



DEPARTMENT OF
**COMPUTER
SCIENCE**

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April 2019

MSc in Computer Science

Trinity Term examination 2019

NOTICE TO CANDIDATES

Two courses are scheduled for examination in Trinity Term 2019. This notice gives information about what to hand in and when. Attached to this, you will find guidelines for mini-projects (Appendix A).

Mini-projects and dissertations are allocated University Standardised Marks (USMs) out of 100: see the Examination Conventions for qualitative descriptors for different bands of USMs. A candidate who achieves an average USM of at least 70 in both the taught component and the dissertation will be awarded a Distinction; 65-69 is a Merit; 50 and above is a Pass.

Examination Conventions and Examination Regulations for the MSc in Computer Science 2018-19 are available at <https://www.cs.ox.ac.uk/teaching/examconventions/MSCinCS.html> and <https://www.admin.ox.ac.uk/examregs/2018-19/mosbcincompscie/studentview/>

1. Examination Entry

You must complete formal examination entry for your Trinity Term examination(s) using Student Self Service: for further information please see the Examination Entry website <https://www.ox.ac.uk/students/academic/exams/entry> and your Course Handbook <https://www.cs.ox.ac.uk/files/5740/MSc%20Handbook%2018-19%20V1.2.pdf>

2. Written Examination

Date and Papers

The following course will be examined by a sit down exam which will take place in week 7 of Trinity Term (most likely on Monday 10 June, to be confirmed; dates of term can be viewed at <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>):

- **Concurrency**

Exams will take place at the Examination Schools, High Street, Oxford, OX1 4BG. You will have three hours to complete each exam.

Previous years' papers can be viewed at

<https://www.cs.ox.ac.uk/teaching/internal/papers/MSCinCS/2018/>

Examination Timetable

You will find your personal examination timetables under the link 'Examination Timetable', in the 'My Exams' section of Student Self Service. Until your timetable is available, the screen will display no examinations information.

Sitting your exams

Subfusc (academic dress)

At exams, you will be required to wear academic dress with subfusc clothing (see <https://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml> and <https://www.ox.ac.uk/students/academic/dress>), which comprises:

- A dark suit with dark socks, or a dark skirt with black stockings or trousers with dark socks and an optional dark coat;
- black shoes;
- plain white collared shirt;
- a black tie or white bow tie.

Taking items into an examination

For information on the required and permitted items you may take into an examination, when to arrive, and examination conduct, please visit:

<https://www.ox.ac.uk/students/academic/exams/guidance>

3. Groupwork task and submitted mini-project

- **Requirements**

The Requirements course will be assessed by a groupwork task and a mini-project.

Groupwork task

On the final day of the module you will be put into groups and set a task. The task will require you to read a background document and respond to questions relating to it. You will make notes of your responses, and your group will also prepare and deliver a short presentation to the whole class. You will be given full instructions at the start of class on the final day of the module. You will be marked individually; your mark will be based on your participation and the quality of work you produce.

Mini-project Collection Date

The assignment for the course may be downloaded from WebLearn after **12:00 noon on Friday 24 May (Trinity Term week 4)**.

Submitting a mini-project

The mini-project must be submitted in an envelope clearly marked with your candidate number, addressed to the Chairman of Examiners, MSc Computer Science, via Examination Schools, 75-81 High Street, Oxford, OX1 4GB, before 12:00 noon, Monday 10 June. Unless delivering by hand, you are advised to use registered post or a courier delivery service. Please ensure you receive documentation from the courier ensuring delivery by the stated deadline. It is your responsibility to ensure your work is submitted in time. Examination Schools will be closed on Monday 27 May, and so will not be receiving deliveries then.

Any work submitted on paper must be accompanied by a declaration form stating that it is entirely your own work except where otherwise indicated. In WebLearn, an on-screen form

serves the same purpose for online submissions. Any scripts submitted on paper must be firmly tied or stapled, in a manner which allows the script to be read without detachment.

Your candidate number should be the only means of identifying your work. Please ensure you include your candidate number on the front page of each mini-project. **DO NOT include your name or Student Number.** You can obtain your candidate number through Student Self Service. For guidance on using Student Self Service, please visit <https://www.ox.ac.uk/students/selfservice/>. Should you encounter any problems doing this, please contact Tim Jones (tim.jones@cs.ox.ac.uk).

Submission Date

Submission deadline: 12:00 noon, Monday 10 June 2019 (Trinity Term week 7).

Guidelines for mini-projects

Please refer to Appendix A.

4. **Practicals**

Your practical work should be handed in to Tim Jones in Room 112 at the Department of Computer Science **by 12 noon on Friday 31 May (week 5, Trinity Term)**. The work should be submitted in one bundle in a single envelope addressed to the Chairman of Examiners, MSc in Computer Science and must be marked clearly on the outside with your name and candidate number. Each separate report of practical work should be conspicuously labelled with your candidate number **only**, and **not** with your name or college. **Please keep the work in a safe place until required for submission.**

You will have to sign a declaration stating that the work you are submitting is all your own, except for marks and comments by demonstrators and other material clearly indicated. This will be sent to you in due course.

