SCHOOL OF COMPUTING
HANDBOOK FOR STAGE 1
2013/14

BSc COMPUTER SCIENCE
BSc COMPUTER SCIENCE WITH A YEAR IN INDUSTRY
BSc COMPUTER SCIENCE (ARTIFICIAL INTELLIGENCE)
BSc COMPUTER SCIENCE (ARTIFICIAL INTELLIGENCE) WITH A YEAR IN INDUSTRY
BSc COMPUTER SCIENCE (CONSULTANCY)
BSc COMPUTER SCIENCE (CONSULTANCY) WITH A YEAR IN INDUSTRY
BSc COMPUTER SCIENCE (NETWORKS)
BSc COMPUTER SCIENCE (NETWORKS) WITH A YEAR IN INDUSTRY
BSc COMPUTING AND BUSINESS ADMINISTRATION
BSc COMPUTING AND BUSINESS ADMINISTRATION WITH A YEAR IN INDUSTRY
BSc WEB COMPUTING
BSc WEB COMPUTING WITH A YEAR IN INDUSTRY

FACULTY OF SCIENCES
CONTENTS
1 Introduction ............................................................................................................................................ 3
2 Stage 1 and the Credit Framework ...................................................................................................... 4
3 Module Requirements .......................................................................................................................... 5
4 Changing Degree Programme or Modules ......................................................................................... 7
5 Degrees With a Year in Industry ......................................................................................................... 7
6 Student Guide ..................................................................................................................................... 8
7 Student Support .................................................................................................................................. 8
8 Staff-Student Liaison ........................................................................................................................ 12
9 Attendance and Coursework ............................................................................................................ 13
10 Intermission or Withdrawal ............................................................................................................. 14
11 Assessment and Examination ........................................................................................................ 16
12 Academic Integrity and Honesty at University ................................................................................ 19
13 Other Information ............................................................................................................................ 20
14 Module Descriptions .................................................................................................................... 26
15 Computing Staff ............................................................................................................................. 36
16 Dates of Terms and Teaching Week Numbers ............................................................................. 37
17 Details of Teaching Rooms ........................................................................................................... 38
18 Plan of the School of Computing .................................................................................................. 42

Term Dates

2013/14

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>30 September 2013</td>
<td>20 December 2013</td>
<td>1–12</td>
</tr>
<tr>
<td>Spring</td>
<td>20 January 2014</td>
<td>11 April 2014</td>
<td>13–24</td>
</tr>
<tr>
<td>Summer</td>
<td>12 May 2014</td>
<td>20 June 2014</td>
<td>25–30</td>
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</table>

2014/15

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>29 September 2014</td>
<td>19 December 2014</td>
<td>1–12</td>
</tr>
<tr>
<td>Spring</td>
<td>19 January 2015</td>
<td>10 April 2015</td>
<td>13–24</td>
</tr>
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</table>

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

Welcome to the School of Computing! We hope that you will find your chosen degree programme both challenging and interesting. This handbook contains information that will be of use to you throughout your first year at the University. You will be able to find further information about the School and the modules you will study on the School’s Web pages beneath the following URL:

https://moodle.kent.ac.uk/moodle/
http://www.cs.kent.ac.uk

With a large programme, communication is important. Notices and general information are regularly posted to the School forums – https://forum.cs.kent.ac.uk which you will be expected to read on a regular basis, in addition to the School Web pages. Electronic mail is an important means of communication throughout the University and beyond, so you may also receive electronic mail from class supervisors, lecturers, or your Academic Adviser. You will also find information on display screens and noticeboards in the School of Computing and you may receive letters via college mail boxes. Please check these regularly. An SMS text alert service is also available to students (see 7.7 of this handbook for more information).

Due to student demand, the University has launched a mobile Webapp. Go to http://m.kent.ac.uk

Whilst it is not a requirement, many students who are taking a degree with a major component of computing find it useful to own their own PC or laptop. We are unable to recommend any particular brand of computer but most of our students use either a laptop or PC running Windows 7 with at least 4GB of memory, or a recent Apple Mac, again with at least 4GB of memory.

Students are very welcome to attend Computing Seminars which are held on Tuesday afternoons at 16:00. 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/

Student Charter
The Student Charter specifically addresses the needs and expectations of student members of the University and the University’s commitment to high standards. It also considers the obligations of students and staff to each other and refers both to academic activities and to non-academic matters which may affect students. The full Student Charter can be viewed online at:
http://www.kent.ac.uk/regulations/general.html

If you have any queries on the contents of this handbook or module registration (see below), please contact our Course Administration Office (ext 4520, email computing@kent.ac.uk).

We try to create a friendly environment in which to study, so always feel free to ask for help whenever you get stuck.

Janet Carter, Director of Undergraduate Studies
Room S104, Computing Laboratory
Tel Extn: 7978, email: J.E.Carter@kent.ac.uk
2 Stage 1 and the Credit Framework

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. You are advised to read this.

The degree for which you are registered (e.g. BSc (Hons) Computer Science) is called a “Programme of Study”. Each Programme of Study has a number of stages:

Three-year programmes:

- **Stage 1** = First Year
- **Stage 2** = Second Year
- **Stage 3** = Final Year

Four Year programmes involving a year on industrial placement:

- **Stage 1** = First Year
- **Stage 2** = Second Year
- **Stage S** = Year in Industry
- **Stage 3** = Final year

You must achieve the requirements of each stage before progressing to the next. These requirements are set out in Section 11.

For each stage a programme of study is divided into modules each worth 15 credits or multiples thereof. During each Stage you are required to take a total of 120 credits. Each module has a code consisting of two letters followed by three digits. Each module has a Convener who is responsible for co-ordination of delivery of the module. Several lecturers may teach on one module. Each module is assigned a level as follows:

- **Level C**: Certificate
- **Level I**: Intermediate
- **Level H**: Honours
- **Level M**: Masters

Most Stage 1 modules are assigned to Level C.

Credit is awarded by achieving an overall module mark of 40% or above.

Each academic year extends over three terms: two 12-week teaching terms and one six-week term for examinations.

Each programme of study has an approved Programme Specification which can be found at:

[http://www.kent.ac.uk/stms/studying/programmes/index.html](http://www.kent.ac.uk/stms/studying/programmes/index.html)

**Code of Practice for Taught Programmes of Study**

The University Code of Practice for Taught Programmes of Study is designed to ensure that your programme of study will deliver high quality education, meeting the needs of the discipline, the student and relevant review bodies. Further information on this is available in the online Academic Handbook at [http://www.kent.ac.uk/academic/handbook](http://www.kent.ac.uk/academic/handbook)

**Professional Accreditation**

All programmes are accredited by the British Computer Society. Information is available at: [http://www.cs.kent.ac.uk/teaching/Accreditation/](http://www.cs.kent.ac.uk/teaching/Accreditation/)
3 Module Requirements

Stage 1 extends over the three terms of the first year. There are two 12-week teaching terms: Autumn and Spring and one 6-week term for examinations (Summer). The eight modules of study for each programme are designed to provide the basic knowledge and techniques required for the subsequent stages of your programme. Each module is intended to represent the same amount of work overall, although the balance between lectures, classes and laboratories, and between coursework and examination will vary from module to module. Stage 1 is a preparatory and formative year. Overlap with some work you have done previously is possible, but other new and stimulating topics should be discovered. At the end of the year you will need to pass a qualifying hurdle to progress to Stage 2 of your chosen Programme of Study.

Programmes of Study

- BSc Computer Science - CS
- BSc Computer Science with a Year in Industry – CS-S
- BSc Computer Science (Artificial Intelligence) - CS(AI)
- BSc Computer Science (Artificial Intelligence) with a Year in Industry - CS(AI)-S
- BSc Computer Science (Consultancy) - CS (CON)
- BSc Computer Science (Consultancy) with a Year in Industry – CS (CON)-S
- BSc Computer Science (Networks) – CS(NET)
- BSc Computer Science (Networks) with a Year in Industry – CS(NET)-S
- BSc Computing and Business Administration - COBA
- BSc Computing and Business Administration with a Year in Industry - COBA-S
- BSc Web Computing - WCo
- BSc Web Computing with a Year in Industry – WCo-S

The following table gives details of compulsory and optional modules for each programme of study.

IT IS ULTIMATELY YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE REGISTERED FOR THE CORRECT MODULES FOR YOUR PROGRAMME.

Full module specifications can be found on the following University web pages:

http://www.kent.ac.uk/stms/studying/modules/index.html

The online module catalogue http://www.kent.ac.uk/courses/modulecatalogue/index.html contains information about all academic modules taught at the University. You can browse collections of modules or can search by module code or module title.
### 3.1 Stage 1

