



## **School of Electronic Engineering and Computer Science**

Undergraduate Student Handbook

2016 – 2017

This handbook is for all undergraduate students enrolled in the School of Electronic Engineering and Computer Science

September 2016

## **How to use this Handbook**

This Handbook should be used together with the Academic Regulations and the Student Guide. This Handbook provides information specific to the School of Electronic Engineering and Computer Science, while my.qmul gives information common to all students at the College. The Academic Regulations provide detailed information on progression, award and classification requirements.

Nothing in this Handbook overrides the Academic Regulations, which always take precedence.

My.qmul is the key website for general , QM-wide information and can be found at <http://my.qmul.ac.uk/studentguide/>

The School Handbook is available online on the school web site.

An electronic version of the Student Guide is available online at:

[http://www.arcs.qmul.ac.uk/registry/useful\\_information.html](http://www.arcs.qmul.ac.uk/registry/useful_information.html)

The Academic Regulations are available online at:

<http://www.arcs.qmul.ac.uk/docs/policyzone/136010.pdf>

## **Other formats available**

This Handbook is available in large print format. If you would like a large print copy please contact Rupal Vaja on Tel: 020 7882 7335. If you have other requirements for the Handbook, please also contact Rupal on [teachingservicesmanager@lists.eecs.qmul.ac.uk](mailto:teachingservicesmanager@lists.eecs.qmul.ac.uk).

## **Disclaimer**

The information in this handbook is correct as of September 2016. In the unlikely event of substantial amendments to the material, the School will attempt to inform you of the changes.

QM cannot accept responsibility for the accuracy or reliability of information given in third-party publications or websites referred to in this Handbook.

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# Introduction

## Welcome

Welcome to the School of Electronic Engineering and Computer Science at Queen Mary! I hope that your time studying here is both fruitful and enjoyable. Studying at University is very different from school, since much more of what you do is up to you. Here are my suggestions to help you make the most of your time in the School:

**Work consistently from the start:** It is difficult to catch up if you get behind.

**Have fun:** We think Electronic Engineering and Computer Science are fun and hope you will soon agree. Take an interest in what is happening in the School; for instance, come to some of the regular talks given by visiting experts during term-time. Take time too to appreciate other aspects of University life, such as the clubs and societies offered by the Students' Union.

**Ask questions:** The staff are here to help you learn, but you must ask questions if you want answers.

**Be informed:** Read the information in this handbook and on the College and School web-pages.

**Preparation for your future:** It is never too soon to start thinking about life after University. You will learn many other skills while at university which will help prepare you for your future career. The University and School take Graduate Attributes very seriously, to find out more please visit the School student intranet or go to the following link: <http://www.qmul.ac.uk/gacep/statement/index.html>

We hope your studies will go smoothly, but if you have any problems, please come and tell us sooner rather than later. We will always try to help.

Best wishes,

Professor Geraint Wiggins

**Head of School**

## **Preliminary Information**

### **Queen Mary's Mission Statement**

The mission of QMUL is:

- to produce research of the highest quality which places it in the top rank of universities
- to teach its students to the very highest academic standards, drawing in creative and innovative ways on its research
- to transfer the knowledge it generates to business and the community, regionally, nationally and internationally.

### **QM Charter**

The QMUL Charter contains a list of expectations for both staff and students to help create a community which is mutually supportive and works to further knowledge creation and dissemination

<http://www.qmul.ac.uk/ourcommunity/>

### **The Aims of EECS**

The School's overall aims are:

- To continue to innovate in the provision of undergraduate and postgraduate taught programmes in response to subject area developments and market demand;
- To equip our students with cutting-edge knowledge and principles appropriate to their chosen discipline;
- To foster the employability skills our students will need in the workplace, developed through contact with research active staff and leading-edge industrial practice;
- To ensure high-quality resources for teaching, learning and research.

More specific aims for students:

- To ensure that when you graduate you have the skills most likely to be useful to you and your employers. These Graduate Attributes include the ability to apply logical and analytical thinking, creativity, design and programming skills to come up with innovative solutions.
- To foster practical and industrially-relevant skills relating to techniques and practices in the field with the aim of enabling you to develop rapidly into engineering and computing professionals.
- To help you build up more general skills and sound habits. These include the ability to plan your work, to work independently and in groups, to explain your work to others and to use computers and the Internet effectively and responsibly.
- To challenge and encourage you, within a friendly, stimulating and responsive environment.
- To deliver sound assessment of your work in order to keep you informed of your progress during your studies and in order to reflect your overall achievements in your class of degree.

## The Objectives of EECS

- All graduates will be wanting to achieve sustainable solutions to problems and have strategies for being creative and innovative and be able to overcome any difficulties by employing their knowledge in a flexible manner
- All graduates will be able to provide an awareness of the environmental, social, legal, economic and regulatory contexts within which engineers operate
- All graduates will have the competency to develop a variety of electronic, computer and software systems

## Key Dates

### Term dates

#### Semester A

##### **Induction and Enrolment**

Monday 19<sup>th</sup> September to Fri 23<sup>rd</sup> September 2016

##### **Teaching**

Monday 26<sup>th</sup> September to Friday 16<sup>th</sup> December 2016

##### **Review and Feedback week (This is not a reading week)**

Monday 7<sup>th</sup> November to Friday 11<sup>th</sup> November 2016

There is no scheduled review and feedback week for Level 7 modules.

##### **Winter holiday**

Monday 19<sup>th</sup> December to Friday 6<sup>th</sup> Jan 2017

#### Semester B

##### **Teaching**

Monday 9<sup>th</sup> January to Friday 31<sup>st</sup> March 2017

##### **Review and Feedback week (This is not a reading week)**

Monday 20<sup>th</sup> February to Friday 24<sup>th</sup> February 2017

There is no scheduled review and feedback week for Level 7 modules.

##### **Spring holiday**

Fri 31<sup>st</sup> March to Fri 21<sup>st</sup> April 2017

##### **Final Revision week**

Monday 24<sup>th</sup> April to Friday 28<sup>th</sup> April 2016

##### **Examination Period**

2<sup>nd</sup> May to 9<sup>th</sup> June 2017

##### **Late Summer Resit Period – All students**

Monday 31<sup>st</sup> July to Friday 11<sup>th</sup> August 2017

Key QM dates are available on the ARCS homepage: [www.arcs.qmul.ac.uk](http://www.arcs.qmul.ac.uk) and here: <http://connect.qmul.ac.uk/calendar/index.html> , <http://www.qmul.ac.uk/about/calendar/index.html>



## Things I need to do as a Student.

- 1) Read this handbook and the Queen Mary Student Guide carefully at the start of the year.
- 2) We will communicate with you by email. You must check the email sent to your qmul.ac.uk address on a daily basis.
- 3) Visit your Adviser at the start of each semester and at least once again per semester.
- 4) Keep your Adviser and the Student Support Officer informed of any problems you may experience as soon as possible.
- 5) It is your responsibility to keep your contact details up to date at <http://mysis.qmul.ac.uk>
- 6) You must attend all lectures and labs.
- 7) Submit all assessments required for each module by the deadline set.
- 8) Ensure that you are registered for the correct Programme of Study.
- 9) Ensure that you know and respect your Adviser's and lecturers' surgery hours. You can find these details on the intranet at <https://intranet.eecs.qmul.ac.uk/people>
- 10) Respect the College's bullying and harassment policies, which states that all members of the College are entitled to work within an environment where they are treated with dignity and respect and where harassment of any kind is unacceptable.
- 11) Do not smoke anywhere on the campus.
- 12) Respect the ITL as a professional teaching and learning space.
- 13) Do not eat or drink in the ITL Building during labs. Students are permitted to bring drinks and cold food into ITL during **Open Access time only**.

## School Information

### School Location and Contact Details

The School is located on the third and fourth floors of the Peter Landin Building, the east end of the ground, first and second floors of the Engineering building and the Informatics Teaching Laboratory that is between the Peter Landin and the Mathematics building.

The postal address for the school is:

School of Electronic Engineering and Computer Science

Peter Landin Building

10 Godward Square

Queen Mary, University of London

Mile End Road

London E1 4FZ

Telephone: +44 (0)20 7882 7332

Fax: +44 (0)20 8980 6533

Maps are available online at: <http://www.qmul.ac.uk/about/howtofindus/>

### Facilities

#### The Student Support Office

Your main point of contact for administrative matters is the Student Support Office, located on the middle floor of the Informatics Teaching Laboratory. The Student Support Office opening hours during term time are Monday to Friday 9:00am to 5:00pm. More limited hours may apply during vacations.

#### IT facilities

The school has three main areas for student computing:-

- The Informatics Teaching Laboratory (ITL)
- MSc Lab (ground floor Engineering building G52)
- Computers in the Electronics Laboratory (second floor Engineering building) that are mainly for hardware associated laboratory work.

The ITL is primarily a teaching space used for all scheduled software-based computer laboratory sessions between the hours of 9am and 6pm from Monday to Friday. The lab will be open for all students to use on Wednesday's from 1pm onwards. There are printing facilities in all School computing areas. You are given a quota for free printing and when this is exhausted you can top up your print credit on the iPay system... <https://i-pay.library.qmul.ac.uk/webcentre/>. Any extra print credit you purchase will be non-refundable.

