UNIVERSITY OF CAMBRIDGE
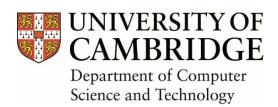## Department of Computer Science and Technology

Directors of Studies Forum

Minutes of the Directors of Studies held on Friday 13 October 2017 at 14:00 in FW26 in the William Gates Building.

Members:

Prof J.M. Bacon (JE)	Prof S.W. Moore (TH)
Dr A.R. Beresford (Q)	Dr R.M. Mortier (CHR)
Prof A.F. Blackwell (DAR)	Dr R.D. Mullins (JN, PET)
Dr P.J. Buttery (CAI)	Prof A. Mycroft (ROB)
Dr D. Chisnall (ME)	Ms D. Pounds (Manager Teaching Admin)
Prof A. Dawar (ROB)	Prof P. Robinson (CAI)
Dr J. K. Fawcett (CHU,HH,LC,N,M,HOM)	Mrs M. Sammons (Teaching Admin Asst)
Dr D.J. Greaves (CC)	Dr T.M. Sauerwald (EMM)
Dr T.G. Griffin (K)	Dr R. Sharp (ROB)
Mr C.K. Hadley (G)	Mrs C. Stewart (Dept Sec)
Dr R. K. Harle (DOW,ED,F)	Dr S. Taraskin (CTH)
Dr S. B. Holden (T)	Dr G. Titmus (CAI, TH)
Mr M.T. Ireland SID)	Dr C.P. Town (W)
Dr T.M. Jones (CAI)	Dr R.R. Watts (SEL)
Dr A.V.S Madhavapeddy (PEM)	Dr D.J.Wischik (Advising)
Prof C. Mascolo (JE)	
Prof K. Moody (Observer)	

1. **Apologies:**

Dr P.J. Buttery (CAI)
Dr A.V.S Madhavapeddy (PEM)
Prof C. Mascolo (JE)
Dr T.M.Sauerwald (EMM)
Dr C.P. Town (W)

2. **Minutes from previous meeting**

   The Minutes of the meeting held on 4 July 2017 were approved.

3. **Matters arising**

   Exam results have now been made available to project overseers, providing them with more background information to better assess the suitability of Part II project proposals.

4. **Notification of any other business**

5. **Start of term changes.**
   i. **Student numbers.** There are 64 IA 25% taking Paper 1, 60 from NST and 4 from PBST. Of the 104 CST IA students, 83 are taking CS Paper 3, a larger percentage than last year's cohort of whom 75% took Paper 3. 11 are taking CST with Maths, 2 are taking Chemistry and 8 Physics. 18% of admissions in IA are female. The totals for UK students was unavailable at present.
   ii. Directors of Studies were advised that CST students should be enrolled for the CST SCPC (Scientific Computing practical course) and not NST Scientific Computing. This applies to all CST students apart from those taking CST + Maths. CST+ Maths

students are advised to take this course on a non-examined basis as they may find the content complementary to their maths studies.

   iii.   Part II project guidance and marking has been revised. There are now new requirements for professional practice and students should consider the ethical and social impact of their work. Directors of Studies are advised to consult the updated Pink Book.

6. **The new IA Scientific Computing course**
   This course replaces the NST scientific computing course. Dr Wischik gave a brief description of the new course. There will be a briefing lecture at the end of Michaelmas term and students work on the course during the Christmas vacation. The course will be online and will be based on Python using Jupyter Interactive Notebooks. The system incorporates a plagiarism testing system. Access may be difficult for students travelling abroad with limited internet access. It will be possible to download the entire course and run it locally. There will be one single ticking session two weeks into the Lent term to avoid penalizing overseas students and to address concerns about student workload. The marking will be granular. Further details are to follow. DJW advised that 10 hours of study would be necessary for completion.

7. **NST borrowers-new guidance on restriction and enrolment policy**. The number of NST students allowed to take Computer Science Paper 1 will be restricted from 2018. A statement of how this is to be managed is to follow.

8. **Ticks**
      i.   **Submission and extension policy.**
          All extension requests should be received before the deadline.

          Extensions for individual ticks must be supported by a Director of Studies. The tick should be completed by the catch-up session in the term following the original deadline which will be, at most, one week after the start of full term.

          The final portfolio should be completed two weeks before the start of exams, as given in the HoD notice. Any extension to this requires a written request from the College Tutor to the Chair of Examiners. The Chair of Examiners is permitted by Regulations to grant a short extension only.

      ii.   The number of ticks has increased with the increased practical content of the course. There will be a formula to calculate the weighting of ticks and the expectation is still that all students achieve all the ticks. All IA ticks apart from Scientific Computing will now be marked negatively. This model works best for CST and is consistent with Part IB.
      iii.   Help is available on the Moodle help forum. Students should also use their supervisions to ask for help. The final option is to contact the course convenor.

9. **Preparations for the new admissions round.** Information about the year's CSAT test will shortly be circulated by CAO (Cambridge Admissions Office). The cost is £20 per student. Marking by the Department will take place during w/b 4 Dec. The results will be returned

by 15 December. Colleges with meetings scheduled earlier than this date should contact ABR to explore whether priority marking is possible.

10. **AOB.** Prof Alan Blackwell reported that the MPhil and Part III have experienced a large increase in numbers this year. Part III make their projects at a later date than MPhil students and have experienced less choice as a result. To ameliorate this, for this year only, a Part III student may be supervised by someone other than a UTO. There will be a Departmental discussion on the Part III/ MPhil future in Lent term 2018.

11. Date of next meeting – 12 January 2018, 2pm.