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Term^2</th>
<th>Level</th>
<th>Credit</th>
<th>Programmes</th>
<th>Weightings</th>
<th>ECTS Credits^3</th>
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</thead>
<tbody>
<tr>
<td>CS</td>
<td>CS(AI)</td>
<td></td>
<td></td>
<td></td>
<td>CS(CON)</td>
<td>CS(NET)</td>
<td>COBA</td>
</tr>
<tr>
<td>CS320</td>
<td>Introduction to Object-Oriented Programming</td>
<td>A</td>
<td>C</td>
<td>15</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>CS322</td>
<td>Foundations of Computing I</td>
<td>A</td>
<td>C</td>
<td>15</td>
<td>•</td>
<td>•</td>
<td>•</td>
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<tr>
<td>CO323</td>
<td>Databases and the Web</td>
<td>S</td>
<td>C</td>
<td>15</td>
<td>•</td>
<td>•</td>
<td>•</td>
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<tr>
<td>CO324</td>
<td>Computer Systems</td>
<td>A</td>
<td>C</td>
<td>15</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>CO325</td>
<td>Foundations of Computing II</td>
<td>S</td>
<td>C</td>
<td>15</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>CO328</td>
<td>Human Computer Interaction</td>
<td>S</td>
<td>C</td>
<td>15</td>
<td>•</td>
<td>•</td>
<td>•</td>
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<tr>
<td>CO334</td>
<td>People and Computing</td>
<td>A</td>
<td>C</td>
<td>15</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>CO520</td>
<td>Further Object-Oriented Programming</td>
<td>S</td>
<td>I</td>
<td>15</td>
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<td>•</td>
<td>•</td>
</tr>
<tr>
<td>CB302</td>
<td>Managers and Organisations</td>
<td>A</td>
<td>C</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB343</td>
<td>Global Business Environment</td>
<td>A</td>
<td>C</td>
<td>15</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>CB364</td>
<td>Introduction to Business Modelling</td>
<td>A</td>
<td>C</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB680</td>
<td>Introduction to Marketing</td>
<td>S</td>
<td>I</td>
<td>15</td>
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<tr>
<td>CB675</td>
<td>Financial Accounting, Reporting &amp; Analysis</td>
<td>S</td>
<td>I</td>
<td>15</td>
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<td></td>
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<tr>
<td>EC313</td>
<td>Microeconomics for Business</td>
<td>A</td>
<td>C</td>
<td>15</td>
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</tr>
<tr>
<td>EL331</td>
<td>Website Design</td>
<td>A</td>
<td>C</td>
<td>15</td>
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<tr>
<td>EL337</td>
<td>Digital Visual Narrative</td>
<td>S</td>
<td>C</td>
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</tr>
</tbody>
</table>

**Table 1 – Stage 1 Modules**

Table 1 shows the modules taken by each programme. The programmes share a common core. All students take a total of 120 credits in Stage 1. For most programmes there are 120 credits of compulsory modules. For Computing and Business Administration there are 105 credits of compulsory modules and 15 credits of choice as indicated by note 1 below.

Notes to the table:
- • indicates compulsory module; ○ indicates optional modules
- 1 Computing and Business Administration (COBA) students should choose 15 credits of modules as follows: CB343 or CB364 or EC313
- 2 A – indicates taught in the Autumn Term (Term 1)
- S – indicates taught in the Spring Term (Term 2)
- 3 For an explanation of ECTS (European Credit Transfer Scheme) see Section 13.13
Changing Degree Programme or Modules

Degree Change Applications

The Education (Mandatory Awards) Regulations provide that the Student Loans Company/your funding body can refuse to agree to the transfer of a mandatory award (and thus, in effect, to a student changing his/her programme of study) if either (a) its consent to the change has not been given within 12 months of commencement of the award, or (b) the new programme of study is of longer duration than that for which the student originally registered. In the present financial climate greater attention is being paid to those provisions in the Regulations (which can reduce their financial liabilities) and there is increasing evidence that consent to such changes may be refused if either of the above provisions have not been met. You are therefore strongly advised to ensure that any change of degree programme is formally approved by your School, and your funding body informed by you within the 12 month period. It is essential that you contact your funding body and the Student Loans Company to ascertain eligibility for funding before proceeding with any change of degree programme.

Programme changes are normally made prior to the on-line-module registration process in March. To change your programme, you must obtain academic permission from the relevant Director of Studies, and submit a completed Change of Degree form to the Course Administration Office.

If you wish to transfer to the Faculty of Humanities, or to the Faculty of Social Sciences, you should consult the relevant School Office in the first instance. All requests to transfer must be made before the end of the Spring term.

You are responsible for notifying the Student Loans Company/your funding body of any change by completing a Change of Circumstances form, available at https://www.gov.uk/apply-for-student-finance/change-an-application

Module Changes

Students registered for COBA will have opportunity to change optional modules, as follows:
- Welcome Week 23 - 27 September
- By the end of week 2 (Autumn Term modules)

Permission to change modules may be restricted and you should ensure that you give careful consideration to your proposed choices.

Degrees With a Year in Industry

Opportunity exists to undertake a one year placement between Stages 2 and 3. The year has to be registered with the Student Loan Company/your funding body and the University, and students wishing to undertake such a placement must ensure that they are registered for the programme within twelve months of their original registration. For most students this means by the end of Stage 1. For those who have completed a foundation course any transfer must be completed by the end of the Foundation Year. Failure to adhere to these deadlines may result in a funding body terminating any funding.

A placement is a formal part of the degree and you will be required to keep a log of your training and work experience during the year. A report must be written at the end of the year which will contribute to the final assessment.

The year in industry will contribute 10% to the final degree classification consisting of:
- a final written report: 5%
- an assessment by the industrial supervisor: 5%

The Industrial Placement Co-ordinators (email esplacements@kent.ac.uk) will assist you in finding a suitable placement but the search effort is primarily down to you. To help with this at the beginning of Stage 2 there will be employer presentations and further specific skills talks following on from the careers project week in Stage 1.

Failure to obtain a placement will result in you reverting to a three year programme. The requirements for progression to the placement year (Stage S) are contained in Section 11. Credit by compensation or condonement will not be awarded for the placement year.
6 Student Guide

6.1 Student Directory

The Student Directory at http://www.kent.ac.uk/student/directory.html provides you with all the essential advice and information you will need whilst studying at Kent. It is very important for you to refer to this throughout your period of study.

6.2 Student Guide

The Student Guide at http://www.kent.ac.uk/student/index.html has links to University services to help you get the most out of your student experience at Kent.

7 Student Support

7.1 Academic Support

The School of Computing 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 7.3.

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 the appropriate newsgroup or via an anonymous question page.

3. 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 Moodle Web pages.

4. Staff aim 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.

5. Students are also advised that the appropriate newsgroups can be used to give rapid support from peers and other year groups.

6. Students are expected to read e-mail and nominated newsgroups daily, and also regularly to check module Web pages. Students are also expected to read 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 School will try to ensure that its Web pages and newsgroups 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 Academic Adviser or the School Senior Tutor.

7.2 Moodle

Moodle is Kent’s Virtual Learning Environment. It will give you access to teaching materials and other information associated with the modules for which you are registered. It can be accessed via the Student Guide or direct at https://moodle.kent.ac.uk/moodle. Further information on how Moodle will be used will be provided by teaching staff at the start of a module. To access Moodle go to http://moodle.kent.ac.uk and log-in using your normal Kent log-in.
Online training guides for Moodle and general information regarding e-learning are available from the ‘Student Support’ section of the e-learning website at: [http://www.kent.ac.uk/elearning/documentation.html](http://www.kent.ac.uk/elearning/documentation.html)

7.3 Academic Advisers: Personal Academic Support System (PASS)

Each student is assigned an Academic Adviser for the full duration of their programme of study. A student can expect the primary emphasis of their Adviser’s role to be the provision of personal support - both academic and pastoral.

Your Academic Adviser 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 Academic Adviser more frequently.

Your Academic Adviser 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 13.

7.4 Other Academic Help and Guidance

Students experiencing problems with their course should consult their Academic Adviser or the year director, Janet Carter.

Dr Rachel Duffy can deal with difficulties for Business Administration. Queries about examinations should be referred to the Examinations Officer, Dr Rogério de Lemos.

Questions about particular modules are often best addressed to the lecturer concerned, or to the module convener, at least to start with. The conveners are accessible via the module web pages.

Students experiencing problems of a non-academic or more general nature should consult their personal Academic Adviser. Advisers are allocated at the start of the course. See section 7.3 above for further information.

The Senior Tutor for Computing is Janet Carter (email J.E.Carter@kent.ac.uk), Room S104, Extension 7978.

7.5 Administrative Support

7.5.1 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 S132, Computing Laboratory, Cornwallis South and the office personnel are as follows:

Administrator: Sandra Shine

 Assistants: Sonnary Dearden
            Rosemary Higham
            Deborah Stilliant
            Sam McDonagh

 Email: computing@kent.ac.uk

 Website: [http://www.cs.kent.ac.uk/cas/](http://www.cs.kent.ac.uk/cas/)

 Opening hours: Monday – Friday 10:00 – 12:30, 14:00 – 16:00

 Functions of the office include:

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

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

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

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

- Your lecture and class timetable;
- Coursework Details: includes assessment deadlines, weightings and other related information;
- 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;
- The modules for which you are registered;
- The records of your attendance at compulsory classes;
- Your end of Stage result.
- 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 and has a number of facilities to enable you to register on-line:

- returning registration at the start of a new academic year;
- confirmation of examinations and assessment in the Spring Term;
- Optional modules registration
- Study skills workshop
- Congregations Ceremony

7.5.3 The Registry

There are some matters that are not dealt with in the School and for these students need to visit the relevant Registry department. These include:

- Name changes (Registry Student Reception)
- Fee payments and queries (Income Office, Registry)
- Immigration Office Application for Extension of Stay (Registry Student Reception)
- US Exchange students need to register their module choices with the International office (International Office, Registry)

Some matters are dealt with by Registry departments, but administered online. For example, Council Tax Exemption Certificates.

7.5.4 School and Faculty Officers

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>Professor Frank Wang</td>
<td><a href="mailto:F.Z.Wang@kent.ac.uk">F.Z.Wang@kent.ac.uk</a></td>
</tr>
<tr>
<td>Senior Tutor</td>
<td>Ms Janet Carter</td>
<td><a href="mailto:J.E.Carter@kent.ac.uk">J.E.Carter@kent.ac.uk</a></td>
</tr>
<tr>
<td>Director of Studies</td>
<td>Ms Janet Carter</td>
<td><a href="mailto:J.E.Carter@kent.ac.uk">J.E.Carter@kent.ac.uk</a></td>
</tr>
<tr>
<td>Chair, Applied Computing Executive</td>
<td>Dr Nick Ryan</td>
<td><a href="mailto:N.S.Ryan@kent.ac.uk">N.S.Ryan@kent.ac.uk</a></td>
</tr>
<tr>
<td>Industrial Placement Co-ordinator</td>
<td>Sian Robson/Katie Van Sanden</td>
<td><a href="mailto:csplacements@kent.ac.uk">csplacements@kent.ac.uk</a></td>
</tr>
<tr>
<td>Dean of the Faculty</td>
<td>Professor Mark Burchell</td>
<td><a href="mailto:M.J.Burchell@kent.ac.uk">M.J.Burchell@kent.ac.uk</a></td>
</tr>
<tr>
<td>Chair Staff-Student Liaison</td>
<td>Dr Nick Ryan</td>
<td><a href="mailto:N.S.Ryan@kent.ac.uk">N.S.Ryan@kent.ac.uk</a></td>
</tr>
<tr>
<td>Exams Officer</td>
<td>Dr Rogério de Lemos</td>
<td><a href="mailto:R.delemos@kent.ac.uk">R.delemos@kent.ac.uk</a></td>
</tr>
</tbody>
</table>

7.6 International Office

The International Office acts as a first point of call for international students requiring support or assistance and operates a drop-in and appointment service to all students. See: www.kent.ac.uk/international

7.7 Communication: Mail/E-mail/Web/SMS Text Messaging

You are responsible for collecting University communications via your internal mail and e-mail – it is your responsibility to check these sources regularly. Notices, general information and discussions are posted to
School forums at [https://forum.cs.kent.ac.uk](https://forum.cs.kent.ac.uk). Many modules have dedicated forums on the Moodle web page.

