SCHOOL OF COMPUTING
HANDBOOK FOR STAGE 1
2013/14

BUSINESS INFORMATION TECHNOLOGY
BUSINESS INFORMATION TECHNOLOGY WITH A YEAR IN INDUSTRY
COMPUTING
COMPUTING WITH A YEAR IN INDUSTRY
INFORMATION TECHNOLOGY
INFORMATION TECHNOLOGY WITH A YEAR IN INDUSTRY
INFORMATION TECHNOLOGY (CONSULTANCY)
INFORMATION TECHNOLOGY (CONSULTANCY) WITH A YEAR IN INDUSTRY

FACULTY OF SCIENCES
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Term Dates

2013/14

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
<th>Weeks</th>
</tr>
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<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>
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2014/15

<table>
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<td>29 September 2014</td>
<td>19 December 2014</td>
<td>1–12</td>
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<tr>
<td>Spring</td>
<td>19 January 2015</td>
<td>10 April 2015</td>
<td>13–24</td>
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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 URLs

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

In any programme, communication is important. Notices and general information are regularly posted to the Medway computing pages on Moodle, 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. Information is also displayed on notice boards in the Medway Building, Medway Campus, Pembroke. Please check these regularly. An SMS text alert service is also available to students (see section 7.5 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.

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 have 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 content of this handbook please contact our Course Administration Office (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.

Dr Yang He
Medway Building
Tel Extn: (01634 88) 8933
email: Y.He@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 12. You are advised to read this.

The degree for which you are registered (e.g. BSc (Hons) Business Information Technology) 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 12.11.

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

**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 Student Handbook at http://www.kent.ac.uk/academic/handbook

**Professional Accreditation**

Information on accreditation of computing programmes by the British Computer Society is available at:

http://www.cs.kent.ac.uk/teaching/Accreditation/
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 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 seminars, 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

- Business Information Technology - BIT
- Business Information Technology with a year in Industry – BIT-S
- Computing – COMP
- Computing with a year in Industry – COMP-S
- Information Technology - IT
- Information Technology with a year in Industry - IT-S
- Information Technology (Consultancy) – IT(CON)
- Information Technology (Consultancy) with a year in Industry – IT(CON)-S

The School has published Programme Specifications for each of the programmes it offers. These are available at:

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

follow the link “Programme 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.

Table 1 on the next page gives details of compulsory and optional modules for each programme of study.
3.1 Stage 1

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Title</th>
<th>Term</th>
<th>Level</th>
<th>Credit</th>
<th>Programmes</th>
<th>Weightings</th>
<th>ECTS Credits</th>
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</thead>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HIT</td>
<td>COMP</td>
<td>IT (CON)</td>
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<td></td>
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<td></td>
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<td></td>
<td>Course work*</td>
<td>Exam</td>
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<tr>
<td>CO320</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>CO322</td>
<td>Foundations of Computing 1</td>
<td>A</td>
<td>C</td>
<td>15</td>
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<tr>
<td>CO323</td>
<td>Databases and the Web</td>
<td>S</td>
<td>C</td>
<td>15</td>
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<td>C</td>
<td>15</td>
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<td></td>
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<td>Human Computer Interaction</td>
<td>S</td>
<td>C</td>
<td>15</td>
<td></td>
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<tr>
<td>CO329</td>
<td>Computer Applications</td>
<td>S</td>
<td>C</td>
<td>15</td>
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<tr>
<td>CO333</td>
<td>Applications Project</td>
<td>S</td>
<td>C</td>
<td>15</td>
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<td>CO334</td>
<td>People and Computing</td>
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<td>C</td>
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<td>CB714</td>
<td>Marketing Principles</td>
<td>S</td>
<td>I</td>
<td>15</td>
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</tbody>
</table>

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.

Notes:

1 A − indicates taught in the Autumn Term
2 S − indicates taught in the Spring Term
3 ECTS (European Credit Transfer Scheme) see Section 15.10

IT IS ULTIMELY YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE REGISTERED FOR THE CORRECT MODULES FOR YOUR PROGRAMME.
4 Changing Degree Programme or Modules

4.1 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 www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/DG_171624

5 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 csplacements@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. In order to progress to the placement year you must obtain 120 credits at Stage 2. 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](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.