## Normal Opening times for laboratories

ITL Teaching Only Laboratories	Monday to Friday	09.00 – 18.00
ITL Open Access	Monday to Friday (except Wednesday afternoons)	18.00 – 23.00
	Saturday and Sunday	08.00 – 23.00
MSc Lab	Every Day	08.00 – 23.00
Electronics Laboratory	Monday to Friday	09.00 – 17.00

An Introduction to the School Laboratories can be found at  
<http://services.eecs.qmul.ac.uk/files/5814/0075/8457/Intro-ITL-2013.pdf>

## School website

All information about the School, especially relevant, degree programmes we offer, upcoming activities, seminars and research news can be found at [www.eecs.qmul.ac.uk](http://www.eecs.qmul.ac.uk). More specific information about your studies can be found on the student intranet at <https://intranet.eecs.qmul.ac.uk/> Please visit the intranet frequently.

Other key websites are the QM student portal at [my.qmul.ac.uk](http://my.qmul.ac.uk), the QM Student Information System (SIS) at <https://mysis.qmul.ac.uk> and QMPlus <http://qmplus.qmul.ac.uk/>. You will need to log into mysis and QMPlus using your QM username and password. We use QMPlus to support all of our modules. Logging into QMPlus also gives you access to additional online library facilities.

All information relating to modules, reading lists, timetables, etc, can be found on the School Intranet at: <https://intranet.eecs.qmul.ac.uk/> as well as QM+ <http://qmplus.qmul.ac.uk/>.

Your EECS landing page should be a one stop shop for all key information. A list of the modules you will take this year, coursework submission dates, etc, will be available on your landing page.

## Timetable

The teaching timetable will provide information about the time, day and location of your lectures and lab sessions. We try to organise the timetable so that students can have optimum choice; however, there may be times when some elective modules will clash. In such circumstances, you may need to review your module choice.

Timetables are available on the intranet at:

<https://timetables.qmul.ac.uk/default.aspx>

You can also access them from your EECS Landing page.

## Programme and Module Descriptors

You can find programme descriptors on the intranet at  
<https://intranet.eecs.qmul.ac.uk/courses>

Module descriptors, which include recommended books and learning outcomes, can be found at <https://intranet.eecs.qmul.ac.uk/courses/descriptor>.

## Communications

QMUL will communicate with you in a variety of ways. Formal correspondence will be sent to you by electronic letter, and it is important that you keep Queen Mary up to date with your personal details and address. You can do this online via the MySIS record system:

<http://www.arcs.qmul.ac.uk/students/mysis-record/index.html>

It is most common for the EECS, QMUL and the Students' Union to contact you by your QMUL email. You are assigned a university email address when you enrol, and you are responsible for checking this account on a daily basis. All major notifications and updates will be sent to you by email first.

You can access your email account by logging on to a QMUL computer, or, if you are not on campus, at: <http://mail.qmul.ac.uk>.

We have a QM Student Information System (SIS) in operation during the 2016/17 academic year. SIS is a database, which holds all student records from personal data to assessment records and which you will need to become familiar with. As a student you will access and in some cases amend the data in SIS by logging on to MYSIS

[https://mysis.qmul.ac.uk/urd/sits.urd/run/siw\\_lgn](https://mysis.qmul.ac.uk/urd/sits.urd/run/siw_lgn). Please make sure that you use your College username and password rather than your School account details to validate yourself.

## Use of QM ID Card

You will receive a QMUL photo-identity (ID) card upon enrolment. This card is very important, and must be carried at all times on campus. If you do not produce this card upon request and satisfy staff that it is your card through comparison of your face and the photograph, you may be removed from the building, or from campus. Misuse of your card will normally lead to an investigation under the Code of Student Discipline (<http://www.arcs.qmul.ac.uk/docs/policyzone/101884.pdf> )

The card shows your student number. You must take your card into all examinations, and display it on your table for inspection. You will also need to copy the student number onto your paper.

The card also serves as your library card, and as an access card for certain buildings. Many buildings have security points at which you must show your card, and others require you to scan your card to release the doors.

It is vital that you keep your card safe and with you at all times on campus. If you lose your card, or if your card is stolen, you should contact the Student Enquiry Centre (<http://www.arcs.qmul.ac.uk/students/sec/student-card/index.html>), who will be able to help you. A fee is charged to replace lost ID Cards.

## Key Staff

Role	Name	Ext	Room	Email
Head of School	Prof Geraint Wiggins	7680	CS311	<a href="mailto:headofschool@lists.eecs.qmul.ac.uk">headofschool@lists.eecs.qmul.ac.uk</a>
Director of Taught Programmes	Ms Rachel Appleton	5812	CS306	<a href="mailto:taughtprogrammesdirector@lists.eecs.qmul.ac.uk">taughtprogrammesdirector@lists.eecs.qmul.ac.uk</a>
Teaching Services Manager	Mrs Rupal Vaja	7335	ITL Office	<a href="mailto:teachingservicesmanager@lists.eecs.qmul.ac.uk">teachingservicesmanager@lists.eecs.qmul.ac.uk</a>
Student Support Officer	Mr Dina Varsani	7338	ITL Office	<a href="mailto:sso@lists.eecs.qmul.ac.uk">sso@lists.eecs.qmul.ac.uk</a>
Undergraduate Officer	Mrs Joan Hunter	7336	ITL Office	<a href="mailto:ugadmin@lists.eecs.qmul.ac.uk">ugadmin@lists.eecs.qmul.ac.uk</a>
Postgraduate Officer	Mrs Virginia Elgar	7333	ITL Office	<a href="mailto:mscadmin@lists.eecs.qmul.ac.uk">mscadmin@lists.eecs.qmul.ac.uk</a>
Coursework Administrator	Ms Karen Finesilver	7334	ITL Office	<a href="mailto:courseworkadministrator@lists.eecs.qmul.ac.uk">courseworkadministrator@lists.eecs.qmul.ac.uk</a>
Admissions Officer	Ms Carly Wheeler	7332	ITL Office	<a href="mailto:ug-admissions@lists.eecs.qmul.ac.uk">ug-admissions@lists.eecs.qmul.ac.uk</a>
Director of UG Studies	Dr Tassos Tombros	5241	CS 411	<a href="mailto:undergraduatedirector@lists.eecs.qmul.ac.uk">undergraduatedirector@lists.eecs.qmul.ac.uk</a>
Director of PGT Studies	Dr Tony Stockman	5202	CS423	<a href="mailto:postgraduadedirector@lists.eecs.qmul.ac.uk">postgraduadedirector@lists.eecs.qmul.ac.uk</a>
Senior Tutor Co-Ordinator	Mr Khalid Rajab	5331	Eng E205	<a href="mailto:ugseniortutor@lists.eecs.qmul.ac.uk">ugseniortutor@lists.eecs.qmul.ac.uk</a>
Senior Tutor PG EECS	Dr Akram Alomainy	3324	E202	<a href="mailto:pgseniortutor@lists.eecs.qmul.ac.uk">pgseniortutor@lists.eecs.qmul.ac.uk</a>
Student Conduct Co-ordinator	Professor Martin Neil	5221	CS439	<a href="mailto:studentconductcoordinator@lists.eecs.qmul.ac.uk">studentconductcoordinator@lists.eecs.qmul.ac.uk</a>
Industrial Placements Manager	Ms Claire Revell	8532	CS307	<a href="mailto:industrialplacementmanager@lists.eecs.qmul.ac.uk">industrialplacementmanager@lists.eecs.qmul.ac.uk</a>
EECS Exchange & Study Abroad Co-Ordinator	Dr Paula Fonseca	7340	E203	<a href="mailto:studyabroadcoordinator@lists.eecs.qmul.ac.uk">studyabroadcoordinator@lists.eecs.qmul.ac.uk</a>

A full list of all School staff is available on the School Intranet. You will also find links to their personal web pages that describe their research interests.

**Note:** When making an internal telephone call (i.e. from within QM), the extension number alone is sufficient. When making an external telephone call (i.e. from outside QM), the full telephone number will be 020 7882 xxxx, where xxxx is the extension number.

### **Contacting Staff**

It is usually best to contact academic staff by email. You may also visit academic staff in their offices during their surgery hours. There will be a notice on the academic's office door stating their surgery hours. This information will also be available on their landing pages on the EECS intranet. It is advisable to email staff and make an appointment to see them before embarking on a long journey to Queen Mary. Staff contact details are available on the School Intranet and internal telephones are located on each floor of the ITL and in some other locations.

## **Staff Roles and Responsibilities**

### **Director of Taught Programmes**

The Director of Taught Programmes oversees the running of taught programmes in the School and serves as the principal contact and coordinates between the School and Faculty/College in matters relating to taught programmes. The Director formally reports to the Head of School.

### **Teaching Services Manager**

The Teaching Services Manager is responsible for a small team of administrative staff who support students and staff. The team operate the Student Support Desk which is located in the ITL. Students can obtain advice, forms and submit work to members of the team by visiting the support desk between 9 and 5 Monday to Friday.

### **Director of Undergraduate Studies**

The principal responsibility of the Director of Undergraduate Studies is to ensure the smooth running of the undergraduate degree programmes offered in the School. This role is, therefore, primarily administrative. If students have problems with their programme of study, they should consult their adviser in the first instance. However, an adviser may recommend that a student consult the Director of Undergraduate Studies where more general problems with the structure and/or content of the undergraduate degree programme are involved.

### **Student Support Officer**

The SSO is the first port of call if you are experiencing any problems with your studies. The SSO can offer advice and seek help for you or point you towards a person or service that can help you. The SSO is also the person you need to speak to regarding any extenuating circumstances you may have.

## Undergraduate Administrator

The UG Administrator is responsible for all matters relating to your teaching administration, e.g. if you want advice on procedures or policies or you are having problems with MYSIS and or your module registration.

