2016-17

M.Phil in Advanced Computer Science
Computer Science Tripos, Part III

Information Booklet
Welcome

On behalf of the Advanced Taught Courses Management Committee, we welcome to the M.Phil in Advanced Computer Science / Computer Science Tripos, Part III course and we hope you enjoy your time in Cambridge.

During your time in Cambridge it is likely that you will have many queries. We hope that this brief guide will be of some help but if it you have further questions you are welcome to ask us, Lise Gough, Joy Rook and Marketa Green, the Course Administrators, by phone (3)34656, (3)34652 or (7)63843, or just pop in to FS03 and FS05 at the William Gates Building.

Graduate Education Team
October 2016
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1. **The Computer Laboratory: What and Where?**

The Computer Laboratory was founded in 1937 as the Mathematical Laboratory on the part of the New Museums Site now occupied by the Arup Building. The building was known as Old Pathology and was notorious for its strange smell (formaldehyde, used for preserving bodies) and the extra large lift (for transporting them!). The name was changed to Computer Laboratory in 1969 and the Computing Service was created in 1970 as part of the same department.

In 2001 we moved into purpose-built facilities in West Cambridge. Our address is:

```
Computer Laboratory  
Faculty of Computer Science and Technology  
William Gates Building  
15 JJ Thomson Avenue  
Cambridge, CB3 0FD
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The Computer Laboratory is a department in the Faculty of Computer Science and Technology and is part of the Graduate School of Technology along with Engineering, Chemical Engineering and Biotechnology and the Judge Business School. See [http://www.tech.cam.ac.uk/Graduate/aboutgrad](http://www.tech.cam.ac.uk/Graduate/aboutgrad)

The Computer Lab occupies the ground, first floor and most of the second floor of the William Gates Building. To help you find your way around the rooms are labelled by:

- **Floor** (ground-G, first-F and second-S)
- **Corridor** (north-N, centre-C, south-S, east-E, west-W)
- **Number**

For example room FS03 is on the first floor, south corridor.

The large central entrance corridor is known as The Street.

There is a small café on the ground floor which is open 09:30-16:00 Monday to Friday excluding public holidays. There is also a café in the Hauser Forum at the end of JJ Thomson Avenue south of the West Cambridge site.

You will be based in SW01 (Teaching Room) and SW02 (Teaching Laboratory) on the second floor and FS07 (Teaching Room), FS09 (Teaching Room) and FW26 (Seminar Room) on the first floor. Access to these rooms and the rest of the secure area including the library is by the blue University Card and card readers. The University Card also gives you access to the main doors 24 hours a day, 365 days a year.
2. **THE COURSE FORMAT AND MODULES**

**Course Format 2016-17**

For MPhil in Advanced Computer Science students, this course consists of:
- a) 5 taught full modules;
- b) 12 units from the mandatory Research Skills programme; and
- c) a research project report of no more than 15,000 words.

For Part III students, this course consists of:
- a) 5 taught full modules;
- b) a research project report of no more than 12,000 words.

The examination may include, at the discretion of the Examiners, an oral examination on the work submitted by the candidate under Regulation 1, and on the general field of knowledge within which such work falls.¹

**Modules 2016-17**

*Number/Title/Mode of assessment (coursework (c), written test (t))*

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<th><strong>Lent 2017</strong></th>
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<td>L30 A Mathematical Theory of Distributed Games &amp; Strategies (c)</td>
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<td>P50 Introduction to Networking and systems Measurements (c)</td>
<td>L42 Machine learning and algorithms for data mining (c)</td>
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¹ See Appendix A for the official Regulations
Research Skills Programme

The Research Skills Programme is designed to provide advice on and training in a variety of practical skills required for research. The skills learnt will be useful in the student's individual project, other research-led modules, and in the student's future career.

All MPhil students are required to take all 4 core units and a minimum of 8 optional units. Part III students may attend any of the units they are interested in.

Core Units

The core units are as follows:

- Online introduction to writing: What is academic English; Achieving Clarity in English; Studying in English – Must be completed before Thursday 6 October 2016
- Introduction to Academic Writing in the UK*
- How to prepare a research presentation
- How to read critically and develop a reading plan

*Course work for the academic writing unit will include a submitted written exercise.

Optional Units

Students should choose units that are most relevant to their research plans, and supplementary to their previous experience. A list of units on offer and enrolment can be found at https://www.vle.cam.ac.uk/course/view.php?id=119161#section-4.

Optional units will not require coursework to be completed or submitted beyond participation in the session itself. Some options will involve practical work, which will be carried out during the session. This will provide an opportunity for students to practice specific skills, but will not be formally assessed.

Research Skills Log Book

Every student will be issued with a RSP log book (blue book). For every unit taken, you are required to log in the date, title, facilitator, and after each lecture 'stamp' the book as a record of your attendance. We would also like you to complete the sections asking what skills you have learnt, and things that you would like to investigate as a result of the newly acquired knowledge or skill.

Wednesday Seminar

We encourage all MPhil students to attend the Wednesday seminars which take place on Wednesdays during term time in Lecture Theatre 1 from 16:15 and last 45–60 minutes.

Please see http://www.cl.cam.ac.uk/seminars/wednesday/ for the list of seminars.