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

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

7. 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.

8. 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.

9. The School will try to ensure that its Web pages and newsgroups are available to students trying to access the material from off campus.

10. Student grievances about the implementation of these procedures should be discussed with the student’s Academic Adviser or the 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](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](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

Each student is assigned a personal 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 15.

### 7.4 Administrative Support

The Administration Offices can assist you with matters of an administrative nature relating to your registration.

#### 7.4.1 Medway

Pembroke office is located at Reception Gillingham Building.

Email: ukm-reception@kent.ac.uk

Opening hours: Monday through Friday 9:00 – 21:00  
Saturday 10:00 – 15:00

Contact: Janine Jarvis J.G.Jarvis@kent.ac.uk  
Monday – Friday 9.00 – 16.00

#### 7.4.2 Canterbury

The office is located in the School of Computing at the Canterbury campus and the office personnel are as follows:

Administrator: Sandra Shine  
Email: computing@kent.ac.uk

Opening hours: Monday - Friday 10.00 – 12:30, 14.00 – 16:00

#### 7.4.3 Medway

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Email</th>
<th>Telephone/Extension</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Studies</td>
<td>Mr Roger Sutton</td>
<td><a href="mailto:C.R.Sutton@kent.ac.uk">C.R.Sutton@kent.ac.uk</a></td>
<td>01634 888942/8942</td>
<td>M3-24</td>
</tr>
<tr>
<td>Lecturer and Senior Tutor</td>
<td>Dr Yang He</td>
<td><a href="mailto:Y.He@kent.ac.uk">Y.He@kent.ac.uk</a></td>
<td>01634 888933/8933</td>
<td>M3-22</td>
</tr>
<tr>
<td>Administrator</td>
<td>Mrs Janine Jarvis</td>
<td><a href="mailto:J.G.Jarvis@kent.ac.uk">J.G.Jarvis@kent.ac.uk</a></td>
<td>01634 202931/2931</td>
<td>M3-14</td>
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#### 7.4.4 Canterbury

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<th>Title</th>
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<tbody>
<tr>
<td>Head of School:</td>
<td>Professor Frank Z 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>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>Janet Carter</td>
<td><a href="mailto:J.E.Carter@kent.ac.uk">J.E.Carter@kent.ac.uk</a></td>
</tr>
<tr>
<td>Industrial Placement Co-ordinators:</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>Head of Teaching:</td>
<td>Mr Gerald Tripp</td>
<td><a href="mailto:G.E.W.Tripp@kent.ac.uk">G.E.W.Tripp@kent.ac.uk</a></td>
</tr>
</tbody>
</table>

#### 7.4.5 Student Data System

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

[http://www.kent.ac.uk/student/](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 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. 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/

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.

7.6 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 400 student PCs, located in PC rooms in the Medway and Gillingham Buildings and in the Drill Hall Library, offer a range of general and academic software and high-speed internet* access.

7.6.1 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

7.6.2 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

7.6.3 Loan a laptop

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

7.6.4 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

7.6.5 Email

Check your University email account regularly to ensure you do not miss important announcements: www.kent.ac.uk/itservices/email
7.6.6 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 http://www.kent.ac.uk/student/skills/

7.6.7 More details
For details of all IT services or to contact the Helpdesk, visit www.kent.ac.uk/itservices

* Internet access has some security restrictions.

7.7 The Drill Hall Library
The Drill Hall Library, provides essential resources to support you throughout your studies. The building itself holds in the region of 90,000 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.

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 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

7.8 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
The Universities of Medway Students’ Association (UMSA) represents all students on the Medway campus. 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 visit:

http://www.umsa.org.uk/

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 IT Executive and representatives are chosen to sit on the School Learning and Teaching Committee, Faculty Learning and Teaching Committee and Faculty Board.

Matters raised by students are dealt with informally as they arise or they may be raised at the Executive. The Executive aims to provide 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.

9 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

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<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>
</tbody>
</table>

### 10 Attendance and Coursework

#### 10.1 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 Student Handbook at: [http://www.kent.ac.uk/academic/handbook.html](http://www.kent.ac.uk/academic/handbook.html)

#### 10.2 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.

Students with queries about their timetable should, in the first instance, contact Roger Sutton or Janine Jarvis or speak to reception at UKM Pembroke.