## Industrial Placements Manager

Students who are enrolled on a programme that involves a year's work placement in industry are required to attend the regular sessions organised by the Industrial Placement Manager. These sessions are designed to equip students with the skills needed to obtain a placement in their third year. This period of placement forms an assessed part of the degree programme and is not a break from studies. To find out more about the Industrial Placement programme visit: [www.eecs.qmul.ac.uk](http://www.eecs.qmul.ac.uk) or contact the Industrial Placements Manager, Claire Revell: [industrialplacementmanager@lists.eecs.qmul.ac.uk](mailto:industrialplacementmanager@lists.eecs.qmul.ac.uk).

## Getting Advice

The key staff listed above deal with all general queries and should be your first point of call. In addition, you will be allocated a personal academic adviser.

## Personal Adviser

All students are allocated a personal adviser for the duration of your studies. Advisers are members of academic staff who provide advice and support to students. They have two main roles: **academic** and **pastoral**.

In their **academic** capacity, advisers advise on, and approve, programmes of study. If you are considering changing your programme of study, or taking a module that does not appear on your recommended programme, you must discuss this with your adviser. Any other academic-related concerns, e.g. general academic progress, should be discussed with your adviser in the first instance. Please note that, in this School, the role of adviser is separate from that of Senior Tutor.

In their **pastoral** capacity, advisers are the first point of contact in case of personal problems or concerns. Advisers recognise that personal problems can severely affect a student's academic performance, and they will provide a sympathetic and non-judgmental ear, as well as practical help. They can also direct students to other QM support services, where appropriate. Discussions with students will always be treated **in confidence**. However, in cases where academic performance is affected by personal problems, the School must be officially informed, and advisers can also guide students through the correct procedures for doing this.

Advisers can be asked to provide academic references for students for job and other applications after leaving university, and this is another good reason for building and maintaining a good student/adviser relationship.

## How do I know who my Adviser is?

The name of your adviser will be shown on your EECS landing page. A time will be set for you to meet with your adviser within the first 2 weeks of term. First year students will meet regularly with their adviser throughout the first and second semester. It is your responsibility as a student to attend these meetings.

## **ERASMUS Students Adviser**

ERASMUS students are not allocated an Adviser but they should contact the ERASMUS Coordinator, Dr Paula Fonseca ([studyabroadcoordinator@lists.eecs.qmul.ac.uk](mailto:studyabroadcoordinator@lists.eecs.qmul.ac.uk)) if they require advice or guidance.

## **The Senior Tutor's Role**

A Senior Tutor is a member of the academic staff who acts as a further point of reference for problems and decisions faced by EECS students. Like advisers, the Senior Tutor has two main roles: **academic** and **pastoral**. Students should usually contact their own adviser first for advice, but an adviser may recommend that a student consult the Senior Tutor for either academic or pastoral reasons. The Senior Tutor will advise the Examination Board on students' difficulties and progression from one year to the next. If a student finds difficulty talking to their own adviser, they may consult the Senior Tutor directly. The Senior Tutor coordinator also serves as the Chair of UG Student-Staff Liaison Committee (SSLC).

## **The Student Support Officer's Role**

The Student Support Officer will be able to assist you with any non-academic difficulties and to provide an additional layer of support between the Student Support Office and the academic staff. He will also help you to report any extenuating circumstances and will direct you to the appropriate QM support services

It is important that you discuss with your adviser any academic, financial, medical or other problems as soon as they arise. The SSO will then be able to refer you to the appropriate person within QM to deal with your problem efficiently.

The Student Support Officer will also monitor your attendance.

## **Advice and Counselling**

The Advice and Counselling Service offers a free and confidential service to all Queen Mary students. This should be the first point of call for international students with visa issues. Advice and Counselling are located on the ground floor of the Geography Building at Mile End and are open on weekdays throughout the year, including most vacations. Further information can be found at <http://www.welfare.qmul.ac.uk>

## **Problems contacting Adviser/Senior Tutor**

If your Adviser or Senior Tutor is not available you should contact the Student Support Officer.

## **Complaints/suggestions**

If you wish to raise any complaints or suggest improvements, this can be done via your Student-Staff Liaison Committee representative (membership available here <https://intranet.eecs.qmul.ac.uk/admin/sslc>) or your adviser, but if you do not consider you have had a satisfactory response you can register your complaint with the Senior Tutor or Director of Taught Programmes.



## Extra Support

The Teaching Services Team is available to answer any queries during the office opening hours. The Student Support Desk is located on the first floor of the ITL.

### Helpdesk online discussion forum

There are also student online QMPlus general helpdesk forums that are available 24/7 for students to post any questions they may have about their programme of study. Students may post responses or staff may respond within 48 hours.

### Module online discussion forums/QM Plus

Each module offered by the School has an online discussion forum or message board that is used by the module lecturer to post important information about the module such as deadlines, as well as being a forum in which students can discuss and ask questions about the subjects covered. The module lecturer and teaching assistants regularly monitor the module forums.

### Drop-In Sessions

During term time our Student Support Officer will be offering drop in sessions to students on a weekly basis. These sessions will be on Wednesday's from 3pm – 4pm. The aim of these sessions is to give students the chance to talk about any issues that might be concerning them in a confidential environment.

### Students Requiring English Language Support

Any student that feels s/he is experiencing problems with English language expression or communication, or simply wishes further practice in these skills, s/he should contact **English Language and Study Skills** directly. Further information can be obtained from the College website <http://www.languageandlearning.qmul.ac.uk/>.

English language modules are free to students who pay the overseas registration fee, and students usually enrol during the general enrolment period and the first week of the semester. Where it is felt that a student's academic performance is being seriously affected by English language or study skills issues, s/he may be directed by their adviser or the Senior Tutor to seek such help.

### Students Requiring Maths Support

The School runs study support sessions for students who are struggling with Maths. The sessions will be advertised by e-mail at the beginning of the semester. The College's **Language and Learning** Unit also runs open maths support sessions for all students. See <http://www.languageandlearning.qmul.ac.uk/>

### Peer Assisted Study Support (PASS)

The School is also a participant in the College's **Peer-Assisted Study Support (PASS)** scheme. This scheme is based around the formation of small study groups of students with a mentor, who is a later-year student. The aims of the scheme are to aid students' understanding of concepts that are central to their academic classes, and improve their study skills.

## Coursework (submission and penalties)

### Electronically submitted coursework

Most coursework is submitted electronically via the EECS online submission system via EECS [landing page](#) section 'Your Coursework Submissions' and QM+ <http://qmplus.qmul.ac.uk/> via the module material pages. Check the 'Due' date and time for the deadline, follow instruction in section for submission.

Please note the following:

- You must upload the work in the format specified otherwise it will be rejected. Common examples are .doc (MS Word file), .pdf (Adobe Acrobat file) and .zip (a collection of files 'zipped' into one).
- The maximum file size is 10Mbyte. Anything over this size is rejected automatically.
- Once you have submitted your coursework, please check to make sure you have submitted the correct version. This can be done from your landing page.
- Students who miss the deadline can still upload their work, but they can do it once only and it will be logged as a late submission, late penalties will be applied. Once a submission is in the system no further submissions can be accepted through other means. Please take care to submit the correct file submission option.
- **Up until the stated deadline, you may upload newer versions of your work.** The system will always take the latest version to be your final submission. After the deadline, the system is 'locked' and you can no longer upload newer versions.
- Distance Learning students will always submit their work electronically.
- If you have problems with the system, seek our help first by emailing us at: [courseworkadministrator@lists.eecs.qmul.ac.uk](mailto:courseworkadministrator@lists.eecs.qmul.ac.uk). **Never email work unless specifically asked to, as this method will only be used as a last resort.**

All coursework you submit will be dated on receipt and an electronic receipt issued. Always keep your receipts as proof that you have submitted your work.

When **group coursework** is to be submitted electronically, a representative of each group (a group leader) should be chosen who will upload the final work. It is vital that the list of coursework group members on the school intranet is correct before uploading is attempted. If the list has any errors then the submission and the marks will be attributed to the wrong students. A submission from any group member will overwrite any group member previous submissions. If there is any doubt, please consult the module Organiser and e-mail [courseworkadministrator@lists.eecs.qmul.ac.uk](mailto:courseworkadministrator@lists.eecs.qmul.ac.uk) before the submission date.

### Non-electronic submission of coursework

Every piece of written coursework **must** have a correctly completed front cover sheet which you must sign in order to declare that it is your own work.

The correct cover sheet must be printed directly from your EECS Landing Page, each item of coursework because will be given a unique barcode to identify it. You must not attempt to store or modify a copy of a coversheet file because it will not be recognised by the system and the work it applies to will be rejected.

Paper submissions must be made in person to the Student Support Desk. **The absolute deadline is 15.00 on the advertised submission date. Do not give coursework to any other member of staff as we will not accept responsibility for anything that is not submitted properly.** Once a paper submission has been submitted and scanned and a receipt is

generated, no further additions to the coursework will be accepted; it cannot be taken back, added to, changed or resubmitted.

Where the coursework is **group based**, a representative of each group must collect all the individual coversheets for each group member and attach them to the coursework for submission. A student whose cover sheet is not included will not be assigned any marks. Coversheets, will not be accepted if not accompanied by the group coursework.

A **Coursework Drop Box** is available by the ITL Student Support Desk, for out of hours coursework paper submission. Submissions are **ONLY ACCEPTED** with official coursework coversheet, available from your landing page. Submissions left at your own risk. Box will be emptied mornings only. Late penalties will be applied for late submission. Only 1 submission can be accepted, once scanned no further submission will be permitted.

When officially accepted the 'Submission Receipt No.' will be available on your landing page.