Research Students’ Lectures

During Michaelmas term, some of the Computer Laboratory’s research students give lectures on a topic of particular interest to them. They take place one lunchtime a week starting at 13:00 in SW01. Please come along and support the students. You can bring your sandwiches!

Details of this year’s programme can be found at http://www.cl.cam.ac.uk/teaching/1617/RSL/.
MPhil Students must take five modules, selected from those offered in each year in consultation with their course supervisor, each of which is assessed independently.

The deadline by which students must submit their final selection for Michaelmas Term modules is 20 October 2016. Module selections must be approved by the Advanced Taught Courses Management Committee. Student Administration will enrol MPhil students for modules on CamSIS. There will be one final opportunity to change module selections for Lent Term by 9 December 2016.

Each year ACS teaching staff will propose research essays and projects that they are willing to supervise and these will be published on the web in the second part of Michaelmas Term.

Students must obtain an average mark of 60% across all taught modules and also 60% in the essay or project to obtain the MPhil degree.

Coursework and Written Tests

In 2016-2017, each student must take 5 taught modules, 12 units from the Research Skills Programme and undertake a project and submit a project report of up to 15,000 words.

Each taught module consists generally of 16 contact hours over 8 weeks which may consist of any combination of lectures and/or supervised practical classes, seminars or reading groups.

Modules may be assessed by a combination of tests and/or coursework. Coursework may consist of recorded ‘ticks’ for ungraded assignments and/or graded term papers, practical reports, or essays. Ticks for ungraded reading assignments, oral presentations, or practical work may constitute a maximum of 25% of the coursework for any individual module.

Written papers may be set on selected modules. Test questions are marked according to a marking scheme and solution notes that are made available to the course examiners and agreed in advance of the test. Test papers will indicate the assignment of marks to each question and each component of a question. Students taking modules in which a ‘take home test’ test is set will be required to sign an undertaking that the work will be their own and not completed in collaboration with any other person.

Formal notices of the schedule and format of written and take-home tests will be sent electronically to all students and posted in the teaching laboratory SW02 at the end November (for Michaelmas modules) and early March (Lent modules). Written and take-home tests are, in general, set during the first week of following term. Written tests are no longer than two hours’ long and reading time is provided; students are generally given between 48 and 72 hours to complete take-home tests. For modules where assessment is by coursework alone, the deadlines for final essays and mini-projects are, usually, also set for the first week of the following term.

Students are recommended to use the ‘study weeks’ immediately after and immediately before the Cambridge full terms to revise for the tests and to complete coursework.

Deadlines

A schedule of coursework deadlines will be published each term. Deadlines are taken seriously and marks will be deducted for late coursework submission.

The penalty will be calculated as follows: \( \text{penalty} = \frac{n}{10} \times \text{mark} \) where \( n \) is the integer part of the number of days late, rounded up to the nearest integer. Failure to submit the research project by the published deadline will result in outright failure of the course.
Oral examinations (viva voce examinations)

The final meeting of the Examiners for the course is expected to be held as follows:

- Part III Students: **Wednesday 21 June**
- MPhil Students: **Friday 30 June**

The Examiners will announce which students will be called for an oral examination after the meeting. It is essential, therefore, that all students are in Cambridge and are available to attend an oral examination on the relevant date if they are called. An oral examination can only improve a result or leave it unchanged.

Research projects

**Note:** there will be a project briefing session on **Monday 17 October 2016** at 10:00 in FW26.

Every student is required to conduct a substantial research project. A research project is equivalent to seven taught modules. Students are required to pass the research project report with a minimum mark of 60%.

The student is integrated into the research culture of the Department by joining one of the research groups. Students are expected to attend the Department’s and research group’s programme of research seminars. An element of the research training will be in the context of a research group and will be overseen by their project supervisor.

- Project selection and planning is in Michaelmas term.
- The project itself is undertaken in Lent and Easter terms.
- Projects can be research oriented or application oriented. Industrial collaboration on projects is possible.
- A member of the Faculty’s academic staff will be appointed as a project supervisor. This person is responsible for overseeing the project student.
- A member of the Faculty’s academic staff may be appointed as a project advisor. The person is available as a second advisor to the project student.
- The supervisor and adviser will assist the student in producing a Project Proposal document and work plan. This must be submitted by **Friday 11 November 2016** for Part III students and by **Friday 18 November 2016** for MPhil students. The Proposal must include the tasks to be undertaken and the anticipated timescales. A latex template and cover sheet are available from [http://www.cl.cam.ac.uk/teaching/masters/projects/](http://www.cl.cam.ac.uk/teaching/masters/projects/)
- If your research project involves experiments on human subjects you should first seek the approval of the Computer Laboratory Ethics Committee. Full details of how to submit an application for ethics approval can be found on the website at [http://www.cl.cam.ac.uk/local/policy/ethics](http://www.cl.cam.ac.uk/local/policy/ethics)
- The supervisor, the advisor, and the Management Committee must all approve the Project Proposal document prior to the student starting work on the tasks specified in the Proposal.
- The supervisor will monitor the progress of the project and a formal progress review will be conducted in conjunction with the student and advisor at the end of Lent term. Presentations of work in progress will be given in the second week of Easter term to all students and departmental teaching staff.
