet Linington	JWL	J.W.Linington	7936	S103
Professor Peter Linington	PFL	P.F.Linington	3630	S120
Dr Peter Rodgers	PJR	P.J.Rodgers	7913	SW106
Dr Andrew Runnalls	ARR	A.R.Runnalls	3821	S105
Dr Nick Ryan	NSR	N.S.Ryan	7699	SW05
Professor Simon Thompson	ST	S.J.Thompson	3820	S115A
Mr Gerald Tripp	GEWT	G.E.W.Tripp	7566	SW07
Mr Ian Utting	IAU	I.A.Utting	3811	SW14
Professor Peter Welch	PHW	P.H.Welch	3629	S118

13 Dates of Terms and Teaching Week Numbers

AUTUMN 2008

Week 1	Begins on	Monday	29 September
Week 2	Begins on	Monday	6 October
Week 3	Begins on	Monday	13 October
Week 4	Begins on	Monday	20 October
Week 5	Begins on	Monday	27 October
Week 6	Begins on	Monday	3 November
Week 7	Begins on	Monday	10 November
Week 8	Begins on	Monday	17 November
Week 9	Begins on	Monday	24 November
Week 10	Begins on	Monday	1 December
Week 11	Begins on	Monday	8 December
Week 12	Begins on	Monday	15 December

SPRING 2009

Week 13	Begins on	Monday	19 January
Week 14	Begins on	Monday	26 January
Week 15	Begins on	Monday	2 February
Week 16	Begins on	Monday	9 February
Week 17	Begins on	Monday	16 February
Week 18	Begins on	Monday	23 February
Week 19	Begins on	Monday	2 March
Week 20	Begins on	Monday	9 March
Week 21	Begins on	Monday	16 March
Week 22	Begins on	Monday	23 March
Week 23	Begins on	Monday	30 March
Week 24	Begins on	Monday	6 April

SUMMER 2009

Week 25	Begins on	Monday	11 May
Week 26	Begins on	Monday	18 May
Week 27	Begins on	Monday	25 May
Week 28	Begins on	Monday	1 June
Week 29	Begins on	Monday	8 June
Week 30	Begins on	Monday	15 June

Please note: Monday, 25 May (week 27) is a public holiday and the university will be closed on that day.

14 Details of Teaching Rooms

DETAILS OF TEACHING ROOMS

Further details of teaching rooms are available on the Exams and Timetabling Office
<http://www.kent.ac.uk/ettooffice/rooms/index.htm>

	ROOM	ROOM TYPE	LOCATION
	CORNWALLIS - COMPUTING BUILDING		
♿	COLT2(100)	Lecture theatre	Ground floor
♿	CC01(18)	Terminal room	Ground floor
♿	CC02(32)	Terminal room	1st floor
♿	CC03(18)	Terminal room	Ground floor
♿	CC04(16)	Terminal room	Ground floor
	CORNWALLIS - GULBENKIAN WING		
♿	COLT1(300)	Lecture theatre	Ground floor
♿	CGU2(24)	Classroom	Ground floor
	CGU3(24)	Classroom	1st floor
	CGU4(58)	Lecture theatre	1st floor
	CORNWALLIS - INSTITUTE OF MATHEMATICS & STATISTICS		
♿	MathsLT(80)	Lecture theatre	Ground floor
	CORNWALLIS - NORTH EAST WING		
♿	CNESem08(30)	Seminar room	Ground floor
	CORNWALLIS - NORTH WEST WING		
♿	CNWSem1(16)	Seminar room	Ground floor
♿	CNWSem2(16)	Seminar room	Ground floor
♿	CNWSem3(30)	Seminar room	Ground floor
♿	CNWSem4(30)	Seminar room	Ground floor
♿	CNWSem5(30)	Seminar room	Ground floor
♿	CNWSem6(30)	Seminar room	Ground floor
♿	CNWSem7(30)	Seminar room	Ground floor
♿	CNWSem8(18)*	Seminar room	2nd floor
♿	CNWSem9(16)*	Seminar room	2nd floor
♿	CNWsem10(24)	Seminar room	Ground floor
♿	CNWsem11(18)	Seminar room	Ground floor
♿	CNWsem12(18)*	Classroom	2nd floor