### **QMPlus Assessments**

You should follow the module organisers instructions for any QMPlus assessment submissions. QMPlus submitted assessments are subject to the School late penalty policy.

### **Late submission penalties**

EECS will apply the penalty of graduated deductions. This means that five per cent of the total marks available (i.e. five marks for an assignment marked out of one hundred) shall be deducted for each 24 hour period or part thereof after the submission date and time, including weekends and bank holidays. An assignment submitted more than 120 hours late shall be awarded a mark of zero (OFL).

Do not leave submission too close to the deadline; it may result in late penalties.

### **Project submissions**

There are separate guidelines for final year and MSc projects available on the student intranet. Late submission of projects will be penalised in the same way as for other coursework. Please note that submission deadline for final project reports is 12 Noon on the day of submission.

# Teaching Methods

## Lectures

The principal method of communicating material in most modules is by 2 - 3 hours of lectures per week. During lectures, the lecturer presents material to the whole class, usually using teaching aids such as data projectors, white-boards, videos and computer demonstrations. Lecturers have individual styles of teaching: some may offer lecture slides or notes (handed out in the lecture, downloadable from the module website or available from reception for a small fee to cover printing costs), while others will expect students to take all their own notes, or to supplement supplied notes with their own additions. Students should re-read their lecture notes, where possible, before the next lecture, so that they can ask any questions or clarification before the next set of material is handed out. It is worth remembering that notes will be the basis of revision for exams, so it is wise to put some effort into making them as good as possible.

Where a module is run as part of a distance learning programme lectures will be recorded. In these cases the recording can be accessed on the School intranet.

## Labs

Many modules use weekly laboratory classes (labs) in order to give students practical experience of applying or testing concepts discussed during lectures. Practical skills, e.g. programming, are best developed in this type of environment. Teaching Assistants (typically members of staff or postgraduate research students) will be on hand to answer questions and help with practical problems. The support staff will not solve the problem on the student's behalf, but will try to guide them towards finding a solution themselves. Set tasks are usually assigned in advance, and students should look at them before the class, if possible, and identify any problems, so that they can ask about these during the lab.

A module will often have several time-slots set aside for labs, and each student will be assigned to a lab group, which has an individual time-slot. Labs are usually run in a particular section of the ITL, depending on the level of the module and the number of students. Lab groups and time-slots for individual modules are usually available on your landing page or QM Plus. If a student wishes to change lab groups or time-slots, s/he must have good reason, e.g. a timetable clash. Changes cannot be made for other, more minor reasons; it is the student's responsibility to be available during timetabled hours in term-time.

Modules that involve hardware also usually have several laboratory sessions as part of the module. The schedule for your laboratory sessions will be available on your EECS landing page under 'Your Quick Links'. It is important that you prepare for the laboratory sessions in advance of the session. There is a separate Introduction to the School Laboratory handbook giving more background to these laboratories.

## Exercise classes

Like labs, some modules use exercise classes in order to give students practical experience of applying concepts discussed during lectures. Classes are usually held in a seminar room, and are often based on pen-and-paper tasks. Teaching Assistants (typically members of staff or postgraduate research students) will be on hand to answer questions and check solutions. The Teaching Assistants will not solve the problem on the student's behalf, but will try to guide them towards finding a solution themselves. Set tasks are usually assigned in advance, and students should look at them before the class, if possible, and identify any problems, so

that they can ask about these during the exercise class. Students should attempt to complete the tasks while help is at hand; if the work cannot be finished in the timetabled exercise class slot, students may finish it in their own time (but without the help of teaching Assistants).

A module will often have several time-slots set aside for exercise classes, and each student will be assigned to a group, which has an individual time-slot. Exercise classes are often run in the ITL, or in small seminar or lecture rooms elsewhere in the College. Groups and time-slots for individual modules are usually posted on your landing page or QM Plus. If a student wishes to change groups or time-slots, s/he must have good reason, e.g. a timetable clash. Changes cannot be made for other, more minor reasons; it is the student's responsibility to be available during timetabled hours in term-time.

### **Project meetings (second, third and final year, and Masters students)**

Some second, third, final year and Masters modules are project-based (e.g. group projects and the final year project). Support for these modules is often in the form of weekly project meetings, either in groups or individually. During these meetings, the student, or group of students, meets with a project supervisor or consultant, who is usually a member of academic staff. This provides the student(s) with an opportunity to summarise progress since the previous project meeting, discuss any problems and possible solutions, and plan the work to be carried out before the next project meeting. The project supervisor or consultant has two main roles: **academic**, ensuring that the intellectual content of the work is rigorous and well considered, and **project management**, ensuring that a satisfactory time-plan is formed and followed.

### **Independent study**

In addition to the timetabled classes, students should plan to spend at least 5 hours per week on private study for each module they are studying. The division of this time between study tasks may vary with the nature of individual modules, e.g. a substantial part of the additional study time on a programming module may be spent in the lab, while other modules may demand more time spent on reading background material or solving exercise sheets. A variety of sources of material may be recommended: lecture slides and/or notes (for information tailored towards the individual module concerned), text-books (for basic, factual information), journals (for in-depth exploration of recent research trends), and conference proceedings (for cutting-edge research in progress). Some of this scientific material may be authored by the module teaching staff.

# Programmes and modules of study

## Programme structures

### Undergraduate Programmes

The BSc, BSc (Eng) and BEng degree are three-year programmes of study structured into six semesters. The MEng/MSci is a four-year programme structured into eight semesters. The two semesters in each year are referred to as **Semester A** (starting in September) and **Semester B** (starting in January).

Students are enrolled onto a specific degree programme or **programme of study**; the programme code corresponds to the UCAS code under which they were admitted into the School. Most modules are worth 15 academic credits or a multiple of this value.

Each programme of study specifies a set of required modules that must be taken each year, and possibly a set of optional modules, from which students may choose. This set is referred to as the **recommended programme**.

Full details of the programmes of study and modules can be found on the Student Intranet <https://intranet.eecs.qmul.ac.uk/admin/programmes> Information about programmes and modules offered by other Schools may be obtained from the appropriate School office or intranet.

**NOTE:** Recommended programmes are updated each year and may be subject to change. There may also be restrictions on which optional modules are available to students, according to factors such as the level (i.e. degree of difficulty) of the module, and resource and timetabling constraints.

### Study abroad

The College runs an American Universities exchange programme, under which the second year of a three-year programme of study is spent abroad. Students should note that it is necessary to initiate arrangements for this early on in the first year. However, the scheme is usually only open to students who achieve an overall grade of 60% or above, and entry to the programme is at the discretion of the Head of School. The School also participates in ERASMUS, an exchange programme administered by the European Union, under which students may study for a period of several months, or up to a year, at a university in another country within the Union. For advice and guidance, all students should talk to the ERASMUS Coordinator in the first instance. More information can also be found on the website at <http://www.qmul.ac.uk/international/studyabroad/>

### Industrial Placements

Students may choose to take a break of one year within their programme of study in order to undertake a relevant industrial placement. This would normally take place between the second and final years of their degree. Some programmes of study include a formally organised 1-year placement scheme, these are the programmes “with Industrial Experience”. If a student following another programme of study (i.e. one that does not explicitly include industrial experience) wishes to undertake a year’s placement, they are expected to make any such arrangements themselves. For advice and guidance, please contact [industrialplacementmanager@lists.eecs.qmul.ac.uk](mailto:industrialplacementmanager@lists.eecs.qmul.ac.uk)

## Module descriptors

Descriptions of the structure and syllabus for each module can be found on the School intranet <https://intranet.eecs.qmul.ac.uk/courses>

## Change of Programmes

The programme of study you enrol on when you start Queen Mary is the same as the course for which QM accepted you. Full details of all EECS programmes can be found at <https://intranet.eecs.qmul.ac.uk/admin/programmes>. These descriptors specify the modules which have been programmed in the Student Information System (SIS) and you must take.

We may allow you to change your programme of study, however, you would need to discuss this with your Adviser and if necessary your Senior Tutor. If the new programme of study is run by another department, you will also be referred to the designated member of staff in the department responsible for the new programme. If the change is approved by all departments involved, a College **Change of Programme of Study** form, which is available from Student Support Desk or the Academic Registry website at <http://www.arcs.qmul.ac.uk/students/study/changing-programme/index.html>, must be completed and signed by the Senior Tutor and the designated member of staff from any other department involved. The student may be assigned a new tutor/Adviser as a result of the change.

## Module Selection

Module registration is handled online by the QMUL Student Information System (SIS). You should choose or confirm your modules for the whole academic year before or during the enrolment period at the start on Semester A. You will have the opportunity to change elective module choices you made for Semester B at the start on the new term in January.

To register for your modules you will need to login to MySIS <http://mysis.qmul.ac.uk> using your QMUL computer login details and select 'Module Registration' from the menu on the left. Any core or compulsory modules will already be preselected and you will not be able to change them. Elective modules can be selected from the lists.

Once you have made your module selection and are happy with your choices you should click the 'Submit Selections' button. This is an important step and if it is not followed through your module choices will not go through the system. Your module selections will then be available to the UG Officer to confirm.

It is essential that you check your QMUL email daily and respond quickly if any of your modules registrations are rejected. Please note that it is your responsibility to ensure that there are no timetable clashes for the modules you have selected. Module registration must be completed within the first 2 weeks of teaching.

We do have some modules that have limited spaces and priority will be given to students who are required to take these as part of their recommended programme.

It is possible for you to modify your choices up until the second week of each semester. To do so you will need to speak to the UG Officer and ask them to reject your selection and replace module.