The modules you take in Stage 1 may have associated seminar and/or terminal classes. Information on class allocation for computing modules will be made available via the Student Data System.

#### 10.3 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.

#### 10.4 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
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/teaching/qa/credit-framework/creditinfo.html#awardofcredits

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.

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 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/regulations/Regulations%20Booklet/academic_discipline_attendance_and_exam_failure.html

10.5 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.

10.6 Retention of Coursework

Where coursework is returned via Reception, 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.

11 Intermission or Withdrawal

11.1 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 School 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 School 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 3 February 2012.

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:**

- Intermittin5 does not change the number of terms you will spend at the University, or your examination results.
- Intermittin5 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 School 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 it 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.

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.

11.2 Withdrawal

If you wish to withdraw you should seek an interview with the School Senior Tutor, to whom you must subsequently write confirming any decision to withdraw. If you are withdrawing in order to transfer to another institution, please make this clear. Your Senior Tutor/Student Advisor will then complete the necessary paperwork which will be forwarded to the Admin Office and we will shortly send you a letter confirming your withdrawal to your home address.

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 University accommodation
- If you are LEA funded you will need to obtain a change of circumstances form, available on the Directgov website:
  - https://www.gov.uk/apply-for-student-finance/change-an-application
- ...

Failure to follow these procedures will result in you being charged accommodation and tuition fees.

12 Assessment and Examination

12.1 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/

12.2 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 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.

12.3 Examinations Timetable

The Examinations timetable is published during the Spring term and is available on the University Web pages. The written examinations take place in the Summer Term and you may be required to sit examinations on a Saturday.

12.4 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/#timetables Past examination papers are also available at this link.
12.5 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 prohibited in the Examinations Hall.

12.6 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.

12.7 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.

12.8 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.

12.9 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/
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/

12.10 Timing of Examinations

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

12.11 Progression to Next Year

12.11.1 Entry to Stage 2

Progression to the next stage of a programme is determined by the Board of Examiners responsible for a programme in accordance with the requirements of the Credit Framework for Taught Programmes of Study. 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 (see: 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.

In order to progress to Stage 2 you must achieve 120 credits in Stage 1. To be awarded the number of credits prescribed for a module (i.e. 15 or 30) you must achieve a mark of ≥40% for that module.

Credit by compensation or condonement may be awarded for all modules in Table 1 except CO320.

12.12 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:

1. 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

2. 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.
3. Where modules are pre-requisite for the next or later stage of a programme, credit cannot be trailed.

4. Credit by compensation or condonement will not be awarded for module CO320.

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.

12.13 Publication of Results

Results or Stage 1 will be made available 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.

12.14 Prizes

Prizes are available for outstanding performance in Stage 1 overall.

12.15 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/

13 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.ac.uk/teaching/

14 Complaints Procedures

14.1 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

14.2 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 14.1 above.

15 Other Information

15.1 Computer Abuse

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

Computer abuse includes any activity which

- 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 Information Services Web pages:

http://www.kent.ac.uk/is/regulations

15.2 School Seminars

Students are very welcome to attend School of Computing Seminars which are held on Tuesday afternoons at 16:00 on the Canterbury Campus. 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/

15.3 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
- Career Planning Timeline www.kent.ac.uk/careers/timeline.htm
- “What Can I Do With My Degree In ….?” www.kent.ac.uk/careers/degreein.htm
- Work Experience www.kent.ac.uk/careers/vacwork.htm
- Choosing a Career www.kent.ac.uk/careers/Choosing/ChoosingCareer.htm
- “I Want To Work In …” www.kent.ac.uk/careers/workin.htm
- Employability Skills www.kent.ac.uk/careers/sk/skillsmenu.htm

In the Careers Advisory Service (see 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/ for more information

Talks, Events and Employer Presentations are organised throughout the year: see our careers calendar at http://www.kent.ac.uk/careers/casevents.htm
15.4 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:

- applying for funding to pay for specialist equipment (e.g. software programs) and helpers (e.g. notetakers);
- arranging support from specialist staff, according to individual needs;
- helping you find out if you have dyslexia;
- talking to your lecturers about particular help you may need in lectures and seminars
- discussing any special arrangements you need for exams
- contacting other 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:

MEDWAY CAMPUS:

Disability & Dyslexia Support Service, Student Services, The Gillingham Building, University of Kent, Chatham Maritime, Chatham, ME4 4AG (the service is located with The Gillingham Building. The Student Services Department is based on the Ground Floor. Please enquire at the reception desk.