* Wheelchair access via the lift in Cornwallis George Allen

ROOM	ROOM TYPE	LOCATION
GILES LANE TEACHING ANNEX (at rear of Biology)		
GLS1(22)	Classroom	Ground floor
GLS2(18)	Seminar room	Ground floor
GLS3(40)	Classroom	Ground floor
GLS4(18)	Seminar room	Ground floor
GLS5(18)	Classroom	Ground floor
GLS6(25)	Seminar room	Ground floor
GLS7(30)	Seminar room	Ground floor
GLS8(18)	Seminar room	Ground floor
GLS10(40)	Classroom	Ground floor
GRIMOND BUILDING		
♿ GLT1(198)	Lecture theatre	Ground floor
♿ GLT2(142)	Lecture theatre	Ground floor
♿ GLT3(98)	Film theatre	Ground floor
♿ GS1(20)	Film Studies room	Ground floor
♿ GS2(20)	Film Studies room	Ground floor
♿ GS3(24)	Classroom	Ground floor
♿ GS4(18)	Film Studies room	Ground floor
♿ GS5(20)*	Seminar room	1st floor
♿ GS6(22)*	Classroom	1st floor
♿ GS7(22)*	Classroom	1st floor
♿ GS8(18)*	Seminar room	1st floor
* Wheelchair access via lift		
MARLOWE BUILDING		
♿ MarLT1(150)	Lecture theatre	Ground floor
♿ MarLT2(50)	Lecture theatre	Ground floor
LABORATORIES		
Biology		
♿ BLT1(120)*	Lecture theatre	1st floor
♿ BLT2(37)*	Lecture theatre	1st floor
* Wheelchair access via lift		
INGRAM		
♿ PSLT(60)	Lecture theatre	Ground floor
♿ I316(20)*	Seminar Room	3rd floor

ROOM	ROOM TYPE	LOCATION
* Wheelchair access via lift		
Electronics		
♿ EleLT(91)	Lecture theatre	Ground floor
♿ ElecSem1(20)	Lecture room	Ground floor
♿ ElecSem2(10)*	Seminar room	1st floor
♿ ElecSem3(38)*	Seminar room	1st floor
♿ Multimedia Lab A(40)	Terminal	Ground floor
♿ Multimedia Lab B(40)	Terminal	Ground floor
♿ Multimedia Lab C(20)	Terminal	Ground floor
* Wheelchair access via lift		
DARWIN COLLEGE		
♿ DLT1(96)	Lecture theatre	Ground floor, A block
♿ DLT2(54)	Lecture theatre	Ground floor, A block
♿ DLT3(55)*	Lecture theatre	2nd floor, Tower block
D.Twr.Rm.(25)	Seminar room	Level 5, Tower block
♿ DS1(26)*	Seminar room	1st floor, A block
DS2(20)	Seminar room	4th floor, Tower block
DS7(26)	Seminar room	3rd floor, Tower block
♿ DS8(15)	Seminar room	Missing Link
♿ DS9(16)	Seminar room	Missing Link
♿ DS10(12)	Seminar room	Missing Link
♿ DS11(12)*	Seminar room	1st floor, G/H block
♿ DS12(12)*	Seminar room	1st floor, O/P block
♿ DS14(12)*	Seminar room	2nd floor, Tower block
♿ D.Peter Brown Room	Informal room	Missing Link
* Wheelchair access via lift		
ELIOT COLLEGE		
Main college		
♿ ELT2(114)*	Lecture theatre	Floor 3, N block
♿ E.Dr.St.(40)*	Drama Studio	Floor 3, N block
♿ E.Chilver Room(16)	Seminar room	Cloister
E.Holland Room(16)	Seminar room	Cloisters
♿ E.Lyons Room(35)	Informal room	Top floor
E.Peter Bird Room(15)	Seminar room	Cloisters
♿ E.Pollard Room(16)	Seminar room	Cloisters
♿ E.Whitehouse Room	Seminar room	1st floor

	ROOM	ROOM TYPE	LOCATION
	* Wheelchair access via causeway		
♿	ES1(30)	Seminar room	Floor 4, N block
♿	ES2(22)	Seminar room	Floor 4, N block
♿	ES3(20)	Seminar room	Floor 4, N block
	KLS Meeting Rm	Informal Room Extension	Floor 4, E Block
♿	EX7(20)	Seminar room	Upper floor
♿	EX8(20)	Seminar room	Upper floor
♿	EX9(20)	Seminar room	Upper floor
♿	EX10(20)	Seminar room	Upper floor
♿	E.Dice Room	Seminar room Becket Court	Upper floor
♿	E.BCSem 16(20)	Seminar room	Ground floor
♿	E.BCSem 17(20)	Seminar room	Ground floor
KEYNES COLLEGE			
♿	KLT1(344)	Lecture theatre	Ground floor, atrium
	KLT2(60)	Lecture theatre	Lwr grnd floor, N block
	KLT3(60)	Lecture theatre	Lwr grnd floor, N block
♿	KLT4(130)*	Lecture theatre	Psychology Dept
♿	KLT5(90)	Lecture theatre	1st floor L Block
♿	KLT6(92)	Lecture theatre	1st floor L Block
♿	KLSR4(40)	Classroom	Ground floor, N block
♿	KS1(24)*	Seminar room	1st floor, N block
♿	KS2(16)*	Seminar room	1st floor, N block
♿	KS3(12)*	Seminar room	1st floor, N block
♿	KS5(16)*	Seminar room	1st floor, N block
♿	KS6(24)*	Seminar room	1st floor, N block
♿	KS7(24)	Seminar room	Ground floor, M block
♿	KS8(25)*	Seminar room	Psychology Dept
♿	KS9(20)*	Seminar room	Psychology Dept
♿	KS10(15)*	Seminar room	Psychology Dept
♿	KS11(32)*	Classroom	1st floor L Block
♿	KS12(40)*	Classroom	1st floor L Block
♿	KS13(45)*	Classroom	1st floor L Block
♿	KS14(45)*	Classroom	1st floor L Block
♿	KS15(45)*	Classroom	1st floor L Block
♿	KS16(50)*	Classroom	1st floor L Block
♿	KS17(50)*	Classroom	1st floor L Block