Please note that continuing students should pre-register for their modules in May 2017. Students will be advised via email when the task is available to pre-select modules.

**Can I take a module from another University of London (UoL) college?**

You can take a module at another UoL college such as Kings College London, University College London, London School of Economics and the School of Oriental and African Studies.

To register for one of these modules you will need to contact Registry and complete the appropriate form and get approval from your academic School or Institute, as well as approval from the other college.

**Updating personal details**

It is important that the College has up to date personal details for all students. Please ensure that if you change your home or term-time address, name, telephone number or other details you update your records via MYSIS.

[https://mysis.qmul.ac.uk/urd/sits.urd/run/siw\\_lgn](https://mysis.qmul.ac.uk/urd/sits.urd/run/siw_lgn)

A change of name must be made in person at the Student Enquiry Centre with valid identification. You can find out more information on the Student Enquiry Centre website.



## Final Year Projects

The final year project carries 60 credits and is the centrepiece of your degree. It gives you the opportunity to apply what you have learned in your course, as well as to learn new things, in order to produce a significant piece of individual work and a substantial report that documents it.

Information about available topics and supervisors, and about the process for finding a supervisor, will be published on the QM+ pages for projects.

In order to successfully complete your project, you need to:

- Think of an idea for your project.
- Find a supervisor and agree a project title – make sure that you have been ‘claimed’.
- Work with your supervisor to agree and submit the project title and proposal.
- Submit the project specification.
- See your supervisor regularly (weekly) when possible. Make appointments in advance, keep them, and find out when your supervisor will be on holiday or away teaching/at conferences.
- Submit your final report on time, with your PowerPoint presentation and other supporting material.
- Give a good presentation.

If you are unhappy with your supervisor you need to contact the project coordinator Elaine Chew [eeecs-ug-project-coordinator@qmul.ac.uk](mailto:eeecs-ug-project-coordinator@qmul.ac.uk).

Please note that IET Accreditation Body have a requirement that the major individual project (BSc/BEng/MSci/MEng/MSc) and group project (MSci/MEng) must be passed at the first attempt in order to graduate with an IET accredited degree. The BCS have a requirement that the major individual project has to be a problem solving project and passed at the first attempt in order to obtain the BCS Accreditation.

## UG Projects

The project coordinator for undergraduate projects is Professor Elaine Chew ([elaine.chew@qmul.ac.uk](mailto:elaine.chew@qmul.ac.uk) / [eeecs-ug-project-coordinator@qmul.ac.uk](mailto:eeecs-ug-project-coordinator@qmul.ac.uk)). A number of timetabled support sessions will be given throughout the year by the project coordinator to guide you through the various stages of the project.

You will be required to produce various documents to given deadlines throughout the duration of the project. Information for these will also be made available on the QM+ pages. You will be assessed via an oral presentation (and where appropriate a demonstration) of your project at a prescribed place and time during the May examination period and via the interim and final report that documents your project.

## **Examinations**

### **Examination Timetable**

Your individual examination timetable will be available on MySIS towards the end of Semester B. You must check the timetable and report any errors to Registry. Please note that Registry is responsible for producing the timetable. It is not possible to re-arrange examinations.

### **Provisional Results**

We will try and provide your provisional results via MySIS by the end of June. Confirmed results will be made available via MySIS once the Degree Examination Board has approved them. Registry will also post confirmed results to your home address by mid-September.

### **Late Summer Resit Examinations**

Late summer resits will be available to all students. If you are eligible for a late summer resit you will automatically be registered. You cannot withdraw and if you are absent it will count as a fail. Late summer resits usually take place during the first two weeks of August and the timetable will be available in MySIS around mid-July. Resits are now free of charge.

### **Examination Offences**

QMUL takes assessment and examination offences very seriously and so must you. In general, calculators are not allowed in examinations, if there is an exception then this will be stated clearly in the examination rubric. If you use a calculator where it is not permitted, you should expect to receive a mark of zero for the examination. It is also an offence to take any notes or mobile phones into the examination room.

### **Marking Criteria and Grading**

To view your marks for assessment, log-in to MySIS (your personal area of SIS) with your usual computer log-in, where they will be listed. These marks are provisional and subject to change until they are agreed by the appropriate subject examination board. MySIS will indicate whether the results are provisional or confirmed. Guides on checking your results on MySis are available on the Student Enquiry website (<http://www.arcs.qmul.ac.uk/students/mysis-record/provisional-results/index.html>)

### **Classification**

Please be aware that from the 2016/17 academic year new award and progression rules have been introduced. These do not affect all students as some cohorts remain on the old regulations

Examination boards may use a borderline policy when making recommendations for final degree classifications. The following criteria are used:

1. Students with College Marks within one per cent of a borderline (except at the pass/fail border) shall be determined to fall within the 'zone of consideration';
2. Students with College Marks within 1.5 per cent of a borderline and with significant extenuating circumstances in the final year not taken into account elsewhere may be determined to fall within the zone of consideration. However, if this approach is

taken then the extenuating circumstances may not also be used as a reason to raise the classification itself;

3. All students falling within a zone of consideration shall be considered as possible cases for application of the borderline policy;
4. Students falling within the zone of consideration and with at least half of their final year credits (half of all credits at PG level) with marks at the level of the upper classification (or higher), shall be raised to the higher classification. The dissertation/project does not have to be among the credits at the higher level;
5. Students falling within the one per cent zone of consideration and not meeting the requirements of point 4, but with significant extenuating circumstances in the final year not taken into account elsewhere shall be raised to the higher classification provided the SEB is confident that – without the effect of the extenuating circumstances – the student would have achieved the higher classification.

## **Appeals and Complaints**

Before submitting an appeal please speak to your School/Institute about the decision you wish to appeal as many issues can be resolved without the need for an appeal. If you wish to submit an appeal then you must complete the appeal form within 14 days of the notification of the decision you want to challenge.

Information about how to appeal and the appeal form can be found on the QMUL website: <http://www.arcs.qmul.ac.uk/students/student-appeals/appeals/index.html>

Appeals can be made on two grounds but appeals against academic judgment are not permitted:

- procedural error: Where the process leading to the decision being appealed against was not conducted in accordance with QMUL's procedure, such that there is reasonable doubt as to whether the outcome might have been different had the error not occurred. Procedural error shall include alleged administrative or clerical error, and bias in the operation of the procedure.
- that exceptional circumstances, illness, or other relevant factors were not made known at the time for good reason, or were not properly taken into account.

The best way to submit an appeal is via your QMUL email address to [appeals@qmul.ac.uk](mailto:appeals@qmul.ac.uk).

If you are not satisfied with the outcome of your appeal you may submit a Final Review to the Principal's nominee. Once a Final Review is complete you will receive a Completion of Procedures letter explaining that Queen Mary's internal procedures are complete. The Completion of Procedures letter represents the final decision of Queen Mary and the reasons for that decision.

## Complaints

Before submitting a complaint you are advised to speak to a member of staff in your School/Institute as most issues can be resolved informally without the need for a formal complaint.

If your issue is not resolved through the informal process then you will need to complete the Stage 1 complaint form and submit this to the relevant School/Institute/Professional Services Head for investigation under the Student Complaints Policy:

<http://www.arcs.qmul.ac.uk/students/student-appeals/complaints/index.html>

Most complaints are resolved at Stage 1 but if your matter is still not resolved then there are two further stages to the policy, which are the institutional level and review stage.

When the complaint process is finished you will be issued with a Completion of Procedures letter explaining the final decision and the reasons for it.

Office of the Independent Adjudicator (OIA)

If you are unhappy with the outcome of an appeal or complaint then you may submit a complaint to the OIA within three months of receiving your Completion of Procedures letter. The OIA is the independent body set up to review student complaints and is free to students. For further information regarding the OIA please visit their website:

<http://www.oiahe.org.uk/>

## Prizes

Queen Mary and the School have a number of prizes that are awarded annually to students.

**College Prizes:** Approximately 12 QM prizes are awarded to students in the School on the results of examinations. These are normally for exceptional performance in years 2, 3 and 4 of degree programmes or for excellent work in the final year project.

**Mike Clarke Prize:** To be awarded to the most outstanding Computer Science MSc student.

**Kohei Honda Prize:** To be awarded to the best achiever in the Distributed Systems and Security module.

Other prizes are made available from time to time and the School also often makes nominations for national prizes such as the IET Benefactor's Prize and the Science, Engineering & Technology Student of the Year awards.

## Accreditations and Professional Bodies

Established in 1957, the British Computer Society (BCS) is the leading professional body for those working in IT and is the qualifying body for Chartered IT Professionals (CITP). The BCS offers a range of examinations up to postgraduate level that lead to different professional qualifications. The grades of membership available are based on qualifications and experience, and anyone **working** or **studying** in a computer-related area may apply to join the society.

The following full-time programmes have received BCS accreditation and exemption. Graduates from these programmes who have fulfilled all of the accreditation criteria will be exempted from taking certain BCS exams.

### *Undergraduate:*

- BSc FT Computer Science
- BSc FT Computer Science with Industrial Experience
- BSc FT Computer Science and Multimedia
- BSc FT Computer Science and Multimedia with Industrial Experience
- BSc(Eng) FT Information Technology Management for Business
- BSc(Eng) FT Information Technology Management for Business with Industrial Experience
- MSci FT Computer Science

## The Institute of Engineering and Technology

The IET brings over 25 years' experience of programme accreditation against professional standards for IEng and CEng status and can help you

The following programmes have received BCS accreditation and exemption.