Open Monday to Friday: 9.00am – 5.00pm

Phone: 01634 888804/888969

Email: medwaystudentservices@kent.ac.uk

DDSS WEBSITE: www.kent.ac.uk/ddss

15.5 Other Help and guidance

Students experiencing problems with their course should consult their Academic Adviser or the director of Studies.

Questions about particular modules are often best addressed to the lecturer concerned, or to the module convenor, at least to start with. The convenors are identified in the module descriptions.

In addition to the School Student Support mechanisms described in Section 7, the University provides professional support to meet a diversity of needs. It is unlikely that you will meet a problem that has not arisen here before; there should be someone who can offer you support and understanding. Services available to students at Medway include:

- The Student Administration offices at UKM, Pembroke
- The Unit for the Enhancement of Learning and Teaching (UELT)
- Kent Union
- Curriculum Access Support Team (CAST) – Pembroke
- The Library
- Information Services

15.6 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 full policy and procedure document is available to all staff on request from the Equality and Diversity Office, Human Resources, the Registry, who can supply alternative formats in large print if required.

It is also available on the web at

www.kent.ac.uk/hr-equalityanddiversity/pol-pro-guides/dignity.html

15.7 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/

15.8 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, Gillingham Building, Ground Floor
Tel. 01634 888875 ext. 8875
Email: medwaycounselling@kent.ac.uk
http://www.kent.ac.uk/counselling

15.9 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.

This is available at 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.

15.10 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 Student Handbook at http://www.kent.ac.uk/academic/handbook

15.11 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.
15.11.1 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

16 Module Descriptions
The descriptions contained in this section are extracts from Module Specifications.

Full and definitive module specifications can be found on the following University web pages: 
http://www.kent.ac.uk/stms/studying/modules/index.html

16.1 Computing Modules

<table>
<thead>
<tr>
<th>CO320</th>
<th>Introduction to Object-Oriented Programming</th>
</tr>
</thead>
<tbody>
<tr>
<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, 11 two hour classes

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
use an object-oriented programming language to write small programs;
Read, understand and modify 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**

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<thead>
<tr>
<th>Version</th>
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<tr>
<td>1</td>
<td>Medway</td>
<td>Autumn</td>
<td>C</td>
<td>15 (7.5)</td>
<td>50% Coursework, 50% Exam</td>
<td>Carter Ms J</td>
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**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.
- 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.

**Preliminary Reading**


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**CO323 Databases and the Web**

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<td>50% Coursework, 50% Exam</td>
<td>Ryan Dr NS</td>
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</table>

**Contact Hours**

22 Lectures and 11 classes

**Pre-requisites**

CO320 Introduction to Object-Oriented Programming

**Synopsis**

- An introduction to databases and SQL, focusing 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.
- Understand the basic principles of web site design and deployment, and be able to construct a small site of interconnected pages with first and second level navigation
- Understand the basic concepts of data structuring relational databases
Specify, design, implement and evaluate simple database solutions

Plan and perform basic data manipulation and information retrieval operations using SQL

have acquired the skills to be able to implement an application that uses a database and has a simple (web) user interface

Preliminary Reading

Jon Duckett HTML & CSS: Design and Build Web Sites, John Wiley & Sons, 2011


**CO324 Computer Systems**

<table>
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<th>Version</th>
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<tr>
<td>1</td>
<td>Medway</td>
<td>Autumn</td>
<td>C</td>
<td>15 (7.5)</td>
<td>50% Coursework 50% exam</td>
<td>Eager Mr RD</td>
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</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.


Background and history of networking and the Internet.

Networks and protocols: LANs and WANs, layered protocol design. The TCP/IP protocol stack; theory and practice.