- For Part III students, a project final report, of not more than **12,000** words, must be submitted at the end of the project, no later than 12 p.m. on **Monday 5 June 2017**. For MPhil students, a project final report, of not more than **15,000** words, must be submitted at the end of the project, no later than 12 p.m. on **Friday 16 June 2017**. The report shall provide evidence that the candidate can design and carry out investigations, assess and interpret the results obtained, and place the work in the wider perspectives of the subject.
4. **MARKING GUIDELINES: PROJECTS AND ESSAYS**

Essays and project reports are marked out of 100 and the pass mark is 60:

**Under 60:** Work that is below the standard of an MPhil candidate (approximately that of the 2:1 class division for undergraduate degrees), poorly presented or showing a poor grasp of the research method adopted, the course material, or the relevant literature.

**60--64:** Work that shows evidence of reasonable understanding of the course material, literature and research methods adopted and which is presented acceptably.

**65--69:** Work that shows evidence of good understanding of the course material, literature and research methods adopted and which is presented well.

**70--74:** Work that shows evidence of independent thought and research and maintains a high standard of argument and scholarship.

**75—79:** Work of undoubted interest and originality providing evidence of the candidate’s potential suitability for doctoral research.

**80+:** Work publishable with only minor revisions at a conference or workshop.

**Test papers** in the form of questions seeking short factual answers may be used where more appropriate to the subject matter. These will be marked out of 20 and the assignment of marks for each question and/or component of a question will be indicated on the paper.

**Coursework**

Individual module lecturers will inform students about the assessment scheme for their module on the module’s web pages. However, as an example, if a piece of work is marked out of 20, 12 marks will constitute a pass, and if marked out of 100, 60 marks will constitute a pass.

**Feedback**

Students will be notified about their progress in Michaelmas and Lent Terms by letter following the Examiners’ meetings in February and May.

The marks provide provisional feedback only; results are subject to confirmation at the Final Examiners’ meeting and by the University of Cambridge’s Board of Graduate Studies.

**Official University transcriptions** of results will be available from the University’s Students Records Office and via the CamSIS self-service (extended access) in the August following the end of Easter Term and after graduation.
Research projects

All students must undertake a research project during the Lent and Easter terms. Each project must be supervised by a member of the academic staff who will also act as one assessor. Full details regarding projects can be found at https://www.cl.cam.ac.uk/teaching/masters/projects/

- **MPhil students** must submit a project report of no more than 15,000 words to the Graduate Education Office by 12:00 noon on **16 June 2017**. Please see the full guidance from the Examiners on M.Phil in ACS research projects http://www.cl.cam.ac.uk/teaching/masters/projects/acs/guidelines.html

- **Part III** students must submit a project report of no more than 12,000 words to the Graduate Education Office by 12:00 noon on **5 June 2017**. Please see the full guidance from the Examiners on Part III in ACS research projects http://www.cl.cam.ac.uk/teaching/masters/projects/part3/guidelines.html

A Project Briefing session will be held on Monday 17 October 2016 at 10:00 in room FW26, William Gates Building. This session will be presented by the Course Director and will cover project proposals, project supervision, and important deadlines. All students MUST attend.

**Word count for research projects**

Full guidelines for calculating the word count for your project report can be found on the webpage http://www.cl.cam.ac.uk/teaching/masters/projects/part3/guidelines.html or http://www.cl.cam.ac.uk/teaching/masters/projects/acs/guidelines.html.

To summarise, the report should not exceed 15,000 words (12,000 for Part III’s) including tables, footnotes and appendices, but excluding bibliography, photographs and diagrams. The words "photographs and diagrams" refer to entities that can be taken in with a single glance rather than a page of detailed equations. Tables, equations and the like are best counted as having the number of words that text occupying the same area would have.

There are exceptions as to when appendices should be excluded and these can be found in section iii.c of the webpage mentioned above.

The safest way to justify being under the word limit is to count the words on a page with most plain text, and divide 15,000( 12,000 for Part III’s) by that to give a page limit. As a guideline the main body of your project (from the first page to last page before the bibliography) should be no more than 37-38 pages (based on 400 words of plain text per page).
6. **Important Dates 2016/2017**

**The Calendar 2016/2017**

**Michaelmas:**
- Board’s Admission Date: Saturday 1 October 2016
- Term Starts: Tuesday 4 October 2016
- M.Phil/Part III Lectures: Thurs 6 October – Wed 30 November 2016
- Term Ends: Friday 2 December
- M.Phil/Part III Study weeks: Mon 5 – Fri 16 Dec.; Tues 3 – 16 Jan.

**Lent:**
- Term Starts: Tuesday 17 January 2017
- M.Phil/Part III Lectures: Thurs 19 January – Wed. 15 March 2017
- Term Ends: Friday 17 March
- M.Phil/Part III Study weeks: Mon 20 March – Fri 24 March 2017*

*We strongly recommend that candidates for the MPhil in Advanced Computer Science also treat the period between 27/3/2017-13/4/2017 as study weeks and for continuing their projects. Work for Lent Term modules may be submitted in the weeks leading up to Easter.

**Easter:**
- Term Starts: Tuesday 25 April 2017
- M.Phil/Part III Lectures: Thurs 27 April – Wed 14 June 2017

**Important dates to note**

See also the 'Lecture timetables, calendars and talks' section on [https://www.cl.cam.ac.uk/teaching/masters/](https://www.cl.cam.ac.uk/teaching/masters/) for downloadable calendar and timetables.