### *Undergraduate:*

- BEng FT Computer Systems Engineering
- BEng FT Computer Systems Engineering with Industrial Experience
- BEng FT Electrical and Electronic Engineering
- BEng FT Electrical and Electronic Engineering with Industrial Experience
- BEng FT Electronic Engineering
- BEng FT Electronic Engineering with Industrial Experience
- BEng FT Electronic Engineering and Telecommunications
- BEng FT Electronic Engineering and Telecommunications with Industrial Experience
- BEng FT Electronics with Music and Audio Systems
- BEng FT Electronics with Music and Audio Systems with Industrial Experience
- BSc(Eng) FT Information and Communications Technologies
- BSc(Eng) FT Information and Communications Technologies with Industrial Experience
- MEng FT Electronic Engineering and Telecommunications
- MEng FT Electronics with Music and Audio Systems
- MEng FT Computer Systems Engineering
- MSci FT Computer Science

If you would like further information on our accredited programmes please come and speak to someone in the Student Support Office.

## STUDENT ACADEMIC ENGAGEMENT POLICY FRAMEWORK

For the timely and effective administration of support, the School wishes to use the following markers of student engagement. This is to ensure that students are well supported and given every opportunity to progress with their studies and to achieve to their fullest potential whilst here.

### 1. MARKERS OF STUDENT ENGAGEMENT

- 1.1 Attendance:** We expect you to attend all lectures and labs and any other events that are part of your modules. If you are absent from College for more than a day or two you will need to inform the Student Support Officer at the earliest opportunity. You are not permitted to be absent for any other reason unless you have prior permission from the Senior Tutor. If something serious such as an illness prevents you from attending, you should report this to the Student Support Officer at your earliest convenience.

Your attendance during your lab sessions will be monitored via barcode scanners. Poor attendance will result in the Senior Tutor/Student Support Officer sending a notice to your Queen Mary email address. If you do not reply to this email within 7 days a record of your poor attendance will be put on your file. This information may be passed to your local authority.

- 1.2 Coursework Submission:** You are expected to submit reports, exercises, essays, and other pieces of coursework associated with each module for which you are registered as part of your programme of study, by the individually advertised deadlines and method of submission.

- 1.3 Participation in Formative Assessments:** You are expected to participate in a range of activities (with or without the allocation of marks) that help to inform teaching and learning during the learning process. Examples of such activities are subject related quizzes, or exercises linked to module materials on QM+.

- 1.4 Marks from Summative Assessments:** You are expected to participate in a range of activities assessing the outcomes of a learning process. Provisional and/or confirmed marks allocated from such summative assessments e.g weekly tests, coursework, and Examinations, often contribute to the overall module grade and programme degree classification.

- 1.5 Other Student Engagement Activities:** You are expected to participate in a range of formal or informal activities that signify continued engagement with their programme of study. Examples of such activities are scheduled meetings with Personal Tutors/Academic Advisers, tutorials and group work.

## **2 ACTION FOLLOWING IDENTIFICATION OF STUDENTS WHO MAY REQUIRE SUPPORT**

- 2.1** Actions by Schools are designed to support students to engage or re-engage with their study programme. The underpinning principles are that the School, once it has admitted a student to a programme of study, has a duty of care to that student, whilst in turn the student has a responsibility to engage with the available support. In such cases, support will be designed by the School around the needs of the individual student.
- 2.2** A student identified as approaching or falling below the minimum requirements of engagement set by their School will be contacted alerting them to this, outlining support mechanisms to deal with the issues that may be contributing to this.
- 2.3** Once a student is identified as in need of support in order to re-engage with their studies, they will be invited to a meeting with their Personal Tutor/Academic Adviser to discuss issues that might be affecting their studies, and for the provision of encouragement/advice (with possible referral to QM support services if necessary). The first port of call is the Personal Tutor/Academic Adviser, who in turn may liaise with the Senior Tutor and the School's Student Support Officer. In exceptional circumstances, a senior member of the School team, such as the Director of Taught Programmes or the Head of School, may be involved in this process.
- 2.4** The School will always try to help students who are experiencing problems, but we cannot do so if we are not kept informed of them. If there are factors making a student's engagement with their programme difficult, it is essential that the student discusses these with their Academic Adviser, or the Student Support Officer at an early stage. This will give us the opportunity to intervene and provide the necessary support.

## **Attendance and Deregistration**

Attendance is important and failing to attend usually leads to failure in assessment and examination. If you need to be absent for any reason you will be expected to contact the SSO in the first instance and notify him of your absence. In cases of persistent absence or failure to submit assignments we may deregister you from the module, or in some cases from the College. You will be given warnings before deregistration occurs and you will have the right to represent your case to the School. The Student Administration Office will send you a letter to inform you of your deregistration and we will keep a copy on your file.

## Extenuating circumstances

If you think that your ability to attend or submit a particular assignment has been negatively impacted by circumstances beyond your control you may wish to submit a claim for extenuating circumstance. This should be done as soon as possible.

Extenuating circumstances are defined by Queen Mary as:

Circumstances that are outside your control which may have a negative impact on your ability to undertake or complete any assessment so as to cast doubt on the likely validity of the assessment as a measure of your achievement.

Extenuating circumstances are usually personal or health problems. Health problems include your emotional wellbeing and mental health, as well as your physical health. Extenuating circumstances do not include computer problems, misreading your exam timetable, planned holidays or local transport delays.

Queen Mary operates a fit to sit policy, which covers all assessments including coursework and exams. If you sit an exam or submit a piece of coursework you are deemed to be fit to do so. In such instances a request for extenuating circumstances will not normally be considered. If you do not feel you are well enough to attend an invigilated exam then you should not attend and should submit a claim for extenuating circumstances instead. You will need to attend a medical consultation within three days of the date of your exam that you missed. Similarly, if you get sick during an exam and have to leave you will need to attend a medical consultation within three days.

To submit an extenuating circumstance request you must fill out the relevant form which can be obtained from the Student Support Officer. The form should be completed and returned to the Extenuating Circumstances Team [EECS-ECs@qmul.ac.uk](mailto:EECS-ECs@qmul.ac.uk) by the specified deadline.

Your form must be accompanied by relevant supporting evidence (for example medical certification, death certificate, police report and crime number, or other written evidence from a person in authority). Please note that claims without any evidence cannot be considered. It is in your best interest to provide evidence and supporting documentation that is as comprehensive as possible. Please seek guidance from the SSO if you need information about what documentation you need to provide.

When you submit an extenuating circumstance form you will be given a receipt, you must keep the receipt safe for the duration of your studies. All claims must be received no later than three working days before the relevant examination board meeting otherwise they cannot be considered.

All extenuating circumstances claims are kept confidential until they are considered by a subcommittee of the examination board. All proceedings of the subcommittee are strictly confidential, and will not normally be discussed at the full examination board meeting.

It is your own responsibility to submit any claims for extenuating circumstances, not that of your tutor. Please ensure that if you have what you believe is a valid case, you complete the submission process in accordance with the School of Electronic Engineering and Computer Science guidelines and deadlines.

It is not possible to make a retrospective claim for extenuating circumstances, specifically once you know your results. Therefore claims submitted after the deadline will not be considered by the examination board. Please refer to the full guidance notes on extenuating circumstances from the Advice and Counselling service or online at <http://www.welfare.qmul.ac.uk/publications/studentadvice/index.html>



## Coursework Submissions

If you have any extenuating circumstances that will result in your coursework being late or you having to miss a scheduled lab session, you must report them to the School office within 10 days of the coursework deadline.

Any such claim **MUST** be supported by documentary evidence e.g. an **original** medical certificate covering the date(s) in question, accompanied by an extenuating circumstances form available from the Student Support Officer d.varsani@qmul.ac.uk. Any claim will not be considered, under any circumstances, without supporting documents.

Please note that students with extenuating circumstances **cannot be given extra marks**. Marks will only be given for the work actually produced, not what might have been done if extenuating circumstances had not arisen.

## Writing and assessment

### Assessment types

Most modules are assessed by a mixture of examination and coursework. Some modules include a small-scale project or in-term tests as part of the coursework. The weighting of examination and coursework is different for individual modules and is decided by the module organiser. Students are usually required to perform to a satisfactory standard in **both examination and coursework components** in order to obtain an overall pass for the module, but each module has its own specific assessment requirement. Project modules are usually assessed by means of a project report and an oral examination, including a demonstration of system software where appropriate. Students should refer to the module web pages or ask the module organiser for details of the way in which different coursework elements in a module contribute to the final module assessment.

### Coursework hurdle

There are some modules, which have a specific coursework requirement, which is normally a condition to achieve an overall mark of at least 30%. If a module has a coursework requirement the module descriptor will show the specific condition.

### Complaints about marks received

If you think that a particular piece of coursework has not been marked correctly then you should bring it to the attention of the module Organiser for that particular module. However, you need to be certain that your complaint is justified because it is possible that your mark could be reduced on review. Requests to review coursework marks should be made within **two weeks** of the mark being made available to you (i.e. no later than two weeks after the published cut-off date). If it appears that a mark has not been recorded correctly, then please inform the Student Support Office.

## Plagiarism and Referencing

Plagiarism is the failure to credit the writings or ideas of another person that you have used in your own work. In such cases you are, deliberately or inadvertently, attempting to pass their work off as your own. Plagiarism is a serious offence, and can carry severe consequences, from failure of the module to deregistration from the College. You may also commit plagiarism by failing to reference your own work that you have already used in a previous essay, or by failing to credit the input of other students on group projects.

It is your responsibility to ensure that you understand plagiarism and how to avoid it. The recommendations below can help you in avoiding plagiarism.