The student email service is called Live@Edu and provides up to 10GB of email space, instant messaging and collaboration services with fellow students. Documentation and FAQs are available at: [http://www.kent.ac.uk/itservices/email](http://www.kent.ac.uk/itservices/email). An SMS text alert subscription service is available to students via the Student Data System. Students can subscribe, free of charge, via their student data account. The system allows the School to email text alerts (for example change of lecture venues at short notice) to students who have subscribed. Students who do not subscribe will receive an equivalent email message via their Kent account.

### 7.8 IT Services and Support

The first-class IT facilities available on campus are supported by an online, telephone and in-person helpdesk to provide user support and help to get started. Over a thousand student PCs, located in college PC rooms and in the Templeman Library, offer a range of general and academic software and high-speed internet* access.

#### 7.8.1 Your IT account

To access services, you first need to claim your IT account to retrieve your username and password. Claim your IT account online at: [www.kent.ac.uk/gettingstarted/it.html](http://www.kent.ac.uk/gettingstarted/it.html)

#### 7.8.2 Connect your computer

Your own PC can gain access to your files on the Kent network, and print to campus printers; simply connect to the Kent network using one of these services:

- wireless access: [www.kent.ac.uk/wireless](http://www.kent.ac.uk/wireless)
- the study bedroom service (to connect from campus bedrooms): [www.kent.ac.uk/itservices/sbs](http://www.kent.ac.uk/itservices/sbs)

#### 7.8.3 Loan a laptop

The Templeman Library, which is fully wireless-enabled, allows you to borrow a laptop to use within the Library.

#### 7.8.4 Living off campus?

You can connect to the Kent network via your home broadband service. Details of how to set up your connection are online: [www.kent.ac.uk/itservices/home](http://www.kent.ac.uk/itservices/home)

#### 7.8.5 Email

Check your University email account regularly to ensure you do not miss important announcements: [www.kent.ac.uk/itservices/email](http://www.kent.ac.uk/itservices/email)

#### 7.8.6 Improve your IT skills

Training opportunities are available to help you make the most of IT facilities to conduct research, write essays and produce academic papers. As a Kent student, you can access online learning materials, sign up for free workshops or choose to take a recognised IT qualification. For more information, visit [www.kent.ac.uk/student/skills](http://www.kent.ac.uk/student/skills)

#### 7.8.7 More details

For details of all IT services or to contact the Helpdesk, visit [www.kent.ac.uk/itservices](http://www.kent.ac.uk/itservices)

* Internet access has some security restrictions.

### 7.9 The Templeman Library

The Library, at the heart of the Canterbury campus, provides essential resources to support you throughout your studies. The building itself holds over a million items including books, journals, DVDs and other multimedia resources. It offers a variety of study and IT facilities: group and silent study areas, presentation practice rooms, networked PCs, as well as wireless access, laptop loans, and a café.

A vast range of resources is available online, including full-text journals and newspapers, reference material, databases and bibliographies; you can access these from wherever you are with your Kent username and password.

The Library houses two archives of rare and unique material: the British Cartoon Archive, and Special Collections, with significant holdings in Victorian and Edwardian theatre, the history of science, local history, and early printed books.
The Library also provides a training and support network to help you make the most of its resources, including a Help & Enquiry desk service. Academic liaison librarians, who are your subject specialists, deliver one-to-one and group training and produce online subject guides which highlight the resources that are likely to be most useful for your studies.

www.kent.ac.uk/library

7.10 Personal Development Planning (PDP)

At University you should become an independent learner. Personal Development Planning helps students to take charge of their learning, recognize their strengths and weaknesses and plan for their short term and long term future. 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 Academic Adviser with more detailed information on which to base any references you may require.

Personal Development Planning is available to every University student in the UK. At Kent it is a student-led activity supported by the School. Recording of PDP may take place in an e-portfolio. For more information see the PDP website at:

http://www.kent.ac.uk/learning/PDP-and-employability/pdp/index.html

8 Staff-Student Liaison

Providing outstanding student representation is integral to Kent Union’s existence. There is student representation at all levels of University life. Every student will have a course representative who is elected to listen to the views of course mates and discuss them with staff at School consultative meetings. There are elected student representatives who sit on Faculty and University wide committees as well as full time Sabbatical Officers who represent students’ needs on issues such as academic, welfare and social matters at University, local and national level. All representatives are elected in elections which take place either in October or March so YOU can decide who represents your needs! For more information on student representation and how to get involved visit

http://www.kentunion.co.uk/representation/coursereps/

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 School Staff-Student Liaison and the Learning and Teaching Committees. Representatives are chosen to sit on the 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 School (both undergraduate and postgraduate) provides a constructive interface between the School 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.
8.1 Student Activities Centre

The Activities Centre aims to provide opportunities for students to develop skills outside of their academic programme, and to try new activities. For example, they offer the Kent Student Certificate in Volunteering which is a scheme that recognises the hours you put in as a volunteer for which you receive a certificate that can be added to your CV. There is also the STAND OUT scheme which offers professional training sessions on different skills such as public speaking or event planning. There are over 100 different societies on offer at Kent and over 40 sports teams so you are sure to find something that matches your interest. You can look them up on the at [http://www.kentunion.co.uk/](http://www.kentunion.co.uk/)

9 Attendance and Coursework

9.1 General

Students are required to meet certain conditions of attendance at the University. Further information on this may be found under the “Attendance” link in the online Academic Handbook at: [http://www.kent.ac.uk/academic/handbook](http://www.kent.ac.uk/academic/handbook)

9.2 Timetables and Teaching Hours

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

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.

9.3 Good Study habits

It is recommended that students follow up every lecture with at least a further hour of study. Large assessments often have a long lead time. When not working on assessments, do background study. Aim to work at least 8 hours per week for each 15 credit module.

9.4 Attendance Monitoring and Submission of Work

Attendance at supervisions, project group 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. 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 School to remind students of the importance of attending lectures in support of their learning. Academic Advisers 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. School 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.

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/creditinfoappendix9.htm](http://www.kent.ac.uk/registry/quality/credit/creditinfoappendix9.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 Academic Adviser and the person who set the assessment.
For computing modules it is up to the person who set the assessment, in consultation with your Academic Adviser, 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). A register of attendance is maintained at all seminars and classes, and individual student attendance recorded.**

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 School(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/registry/quality/regulations/index.htm

### 9.5 Project Weeks

For all computing modules, one week of each of the Autumn and Spring Terms will be designated as a Project Week. For Autumn Term modules this will normally be week 6 and for Spring Term modules this will normally be week 21. During a Project Week no scheduled computing teaching activity takes place; there are no coursework deadlines within a Project Week. Instead, activities augmentary to the curriculum are offered. Further information for Project Week will be made available during the year.

### 9.6 Retention of Coursework

Where coursework is returned via the Course Administration Office, you will be notified when your assessment has been marked and your work is available for collection. Work that has been marked often contains valuable feedback that will help you improve your understanding of the concepts that have been assessed by an assignment. It is important therefore, that you collect marked work as soon as it is available. Any coursework that has not been collected by the end of the academic year will be destroyed.

Because coursework marks contribute to final module marks you should keep copies of your work. In certain cases external examiners may wish to consult an individual student’s coursework; it is therefore advisable for you to keep a folder for each module containing your assessed work. Examiners may ask to see your coursework at the end of Stage 2 and/or at the end of Stage 3; work should, therefore, be kept until the end of Stage 3. If you are required to submit your folder of work you will be notified by the Chair of the Board of Examiners concerned during the Summer Term.

### 10 Intermission or Withdrawal

#### 10.1 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 Schools Senior Tutor / Student Advisor 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 Schools Senior Tutor / Student Advisor 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 31 January 2014.

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 Schools Senior Tutor / Student Advisor.
- 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 you intermit.

If you wish to intermit you should discuss the matter with your tutor or School advisor in the first instance. Final permission will be granted by the School Senior Tutor / Student Advisor where there are good medical, financial or personal reasons, or where intermission can be shown to be in your academic interests. Further details at [http://www.kent.ac.uk/teaching/qa/guidance/intermission_procedures.html](http://www.kent.ac.uk/teaching/qa/guidance/intermission_procedures.html)

**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.**

### 10.2 Withdrawal

If you wish to withdraw you should seek an interview with the School Senior Tutor. If you are withdrawing in order to transfer to another institution, please make this clear. You will be required to complete a notice of withdrawal available at: [http://www.cs.kent.ac.uk/cas/InfoStudents/index.local](http://www.cs.kent.ac.uk/cas/InfoStudents/index.local) You will also need to inform the following offices, where appropriate:

- the Finance Office, if you have a student loan;
- the Accommodation Office, if you have accommodation on campus;
- if you are funded, you will need to inform Student Finance England (or your Local Education Authority if you started before 2009/10). Please see the Directgov website: [http://www.direct.gov.uk/en/EducationAndLearning/index.htm](http://www.direct.gov.uk/en/EducationAndLearning/index.htm)
11 Assessment and Examination

11.1 Credit Framework for Taught Programmes
The Credit Framework for Taught Programmes applies to all programmes of study taught at and by the University of Kent and leading to award of the University. It sets out the requirements for all taught programmes of study, in order to ensure that successful students will be eligible for an aware of the University of Kent. Further information on the Credit Framework is available in the online Student Handbook at http://www.kent.ac.uk/academic/handbook
A full description of the requirements of the Credit Framework together with Annexes each covering a particular aspect, is available at http://www.kent.ac.uk/teaching/qa/credit-framework/

11.2 Examination and Assessment Check
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 Guide. www.kent.ac.uk/student
If you do not check and confirm 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.