**Michaelmas**
- 3 October: Registration, Talk, Tour 10:00am
- 4 October: All graduate students must attend the University’s General Safety course on Tuesday 4 October 2011 in the Babbage and Cockcroft Lecture Theatres at the New Museums Site, Pembroke Street from 10:00-12:30. Go to the Babbage by 09:45 to ensure the session can start on time.
- 6 October: Lectures start on Thursday at 9:00. See the timetable for details.
- 7 October: Welcome Party for MPhil, Part III and Research Students: come and meet research students and staff in The Street from 17:30 to 19:00.
- 17 October: 10:00 Project briefing session Room FW26
- 20 October: Last day to change module selection for Michaelmas Term
- 2 November: Postgraduate Open Day
- 11 November: Part III Research project proposals deadline
- 18 November: MPhil Research project proposals deadline
- 7 December: Deadline for submission of PhD applications from international and EU students who wish to be considered for Gates Trust, Cambridge Overseas Trust or Cambridge International Scholarship Scheme (CISS) funding competitions. Applications received after this date, or incomplete applications, will not be considered by these competitions.
- 9 December: Last day to change module selection for Lent Term
Lent

4 January: Deadline for submission of PhD applications from UK and EU students who wish to be considered for the Cambridge Higher Education Scholarship Scheme (CHESS) and Qualcomm (School of Technology) funding competitions. Applications received after this date, or incomplete applications, will not be considered by these competitions. Students who are eligible for EPSRC DTA funding are strongly recommended to apply by this date also.

17 January: Start of assessment weeks including written papers and take-home tests

31 March: Deadline for submission of PhD applications – all self-funding students wanting to start in October 2017

Easter

25 April: Start of assessment week including written papers and take-home tests

5 June ☑: Part III students - 12:00 p.m. deadline for submission of research project reports and research essays

13 June: Part III Project Presentations

16 June ☑: MPhil students - 12:00 p.m. deadline for submission of research project reports and research essays

21 June: Part III Examiners’ meeting; oral exams in afternoon

28 June: MPhil Project Presentations

28 June-1 July Part III general admission graduation dates

30 June: MPhil Examiners’ meeting; oral exams in afternoon

4 July: Degree Committee for the Faculty of Computer Science and Technology approves M.Phil Degrees

5 July: MPhil Final results letters available (afternoon)

21 / 22 July: MPhil earliest graduation date (known as Congregation at Cambridge)

Assessment during the Course

Most coursework modules are assessed continuously. A full schedule of coursework deadlines will be posted on the website at the beginning of each term.
The Head of Department in the Computer Laboratory is Prof Andy Hopper. He is also Professor of Computer Technology. The M.Phil in Advanced Computer Science Course Director is Prof Alan Blackwell. The Chairman of Examiners is Prof Larry Paulson.

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<td>Dr Thomas Sauerwald</td>
<td>Machine learning and algorithms for data mining</td>
<td>L42</td>
</tr>
<tr>
<td>Prof Peter Sewell</td>
<td>Multicore Semantics and Programming</td>
<td>R204</td>
</tr>
<tr>
<td>Dr Ekaterina Shutova</td>
<td>Overview of Natural Language Processing</td>
<td>L90</td>
</tr>
<tr>
<td>Dr Simone Teufel</td>
<td>Discourse Processing</td>
<td>R216</td>
</tr>
<tr>
<td></td>
<td>Overview of Natural Language Processing</td>
<td>L90</td>
</tr>
<tr>
<td>Mr Daniel Thomas</td>
<td>Computer Security: Current applications and research</td>
<td>R210</td>
</tr>
<tr>
<td>Dr Christopher Town</td>
<td>Computer vision</td>
<td>E4F12</td>
</tr>
<tr>
<td>Dr Richard Turner</td>
<td>Computer vision</td>
<td>E4F12</td>
</tr>
<tr>
<td>Dr Robert Watson</td>
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<td>L41</td>
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<tr>
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<td>Computer Security: Current applications and research</td>
<td>R210</td>
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<tr>
<td>Prof Glynn Winskel</td>
<td>A Mathematical Theory of Distributed Games &amp; Strategies</td>
<td>L30</td>
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<tr>
<td>Dr Jeremy Yallop</td>
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<td>L28</td>
</tr>
<tr>
<td>Dr Eiko Yoneki</td>
<td>Data Centric Systems and Networking</td>
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</tr>
<tr>
<td>Dr Noa Zilberman</td>
<td>High Performance Networking</td>
<td>P51</td>
</tr>
<tr>
<td></td>
<td>Introduction to Networking and systems Measurements</td>
<td>P50</td>
</tr>
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</table>
8. Who's Here to Help

In Michaelmas Term students will be assigned a Course Adviser who will monitor progress and write reports via the CamSIS reporting system. These reports are open and you will also have access to them via your Self-Service web pages. Part III students will also have a College Director of Studies. College Tutors will also be able to read the reports and make comments. College Tutors are available for non-academic matters as well. In Lent and Easter Term, your Project or Essay Supervisor will take over as adviser.