- Be sure to record your sources when taking notes, and to cite these if you use ideas or, especially, quotations from the original source. Be particularly careful if you are cutting and pasting information between two documents, and ensure that references are not lost in the process.
- Be sensible in referencing ideas – commonly held views that are generally accepted do not always require acknowledgment to particular sources. However, it is best to be safe to avoid plagiarism.
- Be particularly careful with quotations and paraphrasing.
- Be aware that technology is now available at Queen Mary and elsewhere that can automatically detect plagiarism.
- Ensure that all works used are referenced appropriately in the text of your work and fully credited in your bibliography.
- If in doubt, ask for further guidance from your adviser or module tutor.

The material that you submit for assessment, whether in an answer script in a written examination or as assessed coursework, must be your own unaided work. Cheating in written examinations and plagiarism in assessed coursework are examination offences.

Plagiarism in assessed coursework - this is the use or presentation of the work of another person, including another student, as your own work (or as part of your own work) without acknowledging the source. Plagiarism therefore includes submitting the work of someone else as your own, and extensive copying from someone else's work in your own paper or report.

Brief quotations from the published or unpublished work of other persons may be used, but must always be clearly indicated by being placed inside quotation marks, with the source indicated in some way, and the work listed in the bibliography at the end of your own piece of work.

It can also be plagiarism to summarise another person's ideas or judgements without reference to the source.

- **Copying material from web pages without acknowledgement is plagiarism.**
- **Copying programs (for example from the Internet) without explanation of where they are from or how much you have modified the programs is also plagiarism.**
- **Copying from another student (with or without their consent) is plagiarism and both parties will be subject to investigation and possible penalty.**
- **Do not copy and do not allow others to copy from you.**

When you are taking notes for a paper or piece of coursework, it is important to include all the sources you have used, and to indicate any quotations so that you can make the necessary references when you come to write the paper. "Unconscious plagiarism",

including an un-attributed quotation because you did not identify quotations in your notes, is as much an examination offence as deliberate plagiarism, and will be dealt with in the same way as any other examination offence.

You can find more information on study support provided by Student Services

[http://www.library.qmul.ac.uk/subjects\\_support](http://www.library.qmul.ac.uk/subjects_support)

<http://www.learningdevelopment.qmul.ac.uk/>

## **Turnitin Statement for the School of Electronic Engineering and Computer Science**

### **Introduction**

Turnitin is a web-based plagiarism prevention system used by most universities in the UK. This statement describes how Turnitin is used within the school and the data it creates about your work.

### **1 How Turnitin works**

- 1.1 A Turnitin assignment is set up by a member of staff, either on QMplus or directly on Turnitin's own website. You then access this assignment online and upload your work before the due date. Turnitin will analyse the submitted work to identify text matches with other sources and will compare the work against:
  - the current and archived web;
  - previously submitted work;
  - books and journals.
- 1.2 For each piece of submitted work Turnitin provides two things:
  - A **similarity index**, which indicates the percentage of the submitted paper that Turnitin has identified as matching other sources.
  - An **originality report**, which shows each of these matches in more detail, including the source(s) that Turnitin has found.

### **2 How Turnitin is used within the school**

- 2.1 Turnitin is used on the majority of undergraduate and post-graduate assignments that contribute towards your final grade. Turnitin will not normally be used on the following assignments:
  - short assignments (under 500 words)
  - contributions to online discussions
  - exercises submitted on paper
  - exams
  - computer programs
- 2.2 For those assignments where Turnitin is used, all submissions to that assignment will be submitted to Turnitin.
- 2.3 **How we use the information provided by Turnitin**
  - 2.3.1 Only academic staff will make a judgement on whether plagiarism has occurred in a piece of work. An academic may interpret the originality report to help but Turnitin itself does not make this judgement.

- 2.3.2 We do not use a threshold percentage to identify whether plagiarism has occurred and may review any originality report in detail.
- 2.3.3 Turnitin will highlight matching text such as references, quotations, common phrases and data tables within work that has no plagiarism issues at all. Those interpreting Turnitin reports will discount such matches and so initial percentages are often irrelevant.
- 2.3.4 Where it is suspected that plagiarism has occurred in a piece of work, the originality report may be submitted to the Head of School and possibly to an Assessment Offences Panel for further investigation.

## **2.4 How you can use the information provided by Turnitin**

- 2.4.1 There will be an opportunity for you to see a Turnitin report on your work before Turnitin is used on your assessed work. You will be informed of the QM+ assignments using Turnitin. Turnitin use is module and assignment dependent.
- 2.4.2 No other student will be able to see an originality report on your work.
- 2.4.3 To help you understand what the report is telling you, please ensure you have followed the guidance on the E-Learning Unit's website (<http://www.elearning.capd.qmul.ac.uk/guide/interpreting-your-originality-report/>).
- 2.4.4 Where assessments allow a Turnitin submission prior to final submission you may find it helpful to resubmit your work after reviewing the originality report and you will generally be given one opportunity to do this. Where this is the case, the idea is to use the report to help you identify any potential issues you may not have spotted before, and not to change individual words to avoid a match. Be aware of the referencing and plagiarism guidance available on page 35.
- 2.4.5 If you have a question about your originality report that is not answered by the material linked to in 2.4.3 above, please direct these to your module organiser in the first instance.

## **2.5 Other things you should know**

- 2.5.1 Turnitin stores a copy of most work submitted to it in its repository. This does not affect the ownership of or any copyright in the original work.
- 2.5.2 Staff may configure a Turnitin assignment such that copies of submissions are not stored in its database. This will be done for all test-runs or any 'dummy' assignments used for training or demonstration purposes.
- 2.5.3 Staff on your course will ensure that no commercially or otherwise sensitive documents are stored in Turnitin's repository.

You cannot opt out of having your work scanned by Turnitin, but if you believe that your work should be deleted after it is scanned you should contact your lecturer.

## **How to reference your work**

Details of how to reference the material that you have used in assessed coursework are available from our Key Skills web page. You should make sure that you are familiar with all the advice contained here especially if you are submitting written work for the first time. (<http://www.library.qmul.ac.uk/referencing>)

## Procedures for suspected plagiarism

If plagiarism is suspected in an item of assessed coursework worth 30% or less of the overall course mark, then the work will be subject to a School investigation. Students will be invited to comment on any allegations of plagiarism. Penalties that can be imposed range from a formal warning to failure in the coursework element without any opportunity to re-submit.

## Procedures for suspected plagiarism – Major items of assessed coursework

A major item of assessed coursework is one that is worth **more than 25%** of the total course mark. **This includes your project report.** If plagiarism is suspected in a major piece of coursework, then the case will be referred by the School directly to the Academic Secretary who in turn will bring it to the attention of the Chair of the Examination Offences panel. The Chair and the panel are able to deal more severe penalties which include **failure in the module, failure of the year or even expulsion from College.**

## Conduct

Both the School and the College have high expectations of student behaviour. Many of the points addressed below are discussed in more detail in the **College Student Guide** and the College's Code of Student Discipline, which are available online from **Academic Registry**. Specifically, the School and College expect that students will treat everyone, whether a member of staff or a fellow student, with dignity and respect at all times. Harassment of any kind, whether verbal or written, implicit or explicit, on account of a person's race, ethnicity, sex, religious belief, sexual orientation, disability, or any other factor, is completely unacceptable.

It is expected that students will help to maintain a pleasant atmosphere suitable for serious study throughout their programme of study. Any behaviour that prevents other students from studying will result in disciplinary action by the School. Persistent offenders will be referred to College for further disciplinary action and possible deregistration.

Mobile phones should **always** be switched off during taught classes, in the Library, and in any tests or examinations. Any student whose mobile phone rings during a taught class or in the Library may be asked to leave. Any student whose mobile phone rings during a test or examination will be referred to College for disciplinary action. This may lead to a mark of zero being awarded for that particular assessment, and more serious penalties for a subsequent offence.

The College code on student discipline can be found at [http://www.arcs.qmul.ac.uk/student\\_complaints/index.html](http://www.arcs.qmul.ac.uk/student_complaints/index.html)

A School enforces a strict lab code of conduct for the benefit of all students. The lab code can be found at <https://intranet.eecs.qmul.ac.uk/courses>

### Conduct in the Laboratories

As a general guide, here are the most important points to remember:

- Help to maintain a studious atmosphere in the laboratory
- Observe all security arrangements
- Do not take food or drink into the ITL
- Keep your password secret

A major risk to the computers is from food and drink. Drinks, and in particular fizzy drinks,

can damage things beyond repair when spilled. We cannot afford to replace the PCs if they are damaged by food or drink. Please don't take food or drink into the ITL, and do what you can to discourage others from doing so. If any liquid is spilled on a machine, please tell a member of staff *immediately*: the quicker we find out, the more chance we have of saving the machinery. The Infusion shop and cafe is close to the ITL, and there are many other places to eat and relax. Save the labs for work.

**Mobile phones must not be allowed to ring, and must be used considerably. They may not be used during supervised labs.** Make and take your calls outside the building. The College doesn't intend any of its computers to be used for games. The School provides laboratories as places for study. Please respect others' need to concentrate and respect the effort by lecturers and teaching assistants put into the labs.

We are funded to maintain, service and replace the machinery for use by our students alone. It is possible for people from other departments to wander in and use up resources to which they are not entitled. The building is not staffed full time and we expect that you will help keep out intruders.

### **Working Hours and Attendance**

Full-time students should treat their studies as the equivalent of a full-time job, and should, therefore, expect to spend at least **40 hours per week** on the combination of taught classes and additional study time. Students have a responsibility towards College and towards their funding body, where relevant, to display the same effort and commitment as they would towards an employer. Any student who consistently spends less than this amount of time on their studies can expect to experience problems.