**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
CO328  Human Computer Interaction  

Version  Campus  Term(s)  Level  Credit (ECTS)  Assessment  Convenor  
1  Medway  Spring  C  15 (7.5)  50% Coursework 50% exam  Li Dr C  

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  

CO329  Computer Applications  

Version  Campus  Term(s)  Level  Credit (ECTS)  Assessment  Convenor  
1  Medway  Spring  C  15(7.5)  100% Coursework  Sutton Mr R  

Contact Hours  
11 hours of Lectures, 22 hours of class time  

Pre-requisites  
CO320 introduction to Object-Oriented Programming, CO322 Foundations of Computing 1  

Synopsis  
This module introduces students to one of the more important computer tools used in business. The module teaches the use and application of spreadsheets, What–If analysis tools and VBA programming to produce solutions to business problems.  

topics covered include  
The solution of linear programming problems, financial analysis, time-series forecasting, critical path analysis, inventory control and optimisation.  
The use of macros and VBA to automate spreadsheet processing.  
The use of statistical analysis software to summarise and display quantitative data, perform regression analysis and significance tests.  

Learning Outcomes  

This aim of this module is to provide an opportunity for students, as members of a group, to integrate and consolidate the knowledge and skills acquired over the earlier part of the programme, and to experience over an extended period the interdependency of teamwork.

Students who successfully complete this module will be able to:

- Identify and evaluate alternative solution strategies to a given problem
- Analyse, design and implement a computing-based solution to a structured problem
- Design and implement a well-documented, maintainable spreadsheet suitable for users other than the author
- Build models and carry out analyses of real-world problems using OR methodologies and spreadsheets
- Perform custom calculations using the VBA programming language
- Use a spreadsheet and/or statistical analysis software to present and analyse quantitative data

**Preliminary Reading**

See [http://readinglists.kent.ac.uk/](http://readinglists.kent.ac.uk/)

<table>
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<tr>
<th>CO333 Applications Project</th>
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**Contact Hours**

11 lectures, 22 supervised practical activity sessions.

**Pre-requisites**

CO320 Introduction to Object-Oriented programming

**Synopsis**

The module introduces in outline form such activities associated with project planning to enable students to develop a software solution in an organized fashion. An in-depth study of software engineering practice will be covered later elsewhere. Students will also be made aware of the roles and responsibilities of working as a team, organization and time management, and appropriate documentation. Some instruction will also be provided in presentational skills.

Topics covered include

- Project planning – project objectives, alternative solutions, work breakdown structure, critical path analysis, job roles
- Project documentation – project log, project plan, program specification, user interface design, program design, test plan, code listing, test results, user documentation, solution evaluation
- Project presentation – presentation software, planning and practice, timing, appearance and approach
- Project Evaluation – project diary, software evaluation, development process evaluation

**Learning Outcomes**

- Identify and evaluate alternative solution strategies to a given problem
- Identify the roles and responsibilities of team members
- Plan and document the process by which a software solution is effected
- Analyse, design and implement a computing-based solution to a structure problem
- Verify the solution to the given specification
- Present and demonstrate the solution
- Critically evaluate the proposed solution and the means by which it was achieved

**Preliminary Reading**

Barnes, DJ & Kolling, M, Objects First with Java- A Practical Introduction Using BlueJ, 5e, Person Education, 2011
Jelen, B, Microsoft Excel 2010 in Depth, Que 2010
Sommerville, I, Software Engineering, 9e, Addison Wesley, 2010
CO334  People and Computing

<table>
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<th>Version</th>
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<td>15 (7.5)</td>
<td>100% Coursework</td>
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**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
16.2 Business Modules

<table>
<thead>
<tr>
<th>CB366</th>
<th>Management Principles</th>
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<td>Version</td>
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**Contact Hours**

1 hour lecture and 1 hour seminar per week

**Synopsis**

Management Principles aims to provide an understanding of the challenges of managing people within complex work organisations. The experience of work and employment are being affected by rapid change as a result of a number of factors including new technology, the growth of global competition and the changing demographic profiles and values of the work force. These developments are considered within an historical context. An exploration of their implications for management practices and organisational forms will be conducted.