In addition to your Course Adviser and Supervisor, the following people are here to help. Add "@cl.cam.ac.uk" after the user ID.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Andy Hopper</td>
<td>Head of Department</td>
<td>GC10</td>
<td>ah12</td>
</tr>
<tr>
<td>Joanne McNeely</td>
<td>PA to Head of Department</td>
<td>GC08</td>
<td>jm896</td>
</tr>
<tr>
<td>Caroline Stewart</td>
<td>Departmental Administrator</td>
<td>GC07</td>
<td>cb210</td>
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<tr>
<td>Prof Jon Crowcroft</td>
<td>Graduate Students Advisor</td>
<td>FN13</td>
<td>jac22</td>
</tr>
<tr>
<td>Nicholas Cutler</td>
<td>Librarian</td>
<td>GN04</td>
<td>ncc25</td>
</tr>
<tr>
<td>Carol Nightingale</td>
<td>Dept. Secretary of Finance</td>
<td>GE03</td>
<td>cs219</td>
</tr>
<tr>
<td>Lise Gough</td>
<td>Graduate Education Manager</td>
<td>FS05</td>
<td>lm342</td>
</tr>
<tr>
<td>Joy Rook</td>
<td>Graduate Education Assistant</td>
<td>FS03</td>
<td>jlr59</td>
</tr>
<tr>
<td>Marketa Green</td>
<td>Graduate Education Assistant</td>
<td>FS03</td>
<td>mg797</td>
</tr>
<tr>
<td>Louis Massuard</td>
<td>Building Services</td>
<td>Stores</td>
<td>lm342</td>
</tr>
<tr>
<td>Ian Burton-Palmer</td>
<td>Building Services Manager</td>
<td>GW04</td>
<td>ib253</td>
</tr>
<tr>
<td>Reception staff</td>
<td>Reception Office</td>
<td>GC03</td>
<td>reception</td>
</tr>
<tr>
<td>Dr Martyn Johnson</td>
<td>Systems Administrator</td>
<td>GC09</td>
<td>maj1</td>
</tr>
</tbody>
</table>

Manager of the email system: 
postmaster 'at' cl.cam.ac.uk

Help with problems relating to computing systems: 
sys-admin 'at' cl.cam.ac.uk

Help with problems relating to Lab managed Win NT systems: 
win-admin 'at' cl.cam.ac.uk

Help with problems relating to printers: 
printing 'at' cl.cam.ac.uk

Computer Lab website: 
http://www.cl.cam.ac.uk/teaching/1617/acs.html

Board of Graduate Studies (including welfare): 
http://www.admin.cam.ac.uk/offices/gradstud/current/

Self-service web page: 
http://www.camsis.cam.ac.uk/public/gradss/

Graduate Union: 
http://www.gradunion.cam.ac.uk/

Disability Resource Centre: 
http://www.cam.ac.uk/cambuniv/disability/

University Counselling Service: 
http://www.counselling.cam.ac.uk/
9. LIBRARIES AND RECOMMENDED READING

Computer Laboratory
The library principally serves the staff and students of the Computer Laboratory, although other members of the University may use the library for reference purposes on application to the librarian.

Opening hours
At present the library is open and staffed between 9am and 5pm, Mondays to Fridays. The librarian is normally away for lunch from 1 until 2pm, and users visiting for the first time, or needing assistance, are advised to avoid those hours. Current members of the Laboratory may gain access to the library outside of these hours using their University access card including MPhil students.

Location of collections
All of the library's collections are housed in the single room of the library. The shelves are numbered such that case 1 is to the left of the main entrance and case 2 is the other side of that shelf unit cases 3-4 the next unit and so on.

<table>
<thead>
<tr>
<th>Case no.</th>
<th>Contents</th>
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<tbody>
<tr>
<td>1</td>
<td>Book Locker (Undergraduate course texts)</td>
</tr>
<tr>
<td>2-6</td>
<td>Monographs and other published material</td>
</tr>
<tr>
<td>9-10</td>
<td>Oversize items</td>
</tr>
<tr>
<td>13-20</td>
<td>Periodicals</td>
</tr>
<tr>
<td>22</td>
<td>M.Phil dissertations</td>
</tr>
<tr>
<td>23</td>
<td>CL Tech reports; Ph. D. Theses; Standards</td>
</tr>
</tbody>
</table>

Colleges
Your College will carry varying numbers of relevant titles.

Recommended reading and preparation
Each module lecturer has provided some preparatory reading on their individual syllabi web pages. Please see [http://www.cl.cam.ac.uk/teaching/1617/acs.html](http://www.cl.cam.ac.uk/teaching/1617/acs.html).
10. **STUDENT ADMINISTRATION**

Student Administration is based in the Computer Laboratory, William Gates Building, JJ Thomson Avenue, Cambridge, CB3 0FD.

- University regulation calculator, CASIO fx991ES, is available for to purchase at £17.00 each from the Student Administration Desk
- Printer credit (for printers in the Intel Lab) from Undergraduate Student Administration hatch in the Street; all other printing in the Lab is free

**Graduate Education Offices:**

- Letters: certificates of attendance; termly feedback letters
- Submission of all coursework, take-home tests, project proposals, project reports and essays
- Module changes (module change forms available)
- Discuss continuation to the Ph.D. (Graduate Education Manager, Lise Gough)
- Degree Committee administration

All coursework must be submitted to Mrs Joy Rook or Mrs Marketa Green in FS03 and should have a completed cover sheet attached. Cover sheets are available from the Graduate Education Office, FS03. Marked work will be returned to your pigeonholes in FS03 in named envelopes.