11.3 Examinations Timetable
Examinations take place at the start of the Summer Term. The examinations timetable is published during the Spring Term. A personal exams timetable will be available to you via the Student Data System. You may be required to sit examinations on a Saturday.

11.4 Examination Rubrics
Rubrics for examination papers are published on the School’s web pages by the end of the Spring Term. See: http://www.cs.kent.ac.uk/teaching/ Past examination papers are also available at this link.

11.5 The Examinations Room
It is important that all students are familiar with the examination instructions for candidates. These are available to view on the Student Records/Examinations Office web page at:
http://www.kent.ac.uk/student-records/exams/students/index.html
You should particularly note that
• 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.
• you may not take bags or unauthorised material into the Hall.
• you may not take food or drink into the Hall, except for documented medical reasons. Water will be available on request.
• Mobile phones are not permitted in any exam venue.

11.6 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.
11.7 Calculators in Examinations
Candidates are required to possess a specific calculator of a standard type for use in examinations. This is the model issued to you at the start of your registration. Only the approved model calculator will be permitted in the examination hall.

11.8 Dictionaries in Examinations
The use of dictionaries in the examination room is prohibited. However, Schools 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.

11.9 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 Academic Adviser informed throughout the year of any problems you may be experiencing.

Concessions applications relating to failure to (a) submit coursework by the applicable deadline; (b) failure to sit an examination and (c) impaired performance in either coursework or examination will be considered only if submitted:

- by means of the Concessions Application Form;
- With a clear and concise account of the circumstances and the impact on your studies;
- With all necessary documentary evidence;
- Within the applicable deadline;

You are advised to refer to the full guidance in Annex 9 of the Credit Framework for Taught Programmes which explains the circumstances under which concessionary evidence will be considered and the procedures for submission:

http://www.kent.ac.uk/teaching/qa/credit-framework/creditinfoannex9.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.

The Concessions Application form is available at:

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

11.10 Timing of Examinations
Stage 1 examinations take place in the Summer Term. You must satisfy the requirements for progression as set out below.

11.11 Progression to Next Year
11.11.1 Entry to Stage 2
In order to progress to Stage 2 you must achieve 120 credits in Stage 1. The means by which each module is assessed is indicated in the table in section 3.1. The Credit Framework for Taught Programmes of Study http://www.kent.ac.uk/teaching/qa/credit-framework describes 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 Section of the Credit Framework.

To be awarded the number of credits prescribed for a module (i.e. 15 or 30) you must achieve a mark >= the pass mark. The pass mark for each module is 40%.  

*CP Section 6*

Set out below are pass criteria for entry to Stage 2. Credit by compensation or condonement may be awarded for all modules in Table 1 unless otherwise stated below.

BSc Computer Science – CS
BSc Computer Science with a Year in Industry – CS-S
BSc Computer Science (Artificial Intelligence) - CS(AI)
BSc Computer Science (Artificial Intelligence) with a Year in Industry - CS(AI)-S
BSc Computer Science (Consultancy) - CS (CON)
BSc Computer Science (Consultancy) with a Year in Industry – CS (CON)-S
BSc Computer Science (Networks) – CS(NET)
BSc Computer Science (Networks) with a Year in Industry – CS(NET)-S
BSc Web Computing – WCo
BSc Web Computing with a Year in Industry – WCo-S

Pass criteria: 120 credits

Computing and Business Administration
Computing and Business Administration with a Year in Industry
Pass criteria: 120 credits

Credit by compensation or condonement will not be awarded for modules CB302

11.12 Failure

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

- Condonement (subject to the pass criteria above)  
  *CF Section 6.2*
- Compensation (subject to the pass criteria above) 
  *CF Section 6.3*
- Referral 
  *CF Section 7.4*
- Trailing and Retrieving Credit 
  *CF Section 7.5*
- Deferral 
  *CF Section 7.6*
- Application of the provisions referred to above 
  *CF Section 6.5*

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.

<table>
<thead>
<tr>
<th>Initial Result</th>
<th>Resit Result</th>
<th>Mark to be used for Award of Credit</th>
<th>Mark to be used for Classification/ Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fail</td>
<td>Fail</td>
<td>Best Mark</td>
<td>Best Mark</td>
</tr>
<tr>
<td>Fail</td>
<td>Pass</td>
<td>Best Mark</td>
<td>Minimum Pass Mark</td>
</tr>
</tbody>
</table>

Resit Examinations are held in August.

Notes: (i) 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.

*CF Section 6.5*

(ii) The application of the compensation provision is also subject to achieving an average mark for the stage of at least 40% and evidence to show that programme learning outcomes have been achieved.

*CF Section 6.3*

(iii) Where modules are pre-requisite for the next or later stage of a programme, credit cannot be trailed.

(iv) Credit by compensation or condonement will not be awarded for modules CB302 taken by COBA programmes. Credit by compensation may also not be awarded for both CO320 and CO520, or for both CO322 and CO325.

Students successfully completing Stage 1 of the programme and meeting credit framework requirements who do not successfully complete Stage 2 will be eligible for the award of Certificate.
11.13 Publication of Results

Results for Stage 1 will be made available online via the Student Data System after the end of the Summer Term.

On completion of a degree examination results of successful candidates are normally released to former Schools and to the Press as part of the University's Schools Liaison Policy.

11.14 Prizes

Prizes are available for outstanding performance in Stage 1 overall.

11.15 Appeals Procedures

Appeals procedures can be found in Annex 9 of the Credit Framework for Taught Programmes at:
http://www.kent.ac.uk/teaching/qa/credit-framework

Information regarding the examination appeals procedure is available at:
http://www.kent.ac.uk/fso/appeals/

12 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/teaching/qa/credit-framework

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.

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 School, 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/learning/index.html

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

13 Other Information

13.1 Academic Complaints
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 School 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 School. If you remain dissatisfied you may wish to make a formal complaint. The complaints procedure is outlined in Section 6 of the Student Charter and you are advised to refer to this prior to lodging a formal complaint. See http://www.kent.ac.uk/regulations/general.html

13.2 Non-academic Complaints
The procedures for complaints on non-academic matters are also covered in Section 6 (Comments, Suggestions and Complaints (and Appeals)) of the University Student Charter referred to in Section 13.1 above.

13.3 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

- seeks to gain unauthorised access to the sources of the systems or networks,
- disrupts the intended use of the systems or networks,
- wastes resources (people, computer materials, capacity) through such actions,
- destroys the integrity of computer-based information, or
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/is/regulations

13.4 School Seminars

Students are very welcome to attend Computing Seminars which are held on Tuesday afternoons at 16:00. 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/

13.5 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 Schools. The Service also works in close partnership with academic Schools 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 School’s 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:


Online resources:
Online study skills guides

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<thead>
<tr>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Canterbury</strong></td>
</tr>
<tr>
<td>Where: UELT (between the banks and the Grimond Building)</td>
</tr>
<tr>
<td>Open: Monday – Friday 9.00am – 5.00pm</td>
</tr>
<tr>
<td>Phone: Ext. 4016 or direct line 01227 824016</td>
</tr>
<tr>
<td>Email: <a href="mailto:learning@kent.ac.uk">learning@kent.ac.uk</a></td>
</tr>
<tr>
<td>Web site: <a href="http://www.kent.ac.uk/uelt/learning">http://www.kent.ac.uk/uelt/learning</a></td>
</tr>
<tr>
<td><strong>Medway</strong></td>
</tr>
<tr>
<td>Study Skills Helpdesk</td>
</tr>
<tr>
<td>Drill Hall Library, Pembroke Campus</td>
</tr>
<tr>
<td>Open: Monday – Friday 9.00 am – 4.00 pm</td>
</tr>
<tr>
<td>Phone: 01634 888884</td>
</tr>
<tr>
<td>Email: <a href="mailto:learning@kent.ac.uk">learning@kent.ac.uk</a></td>
</tr>
</tbody>
</table>

### 13.6 Careers Planning

Nearly half of all the vacancies advertised through the Careers Service are open to graduates in any discipline, while even more careers may open up following a postgraduate vocational course. But, to discover what is available to you and what would suit your skills and interests, you must begin your career planning early. The Careers Advisory Service is more than just the place where students go to find a job after they graduate. It works with students throughout their time at University and offers a range of services which encompasses all aspects of career development and planning and assists students to realise their potential. Students are encouraged to analyse their values, interests, skills and abilities, provide them with information about employment opportunities and further study, liaise with graduate employers and postgraduate study providers and work directly with students to help them make appropriate career decisions.

The Service can help you to get the most out of your time here and to plan your next step. Students who start their career planning early and get involved in University life have a head start in their future career, whatever that may be. It’s never too early!