All practical work must be signed off by a demonstrator before you submit it.

5. **Problems**

Students **MUST NOT** contact any member of the Examination Board, their supervisor, or lecturer in charge of the course with any queries about the mini-project or examination in general. Please address any such queries to Tim Jones (tim.jones@cs.ox.ac.uk), who will advise you of the next steps. You must do so no later than **12 noon on Wednesday 29 May**.

If other problems arise (eg personal issues, illness, bereavement) please consult your supervisor (or the Director of the MSc course) in the first instance. It is possible to apply for an extension to complete your work due to such reasons: you must apply via your College as soon as possible; please also inform Tim Jones that you are doing so. Your College will then write to the Proctors to request an extension. Please note that evidence will be required.

Supervisors will not be able to help you answer the mini-projects, but they may be able to help you with your reading and planning. If you need to contact your supervisor but have difficulty doing so, you should contact Tim Jones.

6. Results

It is anticipated that results will be available some time after **Wednesday 26 June**. You will be able to view your results by logging on to Student Self Service, using your single sign-on.

7. Examination Board

Dr Jonathan Whiteley (Chair)
Prof Sadie Creese
Dr Mark Kaminski
Prof David Kay
Prof Daniel Kroening
Prof Elizabeth Scott (External)

Dr Jonathan Whiteley
Chairman of Examiners
MSc in Computer Science

Appendix A

Guidelines for mini-projects

A mini-project will normally take the form of a tutorial sheet containing several questions on the course, and will also contain new exercises. While you are free to work until the hand-in date, the expectation is that you will spend around 2/3 days per mini-project for topics under Schedules A and B, and around 3/4 days per mini-project for topics under Schedule C, including preparatory reading.

1. Although the mini-projects may be carried out while you are resident in Oxford, some may be prepared over the vacation period. Students who wish to complete their assignments away from Oxford should make sure that they have access to adequate computing resources, including email.
2. Your answer to a mini-project should not normally exceed 20 pages; 10 pages would be more typical. For mini-projects submitted on paper, write on one side of the paper only, and use standard A4. If writing by hand, write legibly and allow time to polish answers. Illegible and poorly laid out answers will be penalised more severely than in a 3-hour written exam. Typewritten or word-processed answers are acceptable, provided the mathematical notation is clear, but do not spend excessive time in presenting your answers in Word format or in LaTeX-ing your answers (unless you are accomplished at this).
3. You should aim to complete all of each mini-project. However, even if you complete less than half of a mini-project, you should still hand it in. Even if you fail in that subject, the work will earn you credit in the overall assessment. Furthermore, your work may suggest remedial action to your supervisor.
4. If before submitting your exam entry form you think you will have trouble completing all the mini-projects, consider dropping one of them; discuss this with your supervisor. If you do decide to drop a mini-project, make sure you tell Tim Jones and the tutor of the relevant class. To change an option outside the examination entry window you must apply for permission in writing through your senior tutor or college officer. Please note that a payment may be required. For more information on this, please visit <https://www.ox.ac.uk/students/academic/exams/entry>. If you fail to submit a mini-project for one of the topics listed on your Exam entry form, Examination Schools will notify the Proctors that you have failed to submit it. As a result, the Proctors may deem you to have failed the entire course.
5. When submitting mini-projects on paper, you will have to complete a Declaration Form attesting that they are your own work except where indicated. When submitting through WebLearn, there is an on-screen form serving the same purpose. Failure to correctly acknowledge your sources is plagiarism, which is a very serious disciplinary offence. The consequences of copying can never be remedied. Please consult (a) the University website about plagiarism (<https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>), (b) your supervisor if you are worried about suspicion of irregularity in examination procedures, and (c) the advice on plagiarism in Appendix E of the MSc Computer Science Handbook.

YOU SHOULD NOT show your assignment to, or discuss it with, any other student.

YOU SHOULD NOT ask or seek to look at anybody else's work.

If you use material from any other source such as textbooks, lecture notes or the web, then you should reference it explicitly at the relevant point. Your supervisor can give you guidance on proper referencing, or for more guidance see <https://www.ox.ac.uk/students/academic/guidance/skills> and <https://www.cs.ox.ac.uk/files/3161/Referencing.pdf>

There is also an online course on WebLearn, a link to which can be found at <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism> which provides an overview of plagiarism and the issues surrounding it, and will be beneficial for you to take.

You will not receive any credit for simply copying information verbatim because that displays very little understanding. The assessors will be more impressed if you synthesise information from a number of sources (properly cited, of course), and combine it with your own ideas.

6. Please remember that you need to obtain an overall pass in your practicals to be able to pass the MSc in Computer Science. See the Course Handbook for details.