**Opening hours**

The Undergraduate Student Admin hatch is in the “Street”:

- Monday to Friday 09:30 - 12:00 13:00 - 16:30

Graduate Education Offices FS03, FS05:

- Monday to Friday 09:00 - 12:30 14:00 – 16:45

Please note that tea-breaks between 10.30 – 11.00 and 15.30 – 16.00 are sacred to the Graduate Education team. We also take bank holidays as part of our annual leave. If the Graduate Education Office is closed, you can always drop correspondence off at Reception staff or leave it in the pigeonhole marked ‘Graduate Education Administration’ or drop it in the black post box outside FS05.

**Student Administration Staff**

Graduate Education Manager and Secretary of the Degree Committee

Ms Lise Gough (3)34656 Room FS05
Img30@cl.cam.ac.uk

Graduate Education Assistant

Mrs Joy Rook (3)34652 Room FS03
jlr59@cl.cam.ac.uk

Graduate Education Assistant

Mrs Marketa Green (7)63843 Room FS03
mg797@cl.cam.ac.uk

Accounts

Departmental Secretary for Finance

Mrs Carol Nightingale Room GE03
cs219@cl.cam.ac.uk
11. **Student Representation**

**M.Phil Students** are represented on the **Faculty of Computer Science and Technology** by a Junior Member. Elections for members are held in the November of each academic year. The Faculty receives the Minutes of the Staff Student Consultative Forum, the Committee for Advanced taught Courses, the Teaching Committee, and the Forum of Directors of Studies, and itself reports to the General Board of the University. The Faculty Minutes are sent to the Secretary General of the Faculties, the members and to Officers in the Computer Laboratory. Copies are filed in the Departmental Secretary's office, currently Room GC07, William Gates Building. The junior members, two students on taught courses and one research student, attend the first part of each meeting during which unreserved business is discussed - that's the bulk of the business and includes things like the Head of Department's annual report, accreditation matters, examiners' reports, teaching matters related to the Tripos and M.Phil courses, the use of calculators in exams, new proposals for courses, etc.

Reserved business covers matters referring to named members of staff (e.g. promotions and leave of absence), and such things as the appointment of Examiners and the Form and Conduct of examinations.

Whilst the faculty representative elections are formally independent of the Graduate Union, under the terms of the GU Constitution (which has the approval of the University Council) the elected graduate representative is also a voting member of the GU governing council. Further information about the GU Council is available at [http://www.gradunion.cam.ac.uk/gradunion/council/](http://www.gradunion.cam.ac.uk/gradunion/council/)

Faculty meetings are fairly formal and reasonable dress is required!

M.Phil / Part III students are also represented on the **Staff Student Consultative Forum** and the **Graduate Students' Forum**. Both of these groups are relatively relaxed occasions and provide the opportunity for student and staff representatives to exchange comments about facilities and teaching. The **Graduate Students' Forum** is made up of research student representatives from research students and the M.Phil course, the Graduate Students Coordinator and a member of the Student Administrative team. The Forum has the opportunity to suggest courses and activities that fall within the remit of the Transferable Skills allocation as well as issues that are particularly relevant to research students in the Faculty. Meetings are held at lunch time once a term and the minutes are received by the Graduate Education Committee and Degree Committee.

The **Staff Student Consultative Forum** (SSCOF) is made up of student representatives from every year of the undergraduate course, a Part III student or M.Phil student, a research student co-opted from the Graduate Students Forum, and members of the academic, support and Student Administration team. Meetings are held at lunch time twice a term. See [http://www.cl.cam.ac.uk/local/committees/staff-student/](http://www.cl.cam.ac.uk/local/committees/staff-student/)

Graduate Students also have a representative on the **Graduate School of Technology Committee**.

We will be emailing the student body about the elections at the beginning of term.
Based at the Computer Laboratory, women@CL provides local and national activities for women engaged in computing research and academic leadership. The network was established because only one in four computing PhDs, one in eight computing academic staff and one in twenty computing professors are female, yet 33% of academic women, as opposed to 22% of men, aspire to leadership positions. The purpose of the women@CL network is to put in place a positive action programme for women in computing research, with a particular focus on interdisciplinary research, leadership and enterprise.

women@CL

Our programme consists of a variety of local activities such as

• women@CL lunch talks that aim to provide role models to our students;
• coffee and cakes once a month;
• big/little sister events which have included formal halls at a variety of colleges; meals out at local restaurants; and more recently a countryside walk with cream teas.

women@CL events are open to all, women and men. For more information on our meetings and resources for and about women in computing, please visit the women@CL webpage http://www.cl.cam.ac.uk/women/.
Graduation

Graduation ceremonies are handled by the colleges and students can choose from a number of Congregation dates throughout the year. They are generally held about three times a term and once in the Long Vacation. Degree ceremony dates can be found at http://www.cambridgestudents.cam.ac.uk/your-course/graduation-and-what-next/degree-ceremony-dates

Students graduate with their college. The earliest date MPhil students can graduate is at the mid-July ceremony. Please see the relevant list of degree ceremony dates and check which of these dates your college offers.

Part III students are examined earlier than the MPhil students so they can graduate at their college's General Admission degree ceremony with the undergraduates from their college. However they do have the option of graduating at a later degree ceremony with graduate students if they prefer. Please see the relevant list of degree ceremony dates and check which of these dates your college offers.