Students will be introduced to the main concepts and theories through readings and discussions of the main authors in the field. Case studies will be used to show how these concepts can impact upon management decision making within work organisations.

**Learning Outcomes**

- Understand key theories of management
- Understand the development of management thinking and the continuities and changes embedded in this
- Understand the interplay between management and organisational forms
- Understand the connection between management practices and the business environment

**Preliminary Reading**


### CB714 Marketing Principles

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<td>Medway</td>
<td>Spring</td>
<td>I</td>
<td>15 (7.5)</td>
<td>70% Exam, 30% Coursework</td>
<td>Preece Dr C</td>
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</table>

#### Contact Hours

**Method of Assessment**

Examination (80%); a group presentation (15%); group project (15%) and seminar participation and attendance (10%)

#### Synopsis

The module introduces to students the importance of marketing in competitive and dynamic environments. The key topics of the module are:

- The marketing concept
- The marketing environment
- Market segmentation & targeting
- Brand development and management
- Management of the marketing mix
- Marketing research and new product development
- The implications of internationalisation for marketing managers

#### Learning Outcomes

The module demonstrates 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.

By the end of this module, students should be able to:

- Explain and illustrate the principles and concepts of marketing
- Understand the boundaries of marketing, its integration with other business functions and its role in an organisation
- Understand the relationship between the internal and external environments in the formulation and execution of marketing plans
- Apply the principles and concepts of marketing to specific markets and industries
- Use data to provide ‘solutions’ to basic marketing problems
- Reflect critically on marketing practices

#### Preliminary Reading

## 17 Medway Teaching 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>Staff</th>
<th>Short Form</th>
<th>Email Address @kent.ac.uk</th>
<th>Telephone Extn</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Muna Al-Jepoori</td>
<td>MA475</td>
<td>M.Aljepoori</td>
<td>2990</td>
<td>M3-13</td>
</tr>
<tr>
<td>Dr Yang He (Senior Tutor)</td>
<td>YH</td>
<td>Y.He</td>
<td>8933</td>
<td>M3-22</td>
</tr>
<tr>
<td>Dr Michael Kampouridis</td>
<td>MK451</td>
<td>M.Kampouridis</td>
<td>8837</td>
<td>M3-16</td>
</tr>
<tr>
<td>Dr Caroline Li</td>
<td>CL339</td>
<td>C.Li</td>
<td>2987</td>
<td>M3-18</td>
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<tr>
<td>Dr Matteo Migliavacca</td>
<td>MM53</td>
<td>M.Migliavacca</td>
<td>2912</td>
<td>M3-17</td>
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<tr>
<td>Dr Fernando Otero</td>
<td>FEBO</td>
<td>F.E.B.Otero</td>
<td>8822</td>
<td>M3-21</td>
</tr>
<tr>
<td>Professor Benjamin Kwang Sim</td>
<td>KS472</td>
<td>K.Sim</td>
<td>8943</td>
<td>M3-23</td>
</tr>
<tr>
<td>Mr Roger Sutton (Director of Studies)</td>
<td>CRS</td>
<td>C.R.Sutton</td>
<td>8942</td>
<td>M3-24</td>
</tr>
<tr>
<td>Professor Frank Wang (Head of School)</td>
<td>FZW</td>
<td>F.Z.Wang</td>
<td>2988</td>
<td>M3-12</td>
</tr>
<tr>
<td>Dr Kris Welsh</td>
<td>KW293</td>
<td>K.Welsh</td>
<td>8867</td>
<td>M3-14</td>
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</table>
17 Dates of Terms and Teaching Week Numbers

AUTUMN 2013

Week 1 Begins on Monday 30 September
Week 2 Begins on Monday 7 October
Week 3 Begins on Monday 14 October
Week 4 Begins on Monday 21 October
Week 5 Begins on Monday 28 October
Week 6 Begins on Monday 4 November
Week 7 Begins on Monday 11 November
Week 8 Begins on Monday 18 November
Week 9 Begins on Monday 25 November
Week 10 Begins on Monday 2 December
Week 11 Begins on Monday 9 December
Week 12 Begins on Monday 16 December

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 27 May (week 28) is a public holiday and the university will be closed.