Some of the Careers Advisory Service resources which you may find useful at this stage include:

**Online:**
- Main University of Kent Careers site [www.kent.ac.uk/careers](http://www.kent.ac.uk/careers)
- Career Planning Timeline [www.kent.ac.uk/careers/timeline.htm](http://www.kent.ac.uk/careers/timeline.htm)
- “What Can I Do With My Degree In …?” [www.kent.ac.uk/careers/degreein.htm](http://www.kent.ac.uk/careers/degreein.htm)
- Work Experience [www.kent.ac.uk/careers/vacwork.htm](http://www.kent.ac.uk/careers/vacwork.htm)
- Choosing a Career [www.kent.ac.uk/careers/Choosing/ChoosingCareer.htm](http://www.kent.ac.uk/careers/Choosing/ChoosingCareer.htm)
- “I Want To Work In …” [www.kent.ac.uk/careers/workin.htm](http://www.kent.ac.uk/careers/workin.htm)
- Employability Skills [www.kent.ac.uk/careers/sk/skillsmenu.htm](http://www.kent.ac.uk/careers/sk/skillsmenu.htm)

**In the Careers Advisory Service** (see [http://www.kent.ac.uk/ces/locations/index.html](http://www.kent.ac.uk/ces/locations/index.html) for locations and opening times):
- Career Planning Guide
- Career Management Skills and Choosing a Career workbooks
- Reference information on careers, graduate employers, work experience, applications and interviews and much more

You can drop in to the Careers Advisory Service at any time during office hours to use our information resources to research career options and employers or to see a careers adviser for any help that you need with career-related information or advice. As well as in-depth vocational guidance interviews we provide a “drop-in” service to help students with preliminary enquiries and quick queries. See [www.kent.ac.uk/careers/](http://www.kent.ac.uk/careers/) for more information

**Talks, Events and Employer Presentations** are organised throughout the year: see our careers calendar at [www.kent.ac.uk/careers/casevents.htm](http://www.kent.ac.uk/careers/casevents.htm)

### 13.7 Disability and Dyslexia Support Service (DDSS)

The service offers support to students with disabilities, specific learning difficulties and medical conditions during their time at the University and can assist with the following:
• Appointments to discuss learning support needs and help to arrange specialist assessments, if required;
• applying for funding to pay for specialist support (eg dyslexia tutors, mentors and note takers) and assistive technology (e.g. software programs, computer equipment);
• arranging support from specialist staff, according to individual needs;
• talking to your lecturers about particular help you may need in lectures and seminars
• planning any special arrangements you need for exams
• contacting other special departments and schools about specific assistance you may require.

Students who require additional support must make contact with the DDSS and complete the registration form.

Contact Details:
CANTERBURY CAMPUS:
Disability & Dyslexia Support Service, Keynes College, University of Kent, Canterbury, Kent CT2 7NP
(Via Keynes main entrance, Rooms Hg 7-9)
Open Monday to Friday: 9.00am – 5.00pm
Phone: 01227 823158
Email: accessibility@kent.ac.uk
Fax: 01227 824450
DDSS WEBSITE: www.kent.ac.uk/ddss

13.8 Dignity at Work and Study Policy
The University of Kent is committed to developing a working and learning environment in which all have the right to be treated – and the responsibility to treat others – with dignity, courtesy, respect and consideration.

We aim to develop a culture that
• Values diversity
• Fosters respect for everyone
• Does not tolerate prejudice
• Is free from harassment and bullying

Personal harassment and bullying in all its forms, is unacceptable, therefore staff and students should ensure that they are familiar with the University Policy Document:

Dignity at Work and Study: Policy and Procedures
The University takes any form of bullying or harassment extremely seriously. In order to support students who may experience bullying or harassment, the University has a Dignity at Work and Study Policy which outlines the University’s commitment, the procedures for making complaints and also sources of support. The Dignity at Work and Study Policy can be found at www.kent.ac.uk/hr-equalityanddiversity/pol-pro-guides/dignity.html

13.9 Equality and Diversity
The University is committed to the creation and support of a balanced, inclusive and diverse community which is open and accessible to all students, staff, visitors and members of the public. You can view the Equality and Diversity Policy on http://www.kent.ac.uk/hr-equalityanddiversity/

13.10 Counselling Service
The Counselling Service is an integral part of the Welfare Services offered on campus free of charge to part-time and full-time students. Counselling is valuable if you are feeling that your life, at work or at home, has become out of balance in some particular way. For example it may that you are experiencing the aftermath of a bereavement, difficulty in managing change, conflicts in relationships at work or at home, stress or burn out, difficulty with concentration, low self esteem or low self confidence, depression or anxiety, the after
effects of childhood trauma or a recent crisis of some kind. It can really help to talk things over with a counsellor.

Contact in confidence:

**UNIVERSITY COUNSELLING SERVICE**, Keynes College  [http://www.kent.ac.uk/counselling](http://www.kent.ac.uk/counselling)
Tel. 01227 823206 or 01227 764000 ext. 3206 Email: Counselling@kent.ac.uk

**13.11 Medical Centre**

Attached to the University is a modern, well equipped Medical Centre that you are encouraged to register with as soon as possible. The Medical Centre is part of the National Health Service providing a full range of specialist medical services to students, staff and their families. Medical centre staff include doctors, nurses and therapists and there is access to a variety of specialist services including mental health, contraception and sexual health clinics. The Medical Centre provides an entirely confidential service. It is situated on the campus in Giles Lane past Keynes College and behind the Woodlands building. The University Nursing Services, open to all students, is available in term time in Keynes college and has inpatient facilities if required.

To register with the Medical Centre visit [www.kent.ac.uk/medical/](http://www.kent.ac.uk/medical/) Where you can also find further information on the University Medical Centre and the services it provides plus health advice on a variety of topics relevant to students.

**13.12 Centre for English and World Languages**

The Centre for English and World Languages offers the English Language Development programme for non-native speakers of English registered as students at this University. Extending over two terms, the programme consists of five components:

- Essay writing:
- Grammar:
- Listening / note-taking:
- Seminar discussion and presentation skills
- Individual writing tutorials

The course aims to help students improve their English language and gives them the chance to discuss specific difficulties. They can attend a total of 2 hours weekly in the autumn and spring terms and will receive guidance as to which of the components will be most useful to meet their particular need. Students with high attendance rates will be awarded a letter of attendance.

Booking is essential. Students interested in joining these groups should complete the online application form at: [http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html](http://www.kent.ac.uk/cewl/courses/in-sessional/eldp.html)

**13.13 Other Help and Guidance**

In addition to School support, the University has a wide range of support services. These include:

- Admissions and Partnership Services  [www.kent.ac.uk/aps/](http://www.kent.ac.uk/aps/)
- Alumni Relations (Communications and Development Office)  [www.kent.ac.uk/alumni/](http://www.kent.ac.uk/alumni/)
- Careers Advisory Service  [www.kent.ac.uk/careers/](http://www.kent.ac.uk/careers/)
- Chaplaincy  [www.kent.ac.uk/chaplaincy/](http://www.kent.ac.uk/chaplaincy/)
- College Masters’ Offices  [http://www.kent.ac.uk/studentservices/masters-office/index.html](http://www.kent.ac.uk/studentservices/masters-office/index.html)
- Counselling Service  [www.kent.ac.uk/counselling/](http://www.kent.ac.uk/counselling/)
- Disability and Dyslexia Support Service  [http://www.kent.ac.uk/ddss/](http://www.kent.ac.uk/ddss/)
- Centre for English and World Language
13.14 Health and Safety

The University has developed a web site and a Student Handbook to provide information and advice on important aspects of health and safety on campus for your protection and well-being as a student.

This is available at [http://www.kent.ac.uk/safety/studentsafety/index.html](http://www.kent.ac.uk/safety/studentsafety/index.html)

The School of Computing has a Committee which is responsible for aspects of Health and Safety within the School. Membership comprises academic, technical and administrative staff of the School together with undergraduate and postgraduate student representatives. The Committee meets once each term and its student recruitment is dealt with through the Staff-Student Liaison process described in Section 8.

13.15 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.

**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.

Further information on ECTS is available via the online Academic Student Handbook at [http://www.kent.ac.uk/academic/handbook](http://www.kent.ac.uk/academic/handbook)

13.16 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.

**13.16.1 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.

Full information is available via the online Student Academic Handbook at [http://www.kent.ac.uk/academic/handbook](http://www.kent.ac.uk/academic/handbook)
14 Module Descriptions

The descriptions contained in this section are extracts from Module Specifications. Full module specifications can be found on the following University web pages:

http://www.kent.ac.uk/stms/studying/modules/index.html

The online module catalogue http://www.kent.ac.uk/courses/modulecatalogue/index.html contains information about all academic modules taught at the University. You can browse collections of modules or can search by module code or module title.

14.1 Computing Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Version</th>
<th>Campus</th>
<th>Term(s)</th>
<th>Level</th>
<th>Credit (ECTS)</th>
<th>Assessment</th>
<th>Convenor</th>
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<tbody>
<tr>
<td>CO320</td>
<td>Introduction to Object-Oriented Programming</td>
<td>1</td>
<td>Canterbury</td>
<td>Autumn</td>
<td>C</td>
<td>15 (7.5)</td>
<td>100% Coursework,</td>
<td>Barnes Mr D</td>
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Contact Hours

22 lectures, 11 two hour classes

Availability

CO320 is delivered twice: once in the Autumn Term and repeated in the Spring Term. Students may only register for one of these deliveries.

Synopsis

This module provides an introduction to object-oriented software development. Software pervades many aspects of most professional fields and sciences, and an understanding of the development of software applications is useful as a basis for many disciplines. This module covers the development of simple software systems. Students will gain an understanding of the software development process, and learn to design and implement applications in a popular object-oriented programming language. Fundamentals of classes and objects are introduced and key features of class descriptions: constructors, methods and fields. Method implementation through assignment, selection control structures, iterative control structures and other statements is introduced. Collection objects are also covered and the availability of library classes as building blocks. Throughout the course, the quality of class design and the need for a professional approach to software development is emphasized

Learning Outcomes

Read, understand and modify small programs

use an object-oriented programming language to write small programs;

Write programmes with the support of an integrated development environment;

Structure data and information as class definitions

Use object-oriented analysis, design and implementation to identify and solve practical programming problems;

Test solutions to programming problems;

Where appropriate, use class inheritance to create class hierarchies

Use effectively a range of software development tools, such as an integrated development environment, text editor and compiler.