In order to graduate, students must fulfil certain conditions:

- Received a formal letter of approval from the University confirming the award of your degree. MPhil degrees are scheduled to be approved on 4 July at the meeting of the Board of Graduate Studies. A letter containing your results will be available to collect from the Graduate Education Office from Wednesday 5 July.

- Must be in good standing with your college, for example all University fees paid, library books returned etc.

Your college will contact you regarding graduation and you should make a provisional application to graduate pending approval of your degree. You have the option of taking the degree in person or in absence (also known as ‘in absentia’). Please note that if you elect to take your degree in absence, you cannot subsequently graduate in person with the same degree.
Applying to study for a Ph.D.

Many of our successful M.Phil students have progressed to study for the Ph.D. Degree in the Computer Laboratory, other departments at the University of Cambridge and other UK and overseas institutions.

Applications

There are three intakes of research students each year: October 1st (preferred), January 5th and April 10th. The latter dates may be of interest to M.Phil students as there is a small possibility that students might not graduate until the beginning of the new academic year. We hold an annual information day for those interested in doing a Ph.D. Watch out for emails about this towards the middle of Michaelmas Term.

If you are considering applying for admission at Cambridge as a research student after the M.Phil in Advanced Computer Science course you should complete an online application form available via your CamSIS self-service webpage. It is very important to discuss your research ideas with a potential supervisor before submitting your application.

Note that the deadline for receipt of complete applications from international and EU students who wish to be considered for the funding competitions is 7 December 2017. ‘Home’ and EU students who wish to be considered for CHESS funding should submit complete applications by no later than 4 January 2017. The absolute deadline for all applications is 30 June 2017.

The application, which should include two references and a research proposal, will be made as an electronic submission

When applying for admission as a research student in the Computer Laboratory we will expect you to submit a proposal of research. This will be a document of no more than 3,000 words. You should be able to show an understanding of existing work in the field, the first-year deliverables and be able to identify an area for new work. You will also need to provide two academic references one of which should be from a staff member from the Computer Laboratory. You will not need to provide transcripts again.

If you are accepted by the Computer Laboratory as a research student we would not necessarily expect you to adhere to the draft proposal, but it is useful to be able to pin down your area of interest more specifically. It also provides a good opportunity for you to demonstrate that you are able to select an interesting research topic, and present any insight you may have into how it could be tackled. We would recommend that you look at our web pages at http://www.cl.cam.ac.uk/research/ to gain some insight in to our current areas of research.

All offers for places as research students are conditional upon achieving a good pass in the M.Phil course as well as funding and College membership, and having secured the full support of a willing supervisor. All offers must be ratified by the Degree Committee at its final meeting following the approval of results and the awarding of degrees.

Some survivors from the 2015-16 MPhil course and many of whom will be research students in the Lab in 2016-17.
14. GETTING TO THE LAB

Students at the University of Cambridge are not permitted to have cars except under very special circumstances.

Walking or cycling

The William Gates Building is 2 km (1.3 miles) west of the city centre. From the city centre go west on Garret Hostel Lane, Burrell's Walk (past the University Library), Adams Road, the Coton Cycle-path, and then turn right into Clerk Maxwell Road then left beside the Centre for Applied Photonics and Electronics to the William Gates Building. The official university map should help you to trace this route. A map of the area surrounding the William Gates Building shows the final part of this route. Please see Appendix C.

If you are cycling, please take care. The EMBS has a useful website for cyclists, old and new, at http://www.admin.cam.ac.uk/offices/embs/travel/cycle/. We also strongly recommend purchasing a strong D-lock.

Buses

Buses Universal (substantially reduced fares for University Card holders) and Citi 4 run from the city centre to the West Cambridge Site. Both buses stop on the West Cambridge Site itself. In the city centre they stop on Silver Street (on the west side of Silver Street Bridge) and Trumpington Street (near the Fitzwilliam Museum and near Pembroke Street).

For more information about all three services, see the links from the Bus Services page (http://www.admin.cam.ac.uk/offices/embs/travel/bus/index.html) which is maintained by the Estate Management and Building Service.

Anyone planning to make three or more journeys in a day on Stagecoach buses (other than the Universal or Citi 4) will find it cheaper to purchase a Dayrider ticket, which can be used on any Stagecoach route within the city.