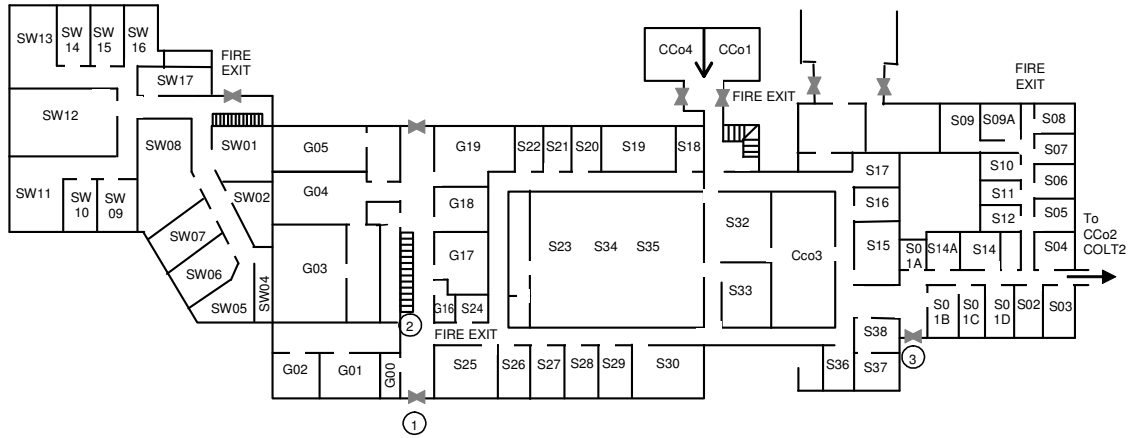
	ROOM	ROOM TYPE	LOCATION
♿	KSA1(40)*	Terminal room	1st floor, N block
	* Wheelchair access via lift opposite College Reception		
♿	KS20(30)*	Seminar room	3rd floor C Block
♿	KS21(26)*	Seminar room	3rd floor C Block
♿	KS22(26)*	Seminar room	3rd floor B Block
♿	KS23(50)*	Classroom	3rd floor B Block
♿	KS24(50)*	Classroom	3rd floor D Block
	KS25(50)	Classroom	3rd floor E Block
	* Wheelchair access via lift between C and D blocks		

RUTHERFORD COLLEGE

		Main college	
♿	RLT1(200)	Lecture theatre	Floor 3, W block
♿	RLT2(40)	Lecture theatre	Floor 3, W block
♿	RS4(20)	Seminar room	Floor 4, W block
♿	RS5(20)	Seminar room	Floor 4, W block
♿	RS6(16)	Seminar room	Floor 4, W block
	CIS Rooms	Workshops	Floor 3, W block
♿	R.Cl.15(16)	Seminar room	Cloisters
♿	R.Cl.16(16)	Seminar room	Cloisters
♿	R.Cl.17(16)	Seminar room	Cloisters
♿	R.Cl.19(16)	Seminar room	Cloisters
♿	R.Cl.20(16)	Seminar room	Cloisters
♿	R.Cl.21(16)	Seminar room	Cloisters
		Extension	
♿	RX9(18)	Seminar room	Upper floor
♿	RX10(30)	Classroom	Upper floor
♿	RX11(27)*	Seminar room	Lower floor
♿	RX12(27)*	Classroom	Lower floor
	* Wheelchair access via courtyard garden		

15 Plans of the Computing Laboratory

CORNWALLIS SOUTH AND SOUTH WEST – GROUND FLOOR



- ① Main entrance to Cornwallis complex and to Course Administration Office
- ② Stairs to first floor
- ③ Entrance to Computing Service Reception
- ④ Computing Course Administration Office

CORNWALLIS SOUTH AND SOUTH WEST – FIRST FLOOR