Preliminary Reading


CO322  Foundations of Computing I

Version  Campus  Term(s)  Level  Credit (ECTS)  Assessment  Convenor
1  Canterbury  Autumn  C  15 (7.5)  50% Coursework, 50% Exam  Carter Ms J

Contact Hours
2 lectures and 1 class per week (1 hour class for those in possession of A-level mathematics, 2 hour class for those who are not)

Synopsis
Mathematical reasoning underpins many aspects of computer science and this module aims to provide the skills needed for other modules on the degree programme; we are not teaching mathematics for its own sake. Topics will include algebra, reasoning and proof set theory, functions, statistics.

Learning Outcomes
Have gained the algebraic understanding and manipulation skills required for the mathematics that underpins computer science.

Preliminary Reading
- Nissanke N, Introductory Logic and Sets for Computer Scientists, Addison Wesley.

CO323  Databases and the Web

Version  Campus  Term(s)  Level  Credit (ECTS)  Assessment  Convenor
1  Canterbury  Spring  C  15 (7.5)  50% Coursework, 50% Exam  Ryan Dr NS

Contact Hours
22 Lectures and 11 classes

Pre-requisites
CO320 Introduction to Object-Oriented Programming

Synopsis
• An introduction to databases and SQL, focussing on their use as a source for content for websites.
• Creating static content for websites using HTML(5) and controlling their appearance using CSS.
• Using PHP to integrate static and dynamic content for web sites.
• Securing dynamic websites.
• Using Javascript to improve interactivity and maintainability in web content.

Learning Outcomes
Understand the basic principles of web page design and be able to write a basic web page.

Preliminary Reading
- Jon Duckett HTML & CSS: Design and Build Web Sites, John Wiley & Sons, 2011
CO324  Computer Systems

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<tr>
<th>Version</th>
<th>Campus</th>
<th>Term(s)</th>
<th>Level</th>
<th>Credit (ECTS)</th>
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<tr>
<td>1</td>
<td>Canterbury</td>
<td>Autumn</td>
<td>C</td>
<td>15 (7.5)</td>
<td>50% Coursework, 50% Exam</td>
<td>Eager Mr RD</td>
</tr>
</tbody>
</table>

Contact Hours

22 lectures, 6 terminal sessions

Synopsis

This module aims to provide students with an understanding of the fundamental behaviour and components (hardware and software) of a typical computer system, and how they collaborate to manage resources and provide services. The module has two strands: ‘Hardware Architecture’ and ‘Operating Systems and Networks,’ which form around 35% and 65% of the material respectively. Both strands contain material which is of general interest to computer users; quite apart from their academic value, they will be useful to anyone using any modern computer system.

Hardware Architecture

Computer architecture: Fundamental building blocks (logic gates, flip-flops, counters, registers). The fetch/execute cycle. Instruction sets and types.
Data storage: Memory hierarchies and associated technologies. Physical and virtual memory.
Operating Systems and Networks

Device interfaces: Handshaking, buffering, programmed and interrupt-driven i/o. Direct Memory Access.
Backup.
Background and history of networking and the Internet.

Learning Outcomes

Describe the purpose of, and the interaction between, the functional hardware and software components of a typical computer system.

Identify the principal hardware components and software services which provide infrastructure for the Internet from the global scale down to the desktop;

Describe how networks interact with operating systems and applications to provide services and share resources among individual systems.

Preliminary Reading

Mueller, Scott, Upgrading and Repairing PCs (20th edition), Que, 2011

CO325  Foundations of Computing II

<table>
<thead>
<tr>
<th>Version</th>
<th>Campus</th>
<th>Term(s)</th>
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<tr>
<td>1</td>
<td>Canterbury</td>
<td>Spring</td>
<td>C</td>
<td>15 (7.5)</td>
<td>50% Coursework, 50% Exam</td>
<td>Carter Ms J</td>
</tr>
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</table>

Contact Hours

2 lectures and 1 class per week (1 hour class for those in possession of A-level mathematics, 2 hour class for those who are not).

Pre-requisites

CO322 Foundations of Computing I

Synopsis

This module follows from CO322 and aims to provide students with more understanding of the theory behind the formal underpinnings of computing. It will build upon the abstract reasoning skills introduced in CO322. Matrices, vectors, differential calculus, probability and computer arithmetic will be introduced.

Learning Outcomes

Have developed a knowledge and understanding of, and the ability to apply the mathematical principles and concepts behind
topics that comprise the CS programmes.

Have developed formal reasoning skills that will be required elsewhere in the degree programmes in which this module is taken.

Have basic understanding of Propositional and Predicate Logic: their syntax (connectives, quantifiers) and their semantics (truth tables, logical equivalences).

Be able to write and evaluate expressions in Propositional and Predicate Logic

**Preliminary Reading**


Dean N, The Essence of Discrete mathematics, Prentice Hall

<table>
<thead>
<tr>
<th>CO328</th>
<th>Human Computer Interaction</th>
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<td>**Version</td>
<td>Campus</td>
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<td>1</td>
<td>Medway</td>
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</table>

**Contact Hours**

22 lectures, 10 classes

**Pre-requisites**

None

**Synopsis**

This module provides an introduction to human-computer interaction. Fundamental aspects of human physiology and psychology are introduced and key features of interaction and common interaction styles delineated. A variety of analysis and design methods are introduced (e.g. GOMS, heuristic evaluation, user-centred and contextual design techniques). Throughout the course, the quality of design and the need for a professional, integrated and user-centred approach to interface development is emphasised. Rapid and low-fidelity prototyping feature as one aspect of this.

**Learning Outcomes**

Have a knowledge of the underlying concepts and principles associated with HCI methods and techniques and be able to use these to identify issues of communication between computers and people

Understand how to identify and analyse interaction strengths and weaknesses

Be able to apply appropriate HCI theories and practices to the design, implementation, and evaluation of interfaces

Be able to design (or re-design), test and evaluate an interface

**Preliminary Reading**


**CO334 People and Computing**

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<th>Term(s)</th>
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<tr>
<td>1</td>
<td>Canterbury</td>
<td>Autumn</td>
<td>C</td>
<td>15 (7.5)</td>
<td>100% Coursework</td>
<td>Thompson Dr SJ</td>
</tr>
</tbody>
</table>

**Contact Hours**

22 lectures and 11 seminars

**Synopsis**

Design and communication, what makes for good written communication, how people get and process information, Personal Development Project, effective spoken communication, how to work successfully in a group, doing academic research, about preparing and giving a presentation, history of computing and the history of communication, the effects of technology, Health and safety issues with computing, the Business of Computing, Employment in IT, software development and software engineering, preparing for examinations, designing –for the web: web usability and web accessibility, the basics of IPR, relevant Laws applying to the use and development of computing, such as the Computer Misuse Act and the Data Protection Acts.

A range of social issues relating to computing, Representative content might include, Digital divide, Cyber bullying, Case studies

Sustainability: e.g. energy consumption, How to estimate? Substantial challenge, Rules of thumb (eg what to upgrade and when, when not to), Legal requirements of sustainability, Economic and ethical constraints.

How to make money in the IT industry: Consultancy, Selling software, Business planning, Pricing and estimating (case studies of what (not) to do from KITC).

**Learning Outcomes**

Be able to demonstrate familiarity with history of computing

Be able to apply basic design principles

Be able to describe the basic processes of software development

Be able to describe various ways in which IT firms operate

Be able to demonstrate a basic understanding of legal issues in computing and information technology

Be able to assess the likely environmental impact of basic decisions involving computer hardware

**Preliminary Reading**

Core text: Nine Algorithms that Changed the Future by John MacCormick
**Further Object-Oriented Programming**

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<td>Canterbury</td>
<td>Spring</td>
<td>I</td>
<td>15 (7.5)</td>
<td>100% Coursework</td>
<td>Johnson Dr C</td>
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</table>

**Contact Hours**

22 lectures, 11 terminal/seminar sessions

**Pre-requisites**

CO320 Introduction to Object-Oriented Programming

**Synopsis**

This module builds on the foundation of object-oriented design and implementation found in module CO320 Introduction to Object-Oriented Programming to provide a deeper understanding of and facility with object-oriented program design and implementation. More advanced features of object-orientation, such as inheritance, abstract classes, nested classes, graphical-user interfaces (GUIs), exceptions, input-output are covered. These allow an application-level view of design and implementation to be explored. Throughout the module the quality of application design and the need for a professional approach to software development is emphasized.

**Learning Outcomes**

- Use advanced features of an object-oriented programming language, such as inheritance and graphical libraries, to write programs;
- Use object-oriented analysis, design and implementation with a minimum of guidance, to recognize and solve practical programming problems involving inheritance hierarchies;
- Design appropriate interfaces between modular components;
- Evaluate the quality of competing solutions to programming problems;
- Evaluate possible trade-offs between alternative solutions, for instance those involving time and space differences.
- Thoroughly test solutions to programming problems.
- Discuss the quality of solutions through consideration of issues such as encapsulation.

**Preliminary Reading**


14.2 Electronics Modules

**EL331 Website Design**

<table>
<thead>
<tr>
<th>Version</th>
<th>Campus</th>
<th>Start in Term</th>
<th>Level</th>
<th>Credit</th>
<th>Assessment</th>
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<td>50% Coursework, 50% Exam</td>
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</table>

**Contact Hours**

There will be 26 contact hours consisting of 14 hours of lectures and 12 hours of long assignments. The total student workload will be 150 hours.

**Synopsis**

**WEB PUBLISHING**

- Introduction to HTML: HTML tags, tables, forms.
- Cascading Style Sheets (CSS).
- Legal issues, copyright, etc.

**INTRODUCTION TO WEB PROGRAMMING**


**Learning Outcomes**

- clear understanding of the principles and terminology of the Internet and the World Wide Web
- ability to produce basic Web pages that integrate text and graphics using standard web editing tools
- understanding of the basic concepts of the JavaScript language and the ability to use the language in developing Web sites

**EL337 Digital Visual Narrative**

<table>
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<tr>
<th>Version</th>
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<th>Start in Term</th>
<th>Level</th>
<th>Credit</th>
<th>Assessment</th>
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</tbody>
</table>

**Contact Hours**

10 lectures and 10 two-hour workshops explain the core ideas, analyse examples and demonstrate the practical techniques used to convey them.