<table>
<thead>
<tr>
<th>Mondays to Fridays except Public Holidays</th>
<th></th>
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<tbody>
<tr>
<td>Madingley Road Park &amp; Ride</td>
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<td>0552 0702 0712 0724 0737 0750 0759 0809 0826 0844 0902 0917 0932 0947</td>
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<td>0557 0707 0717 0730 0744 0757 0816 0833 0851 0908 0923 0938 0953</td>
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<td>0706 0717 0728 0741 0756 0811 0830 0846 0853 0918 0933 0948 1003 1032</td>
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<td>0709 0720 0732 0746 0801 0817 0836 0851 0906 0921 0936 0951 1006</td>
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<tbody>
<tr>
<td>No Service on Sundays and Public Holidays (Including Good Friday) except May Day and Late Spring Bank Holiday (see Saturdays)</td>
<td></td>
</tr>
<tr>
<td>No service on Christmas Day, Boxing Day or New Year's Day</td>
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Whippet
www.whippet.uk.com
info@whippet.uk.com
Twitter - follow us @gowhippet
01954 230011 (09.00-16.45 Mon-Fri)
Times commence 23 July 2016
## Addenbrooke’s Hospital - Madingley Rd P&R

### Mondays to Fridays except Public Holidays

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
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### Saturdays, also May Day and Late Spring Bank Holiday

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</tr>
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<td>1617 1633 1649 1705 1721 1737 1753 1809 1825 1841 1857 1913 1927 1941 2008</td>
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</table>

### Sundays & Public Holidays

No Service on Sundays and Public Holidays (including Good Friday) except May Day and Late Spring Bank Holiday (see Saturdays)

No service on Christmas Day, Boxing Day or New Year’s Day

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**Whippet**

[www.whippet.uk.com](http://www.whippet.uk.com)  [info@whippet.uk.com](mailto:info@whippet.uk.com)  [Twitter - follow us @gowhippet](https://twitter.com/gowhippet)  [01954 230011](tel:01954230011) (09:00-18:45 Mon-Fri)  [Times commence 23 July 2016](http://www.whippet.uk.com)
Appendix A: Regulations

MPhil in Advanced Computer Science

Regulations in Statutes and Ordinances 2015 page 478

1. The scheme of examination for the one-year course of study in Advanced Computer Science for the degree of Master of Philosophy shall consist of:
   a) five modules selected from a list of published by the Degree Committee for the Faculty of Computer Science and Technology;
   b) a thesis of not more than 15,000 words in length, on a subject approved by the Degree Committee.
   c) course-work prescribed by the Degree Committee (which may include written work, group work, and class participation).

2. The list of modules shall be published by the Degree Committee not later than the end of the Easter Term of the academical year preceding that in which the examination is to be held, provided that the Degree Committee shall have power to give notice of additional optional modules not later than the end of the Michaelmas Term. In publishing the list of modules and additional modules, the Degree Committee shall announce the form of examination for each module, which shall be either a written paper, or course-work, or equivalent alternative exercises approved by the Degree Committee, or a combination of these. A candidate may not offer a module that he or she has taken in any other University examination.

3. The examination may include, at the discretion of the Examiners, an oral examination on the work submitted by the candidate under Regulation 1, and on the general field of knowledge within which such work falls.

Computer Science Tripos Part III

Regulations in Statutes and Ordinances 2015 Chapter IV Section 9

19. A student who has obtained honours in Part II of the Computer Science Tripos may be a candidate for honours in Part III in the year after so obtaining honours, provided that he or she:
   a) has kept ten terms and that fifteen complete terms have not passed after her or his first term of residence (Note: See also the regulations for Affiliated Students)
   b) has attained a satisfactory standard, as defined by the Faculty Board, in previous honours examinations;
   c) has not proceeded to the B.A. Degree.

20. A candidate for Part III shall offer a combination of units of assessment (which may be written papers, project dissertations, essays, and demonstrations of research training) as duly specified by Notice of the Head of the Department not later than the end of the Easter Term next preceding the examination, save that a candidate may not offer any units of assessment already offered under Regulation 16.

Other than for written papers, each candidate will be required to sign a declaration that each unit of assessment is her or his own work, unaided except as may be specified in the declaration, and that it does not contain material that has already been used to any substantial extent for a comparable purpose; if two or more candidates have undertaken a dissertation in collaboration, they will each be required to indicate the extent of their contribution. The Examiners shall have power to examine any candidate viva voce on the subject of such work and on the general field of knowledge within which it falls.

21. The names of the candidates who obtain honours in Part III shall be arranged in alphabetical order in a single class, with distinctive marks attached to the names of those candidates who in the opinion of the Examiners deserve special credit, (d) for a distinguished performance, (m) for a meritorious performance.
Appendix B: Links

Course links (under Teaching) http://www.cl.cam.ac.uk/teaching/

Timetable (subject to change) http://www.cl.cam.ac.uk/teaching/timetables/ACSTimetable.pdf

Course pages
Each module has its own web page divided into syllabus, course material and assessment http://www.cl.cam.ac.uk/teaching/1617/acs.html

Research projects with human subjects http://www.cl.cam.ac.uk/local/policy/ethics/

Student Registry

Current students http://www.admin.cam.ac.uk/offices/gradstud/current/

Self-service page http://www.camsis.cam.ac.uk/public/gradss/

University maps http://www.cam.ac.uk/map/
Appendix C: Maps of William Gates Building
Appendix D: Map of West Cambridge site

1. Centre for Advanced Photonics and Electronics (CAPE)
2. Department of Physics Cavendish Laboratory
3. William Gates Building - Computer Laboratory
4. Hitachi Cambridge Laboratory
5. Kapitza Building (Optoelectronics, NanoPhotonics)
6. Department of Chemical Engineering and Biotechnology - Magnetic Resonance Research Centre
7. Merton Hall Farmhouse
8. Microelectronics Research Centre
9. Interdisciplinary Research Collaboration Nanoscience Centre
10. Department of Veterinary Medicine
11. University Nursery at West Cambridge
12. Whittle Laboratory, Department of Engineering
13. Institute for Manufacturing
14. University Residences - West Cambridge
15. Physics of Medicine
16. Cambridge Enterprise Limited, University Offices
17. Alan Reece Building
18. Bragg Building
19. Hauser Forum
20. Mott Building
21. Rutherford Building