Students must be free to attend classes between the hours of 9.00 am and 6.00 pm Mondays to Fridays during term-time. Attendance at ALL classes is compulsory, and will be formally monitored by a variety of means. It is the student's responsibility to ensure that any absence is explained, in advance where possible, to the relevant staff and to their adviser, and that any necessary forms and supporting documentation are submitted. The consequences of any failure to do so may be serious, and may include deregistration from College and notification of deregistration to grant-awarding Local Education Authorities (LEAs) or the Student Loans Company (SLC). This may lead to the LEA or SLC ceasing payment and requiring some, if not all, of any grant to be repaid.

If absence affects a substantial period of time, especially submission of assessed coursework or attendance at in-term tests or end-of-year examinations, the student must ensure that an appropriate Extenuating Circumstances Form is submitted together with supporting documents.

### **Time Management**

One of the most important skills that will determine a student's success is their ability to manage their time effectively. This is important both in the context of taught classes (e.g. labs and tutorials), where students need to make the best possible use of the dedicated time and resources available to them, and of private study time. Students are advised to take time management seriously right from the beginning of their studies; failure to do so will make it much more difficult to catch up at a later date.

When planning study time, students should take into account extra-curricular activities and any part-time employment they hold. It is now very common for students to hold a part-time job for financial reasons while studying. However, it should be remembered that this is the equivalent of holding down both a full-time and an additional part-time job. Students

must balance the demands of their studies, which are paramount, with their financial needs; while students are not prohibited from part-time employment, this should never interfere with attendance at scheduled classes or the allocation of sufficient private study time. Part-time employment will not be accepted as a valid excuse for missing compulsory classes or any assessed coursework, tests or examinations. Students should also be aware that working anti-social hours, e.g. late nights, can interfere with concentration and study performance.

International students studying on a student visa should seek advice from the College Advice and Counselling Service – [welfare@qmul.ac.uk](mailto:welfare@qmul.ac.uk).

## Religious Observance

In view of the large number of different religions that are observed by our student body, it is not normally possible to make special arrangements for religious observance. However, if there are any dates, or times of day, during which a student cannot sit a test or other assessment because of religious observance, they must inform the organiser of the relevant module **within the first week of the semester**. The module organiser can then determine whether any adjustment can be made.

## Representation and Feedback

Your views are important to the School of Electronic Engineering and Computer Science and Queen Mary. There are a variety of ways in which you can tell us what you think and share your ideas for improvement. Student representatives who are elected by students also speak on behalf of the student body at School, Faculty and QM-wide level via various committees, groups and meetings. Further information can be found at <http://www.qmul.ac.uk/yousaidwedid/howtotellus/index.html>

## Student-Staff Liaison Committees (SSLCs)

The SSLCs provide a channel for students to air their views on **all aspects** of the modules and facilities run by the School. The committee includes key members of staff involved in teaching, representatives of the systems and administrative staff, the subject librarian, and representatives for each year group. The SSLCs meet formally twice per semester. Feedback from the committees is valuable in the improvement of teaching in the School, and students are encouraged to contribute wherever possible.

The SSLC student representatives are elected by their peers. The elections are organised by the Students Union for Undergraduate students and by the School for taught MSc students. Early in the first semester, students will be asked to volunteer, or to nominate other students to stand. An election is then held for students who consent to stand. All students are encouraged to vote for the representatives for their student group.

Although individual students are free to discuss any issue with members of staff, they may choose to channel such feedback through their SSLC representatives, especially if the issue is of widespread interest or concern to many students. Student representatives are thus active throughout the year, not just at the SSLC meetings. If an issue requires immediate discussion, rather than waiting until the next SSLC meeting, students and/or student representatives should approach their tutor or the Senior Tutor in the first instance.

Details of the SSLC representatives and minutes of SSLC meetings will be available on the School Intranet.

### **Module Feedback Questionnaires**

For each module, students will be asked to fill in an anonymous online module feedback questionnaire, which solicits feedback on the delivery, content, workload and support of the module. This data is analysed and studied by module organisers, and passed to College for quality assurance monitoring.

Towards the end of each module you will be sent an email that contains a link to an online form for each of your registered modules.

**NOTE:** All student feedback is given anonymously.

### **National Student Survey**

All final year students at UK institutions take part in the National Student Survey (NSS). This is your opportunity to share your experiences of QMUL with the wider world and future students. Please do complete the NSS, and fill it in honestly. If you are a finalist, you will usually be contacted by email in the spring term. The results are important as they are used in compiling university league tables, which can determine national university 'rankings' in the press.

### **Student Experience, Teaching, Learning and Assessment Survey (SETLA)**

This undergraduate survey is completed by students at the beginning of an academic year, and asks them to reflect on the previous year at QMUL - on their experience, engagement and learning through the year and its value as preparation for the current year.

## **Safety/Emergencies**

### **General Safety and Emergency information**

You should familiarise yourself with emergency procedures for all areas in which you work, noting the location of emergency exits, assembly points and equipment. In case of a fire, immediately leave the building by the nearest exit point. Do not use the lifts. Fire action notices are displayed in corridors and by fire escapes.

In an emergency, dial 3333 from any internal phone or 020 7882 3333 from any other phone and clearly state the nature and location of the problem, your name, and the number you are calling from (if known). If this College number does not respond, call 999 and follow the normal procedure. You should ensure that corridors and doorways are not obstructed and that fire fighting equipment is not removed from its station.

First aid assistance for minor accidents can be obtained by dialling 3333 from an internal phone, or 020 7882 3333 from any other telephone.

For overseas students please be aware that the emergency number to call fire/police/ambulance services in the UK is 999.



## **Safety Rules for the Electronics Laboratory**

### **When do I have access to the laboratories?**

You may only enter the laboratory when authorised to do so and at authorised times. In the first year of your course, you may only work when a supervisor is present. In subsequent years, and with the specific approval of staff, you may work when another student is within sight and sound.

### **How should I conduct myself?**

- Avoid bulky, loose or trailing clothes. Avoid long loose hair. Remove metal bracelets or watch-straps.
- Do not take food or drink into the laboratory. Avoid wet hands and clothing. Mop up any spillage of liquid.
- Do not obstruct gangways or working areas.
- Be as careful for the safety of others as for yourself. Think before you act. Be tidy and systematic.

### **Avoid touching live electrical conductors**

- Voltages above 50 V RMS AC and 120 V DC are always dangerous. Extra precautions should be considered as voltage levels are increased.
- Accessible conducting parts must be earthed. Earth connections in plugs must not be removed. Check for electrical continuity if in doubt.
- Multi-meters and hand-held probes should be of good, fused design, and are not recommended for dangerous levels of voltage and power.
- Before equipment is made live, all casings and shrouds must be in place so that no live parts can be touched with the fingers.
- Never make any changes to circuits or mechanical layout without first isolating the circuit by switching off and removing connections to supplies.

### **Before equipment is made live**

- Circuit connections and layout should be checked by a supervisor, unless specifically advised otherwise, and all colleagues in your group should give their assent.
- The guards for all accessible moving mechanical components must be in place. - Beware of the effect of fluorescent lights, which may cause rotating equipment to appear stationary.

### **What else should I consider?**

- Know the correct handling procedures for batteries, cells, capacitors, inductors and other high energy-storage devices.
- Experimental equipment left unattended should be isolated from the supplies. If, for a special reason it must be left on, a barrier and a warning notice are required.
- Equipment found to be faulty in any way should be reported immediately and not used until it is inspected and declared safe.
- Know what you must do in an emergency.

## Use of Personal Data

Personal information and data protection.

During application and at enrolment/re-enrolment you provide us with personal information about yourself such as relevant addresses and information about your background, which is held in systems such as MySIS and you give QMUL consent to process this. It's important that you ensure this information is accurate and keep it up to date. Throughout your studies (or after you graduate) you may also provide, or we may collect, other personal information and you should be aware that this also includes any work you submit for assessment in the course of your studies. Tutors may occasionally use anonymised student essays (or portions from them) as part of the teaching process. We hope you will be willing to support your fellow students by allowing this, but you may opt out by contacting your school office. Other markers of engagement are monitored to help support students.

We ensure that all personal data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law - for example the annual student record that we submit to the Higher Education Statistics Agency - or other conditions allow. When you graduate, your details will be transferred to our Alumni database so that we can stay in touch with you in the future.

HESA requires us to collect details of our students' ethnicities and disabilities as a means of monitoring the success of equal opportunities policies at a national level. This information is kept confidential and helps us to provide you with support and information on facilities and services that may be useful.

When you enrol or re-enrol online you will be asked to read a declaration about the purposes for which we use your personal data and to whom we may disclose it when required. You must read this declaration carefully. All personal data is maintained in accordance with the Data Protection Act 1998. For more information, visit:

<http://www.arcs.qmul.ac.uk/governance/information-governance/index.html>

## Student Guide

[www.My.qmul.ac.uk](http://www.My.qmul.ac.uk) should be used together with this Handbook for general information on your time at Queen Mary.

[www.My.qmul.ac.uk](http://www.My.qmul.ac.uk) contains a wide range of information, including:

- Academic and student support services
- The academic year
- Campus facilities
- Simplified academic regulations
- 'How to' advice
- Queen Mary contact information
- Calendar
- Graduation and alumni
- Student administration, and common issues and processes
- College policies
- Campus and College information

An electronic version of the Student Guide is available from the Student Intranet

<http://my.qmul.ac.uk/studentguide/>