The coursework assignments address learning outcomes 1 - 5.

The total number of contact hours is 40, whilst the total workload is 150 hours.

**Synopsis**

This concentrates on two vital stages of the creative use of motion graphics in multimedia. Firstly, the traditional skills of taking a theme or idea and thinking around it, researching it, developing an insight concerning it and developing a narrative to embody this and illustrate it. Secondly, the modern skills of planning and creating a meaningful time-based visual narrative with current multimedia applications.

**VISUAL NARRATIVE**

- Character development
- Scripting and storyboarding
- Treatment
- Concept development
- Theories of animation and film

**MOTION GRAPHICS**

- Layers, Timelines and Tools
- Alpha channels and file format types
- Title and Text Animation
- Sound and Action Script
- Character Animation

**Learning Outcomes**

- ability to develop an original idea on a given theme, research it and visualise it in a narrative form
- ability to evaluate critically a wide range of design and narrative options and choose the best suited to the intention of a particular project
- ability to use drawing and storyboards as meaningful plans for motion graphics projects
- understanding of and ability to use proficiently the basic concepts of 2D character animation
- ability to use appropriate software tools to create professional motion graphics pieces
14.3 Business Modules

**CB302 Managers and Organisations**

<table>
<thead>
<tr>
<th>Version</th>
<th>Campus</th>
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<td>60% Exam, 40% Coursework</td>
<td>Parker Dr K</td>
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</table>

**Contact Hours**
11 lectures, 10 seminars

**Restrictions**
CANNOT BE TAKEN WITH CB312

**Synopsis**
The purpose of this module is to enable students to understand how organisations and managers operate. Its particular focus is on the interaction between theory and the real-world practice of management. It will cover the development of theories management, decision-making, leadership, motivation, delegation, business ethics and corporate culture. Students will also develop the ability to analyse the strengths and weaknesses of various organisational theories and to apply these theories to practical issues associated with management.

**Learning Outcomes**
- understand the key concepts and theories of organisational behaviour and management, including their historical development
- understand the key elements and operation of organisations and the process of management
- analyse the strengths and weaknesses of various organisational theories
- apply these theories to practical issues associated with the management of people and organisations
- discuss ideas relating to management and organisational behaviour, both orally and in writing

**Preliminary Reading**

**CB343 Global Business Environment**

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<th>Version</th>
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<th>Level</th>
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</tbody>
</table>

**Contact Hours**
1-hour lecture and 1-hour seminar per week

**Restrictions**
Restricted to students reading: Accounting & Finance and Management Science; Business Administration; Employment Relations and Human Resource Management

**Synopsis**
The principle aim of this module is to introduce students to the fundamental concepts and problems of the international business environment. The module will engage students with various business tools and frameworks offering a multidisciplinary approach to explore the interaction between organizations, nation states and international organizations; in a triangle that continuously evolves and through its evolution, shapes the international environment. The module will be of use to business students through all stages of their degree. Considering its philosophy as a Stage 1 module, it will integrate parts of the whole programme and act as a guide for the next stages of studies.

**Learning Outcomes**
- understand the complexity and diversity associated with doing business internationally
- develop a sound knowledge of the global business environment by analysing specific real world examples
- establish specific links between their studies and the changing business world
- understand the key definitions of business terminology and idioms appropriate for a Business programme
- link business problems with their everyday life
- understand where they can apply their knowledge from their degree
- study the organisations, their management, and the changing global environment
- be prepared for developing a career in business and management

**Preliminary Reading**

**CB364 Introduction to Business Modelling**

<table>
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</table>

**Contact Hours**
1-hour lecture and 2-hours of practical computing labs per week

**Synopsis**
An indicative set of topics to be covered within the module are outlined below:

- Basic Spreadsheet Functionalities: Introduction to common spreadsheet features: workbooks, worksheets, menus, cells, rows, columns, data types, relative and absolute cell addressing, copying, basic formulae, naming cells, formatting, charts and graphs,
printing.

Data Management Facilities: sorting, filtering, data forms, pivot tables.

What-If Analysis: scenario manager, goal seek, data tables.

Basic Financial Analysis: Introduction to basic financial analysis and how to carry this out using spreadsheets: compound interest, discounting, NPV, IRR, loans and mortgages

Preliminary Reading


CB675 Financial Accounting, Reporting and Analysis

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Contact Hours
2 x 1 hour lecture and 1 x 1 hour seminar per week

Restrictions
May not be taken with AC300 Financial Accounting I. Students who have taken or are taking CB540 may not take CB675 Financial Accounting, Reporting and Analysis.

Synopsis
The aim of this module is to provide the student with an understanding of the relationship between business and accounting; the principles underlying a double-entry accounting system; how to prepare primary financial statements from trial balance; the regulatory framework of financial reporting; the annual report and accounts of plc's; the analysis and interpretation of financial statements.

Learning Outcomes
Understand the principles underlying a financial accounting system and the principles upon which financial statements are based.
Be aware of the various influences on the financial reporting process and understand how they impact on the annual report and account of UK listed companies, in particular.
Be aware of the link between financial accounting systems and business activities for a variety of organisations.
Be aware of the various stake-holders in the financial reporting process.
Be able to produce financial statements from trial balance for sole traders and limited companies incorporating post trial balance adjustments.

Preliminary Reading

CB680 Introduction to Marketing

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</table>

Contact Hours
11 x 1 hr lectures and 11 x 1 hr seminars

Method of Assessment
70% Examination, 30% Coursework (Group Project)

Synopsis
This module will demonstrate the importance of marketing in competitive and dynamic environments. The centrality of the consumer provides the focus for the module, with the needs of the firm shown in balance with consumers' needs and wants. The mechanisms used by firms in their marketing are also covered. Key topics covered are: the marketing concept, the marketing environment, market segmentation and targeting, brand development and management, management of the marketing mix, new product development and an overview of internationalisation.

Learning Outcomes
Students will be able to:
explain and illustrate the principles and concepts of marketing
understand the boundaries of marketing and its integration to other business functions
understand the relationship between the internal and external environments in the formulation of marketing practice
apply the principles and concepts of marketing to specific markets and industries
use data to provide 'solutions' to basic marketing problems

Preliminary Reading
14.4 Economics Modules

<table>
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<td>Microeconomics for Business</td>
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**EC313 Microeconomics for Business**

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**Contact Hours**

11 lectures, 11 seminars, 3 workshops

**Restrictions**

EC302, EC304 and MA309 cannot be taken with this module

**Method of Assessment**

40% coursework (consisting of one timed essay (20%) and one true/false test (20%)); 60% written examination

**Synopsis**

This module is designed for students who have not studied Microeconomics for Business before or who have not previously completed a comprehensive introductory course in Economics. However, the content is such that it is also appropriate for students with A-level Economics or equivalent, as it focuses on the analysis, tools and knowledge of microeconomics for business. The module applies economics to business issues and each topic is introduced assuming no previous knowledge of the subject. The lectures and related seminar programme explain the economic principles underlying the analysis of each topic and relate the theory to the real world and business examples. In particular, many examples show how economic analysis and models can be used to understand the different parts of business and how policy has been used to intervene in the working of the economy. Module workshops apply economic analysis and techniques to business situations. The module is carefully designed to tell you what topics are covered under each major subject area, to give readings for these subjects, and to provide a list of different types of questions to test and extend your understanding of the material.

**Learning Outcomes**

By the end of the module, you will

be equipped with the microeconomic analysis skills and understanding necessary for business and other degrees

be able to construct your own economic arguments and offer critical comments on the arguments of others.

understand the basic principles of microeconomics

understand the main ways in which microeconomics can be used to analyse business decisions, behaviour, problems and issues

understand the economic analysis of important current business issues in the UK, the European Union and the world economy

have been introduced to the following economics topics: business organisations; supply and demand; operation of markets; business in a market environment; the consumer; profit maximisation; consumer, producer and government decision making; pricing strategies; and input markets.

**Preliminary Reading**


## 15 Computing Staff

Staff details may also be found at: [http://www.cs.kent.ac.uk/people/staff/index.html](http://www.cs.kent.ac.uk/people/staff/index.html)

<table>
<thead>
<tr>
<th>Name</th>
<th>Short Form</th>
<th>Email Address</th>
<th>Telephone Extn</th>
<th>Room</th>
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<tr>
<td>Mr David Barnes</td>
<td>DJB</td>
<td>D.J.Barnes</td>
<td>7696</td>
<td>SW110</td>
</tr>
<tr>
<td>Dr Fred Barnes</td>
<td>FRMB</td>
<td>F.R.M.Barnes</td>
<td>4278</td>
<td>S113</td>
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<tr>
<td>Dr Eerke Boiten</td>
<td>EAB</td>
<td>E.A.Boiten</td>
<td>7615</td>
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<tr>
<td>Dr John Bovey</td>
<td>JDB</td>
<td>J.D.Bovey</td>
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<td>Professor Howard Bowman</td>
<td>HHB</td>
<td>H.Bowman</td>
<td>3815</td>
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<tr>
<td>Ms Janet Carter (Senior Tutor)</td>
<td>JEC</td>
<td>J.E.Carter</td>
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<tr>
<td>Professor David Chadwick</td>
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<td>Dr Olaf Chitil</td>
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<td>4320</td>
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<td>Dr Dominique Chu</td>
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<td>RDL</td>
<td>R.Delemos</td>
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<td>4061</td>
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<td>Dr Alex Freitas</td>
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<td>Dr Julio Hernandez-Castro</td>
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<td>P.H.Welch</td>
<td>3629</td>
<td>S128C</td>
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## 16 Dates of Terms and Teaching Week Numbers

### AUTUMN 2013

<table>
<thead>
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<th>Monday</th>
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<td>Week 2</td>
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<td>Week 7</td>
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<td>18 November</td>
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<td>Week 10</td>
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<td>Week 12</td>
<td>Begins on</td>
<td>Monday</td>
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### SPRING 2014

| Week 13| Begins on | Monday | 20 January |
| Week 14| Begins on | Monday | 27 January |
| Week 15| Begins on | Monday | 3 February |
| Week 16| Begins on | Monday | 10 February |
| Week 17| Begins on | Monday | 17 February |
| Week 18| Begins on | Monday | 24 February |
| Week 19| Begins on | Monday | 3 March |
| Week 20| Begins on | Monday | 10 March |
| Week 21| Begins on | Monday | 17 March |
| Week 22| Begins on | Monday | 24 March |
| Week 23| Begins on | Monday | 31 March |
| Week 24| Begins on | Monday | 7 April |

### SUMMER 2014

| Week 25| Begins on | Monday | 12 May |
| Week 26| Begins on | Monday | 19 May |
| Week 27| Begins on | Monday | 26 May |
| Week 28| Begins on | Monday | 2 June |
| Week 29| Begins on | Monday | 9 June |
| Week 30| Begins on | Monday | 16 June |

Please note: Monday 26 May (week 27) is a public holiday and the university will be closed.
## Details of Teaching Rooms

<table>
<thead>
<tr>
<th>ROOM</th>
<th>ROOM TYPE</th>
<th>LOCATION</th>
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<tbody>
<tr>
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<tr>
<td>CC01(17)</td>
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<tr>
<td>CC02(32)*</td>
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<td></td>
<td>* Wheelchair access via lift in Computing Octagon</td>
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<tr>
<td>CNWsr9(30)</td>
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<td>CNWsr10(18)</td>
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<td>CNWsr11(16)</td>
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<td>CNWsr12(18)</td>
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<tr>
<td>MM lab 1 (36)</td>
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<td>2nd Floor</td>
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<td>GRIMOND BUILDING</td>
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<tr>
<td>GLT1(215)</td>
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<tr>
<td>GLT2(147)</td>
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<td>Ground floor</td>
</tr>
<tr>
<td>GLT3(98)</td>
<td>Film theatre</td>
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</tr>
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<td>GS1(20)</td>
<td>Seminar room</td>
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</tr>
<tr>
<td>GS2(23)</td>
<td>Seminar room</td>
<td>Ground floor</td>
</tr>
<tr>
<td>GS3(24)</td>
<td>Classroom</td>
<td>Ground floor</td>
</tr>
<tr>
<td>GS4(23)</td>
<td>Seminar room</td>
<td>Ground floor</td>
</tr>
<tr>
<td>GS5(20)*</td>
<td>Seminar room</td>
<td>1st floor</td>
</tr>
<tr>
<td>GS6(23)*</td>
<td>Classroom</td>
<td>1st floor</td>
</tr>
<tr>
<td>GS7(23)*</td>
<td>Classroom</td>
<td>1st floor</td>
</tr>
<tr>
<td>GS8(23)*</td>
<td>Seminar room</td>
<td>1st floor</td>
</tr>
<tr>
<td></td>
<td>* Wheelchair access via lift</td>
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</tbody>
</table>
### 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(17)** Seminar Room 3rd floor
  * Wheelchair access via lift

#### Jennison
- **JLT1(91)** Lecture theatre Ground floor
- **JS1(20)** Informal room Ground floor
- **JS2(20)** Seminar room 1st floor
- **JS3(25)** Classroom 1st floor
- **JCS1(40)** Computer room Ground floor
- **JCS2(40)** Computer room Ground floor
- **JCS3(40)** Computer room Ground floor
  * Wheelchair access via lift

#### Marlowe
- **MarLT1(163)** Lecture theatre Ground floor
- **MarLT2(52)** Lecture theatre Ground floor

#### Darwin College
- **DLT1(100)** Lecture theatre Ground floor, A block
- **DLT2(54)** Lecture theatre Ground floor, A block
- **DLT3(55)** Lecture theatre Second floor, Tower block
- **D.Twr.Rm.(24)** Seminar room Third floor, Tower block
- **DS1(28)** Seminar room First floor, A block
- **DS2(18)** Seminar room Forth floor, Tower block
- **DS7(20)** Seminar room Third floor, Tower block
- **DS8(17)** Seminar room Missing Link
- **DS9(17)** Seminar room Missing Link
- **DS10(16)** Seminar room Missing Link
- **DS11(12)** Seminar room First floor, G/H block
- **DS12(12)** Seminar room First floor, O/P block
- **DS14(22)** Seminar room Second floor, Tower block
- **D.Peter Brown Room(50)** Seminar room Missing Link
  * Wheelchair access via lift

#### Eliot College

#### Main College
- **ELT2(112)** Lecture theatre Floor 3, N block
- **E.Dr.St.(40)** Drama Studio Floor 3, N block
- **E.Chilver Room(16)** Seminar room Cloisters
- **E.Holland Room(20)** Seminar room Cloisters
- **E.Lyons Room(30)** Informal room Top floor
- **E. Bird Room(18)** Seminar room Cloisters
- **E.Pollard Room(20)** Seminar room Cloisters
- **E.Whitehouse Room(10)** Seminar room 1st floor
  * Wheelchair access via causeway
- **ES1(20)** Seminar room Floor 4, N block
- **ES2(18)** Seminar room Floor 4, N block
### ES3(16)
- **Seminar room**
- **Floor 4, N block**

### EX7(18)
- **Seminar room**
- **Upper floor**

### EX8(20)
- **Seminar room**
- **Upper floor**

### EX9(30)
- **Seminar room**
- **Upper floor**

### Becket Court
- **E.BC 16(15) Seminar room**
- **Floor 4, N block**

- **E.BC 17(15) Seminar room**
- **Upper floor**

### KEYNES COLLEGE
- **KLT1(330) Lecture theatre**
- **Ground floor**

- **KLT2(60) Lecture theatre**
- **Lwr grnd floor, N block**

- **KLT3(60)* Lecture theatre**
- **Psychology Dept**

- **KLT4(80) Seminar room**
- **1st floor L Block**

- **KLT5(92) Lecture theatre**
- **1st floor L Block**

- **KLT6(92) Lecture theatre**
- **1st floor L Block**

- **KS4(40) Classroom**
- **Ground floor, N block**

- **KS1(24)**
  - **Seminar room**
  - **1st floor, N block**

- **KS2(17)**
  - **Seminar room**
  - **1st floor, N block**

- **KS3(14)**
  - **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**
  - **Psychology Dept**

- **KS9(20)**
  - **Seminar room**
  - **Ground floor, M block**

- **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(50) Classroom**
  - **1st floor L Block**

- **KS16(50) Classroom**
  - **1st floor L Block**

- **KS17(50) Classroom**
  - **1st floor L Block**

- **KSA1(42) Terminal room**
  - **1st floor, N block**

- **KS20(30)**
  - **Seminar room**
  - **3rd floor, C block**

- **KS21(26)**
  - **Seminar room**
  - **3rd floor, C block**

- **KS22(25)**
  - **Seminar room**
  - **3rd floor, C block**

- **KS23(50)**
  - **Classroom**
  - **3rd floor, C block**

- **KS24(50)**
  - **Classroom**
  - **3rd floor, D block**

- **KS25(50) Classroom**
  - **3rd floor, E block**

* Wheelchair access via lift opposite College Reception

** Wheelchair access via lift between C and D block

### RUTHERFORD COLLEGE

#### Main college

- **RLT1(196)**
  - **Lecture theatre**
  - **Floor 3, W block**

- **RLT2(40)**
  - **Lecture theatre**
  - **Floor 3, W block**

* Wheelchair access via causeway to main entrance

- **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(18)**
  - **Seminar room**
  - **Cloisters**

- **R.Cl.16(18)**
  - **Seminar room**
  - **Cloisters**

- **R.Cl.17(18)**
  - **Seminar room**
  - **Cloisters**
<table>
<thead>
<tr>
<th>Room Code</th>
<th>Room Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>R.Cl.19(18)*</td>
<td>Seminar room</td>
<td>Cloisters</td>
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<tr>
<td>R.Cl.20(18)*</td>
<td>Seminar room</td>
<td>Cloisters</td>
</tr>
<tr>
<td>R.Cl.21(15)*</td>
<td>Seminar room</td>
<td>Cloisters</td>
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</table>

* Wheelchair access via west exit or kitchens

**Extension**

<table>
<thead>
<tr>
<th>Room Code</th>
<th>Room Type</th>
<th>Location</th>
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<tbody>
<tr>
<td>RX11(19)*</td>
<td>Seminar room</td>
<td>Lower floor</td>
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<tr>
<td>RX12(22)*</td>
<td>Classroom</td>
<td>Lower floor</td>
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</tbody>
</table>

* Wheelchair access via courtyard garden

**WOOLF COLLEGE**

<table>
<thead>
<tr>
<th>Room Code</th>
<th>Room Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-LT(471)</td>
<td>Lecture theatre</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>W1-SR1(18)*</td>
<td>Classroom</td>
<td>First Floor</td>
</tr>
<tr>
<td>W1-SR2(18)*</td>
<td>Classroom</td>
<td>First Floor</td>
</tr>
<tr>
<td>W1-SR3(20)*</td>
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<td>First Floor</td>
</tr>
<tr>
<td>W1-SR4(20)*</td>
<td>Classroom</td>
<td>First Floor</td>
</tr>
<tr>
<td>W1-SR5(40)*</td>
<td>Classroom</td>
<td>First Floor</td>
</tr>
<tr>
<td>W1-SR6(40)*</td>
<td>Classroom</td>
<td>First Floor</td>
</tr>
</tbody>
</table>

* Wheelchair access via lift
18 Plan of the School of Computing

CORNWALLIS SOUTH AND SOUTH WEST – GROUND FLOOR

Main entrance to Cornwallis complex and to Course Administration Office
Stairs to first floor
Kent IT Clinic
Computing Course Administration Office

CORNWALLIS SOUTH AND SOUTH WEST – FIRST FLOOR

To CCo2 COLT2