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DEPARTMENT OF COMPUTER SCIENCE

**FHS COMPUTER SCIENCE/
FHS MATHEMATICS & COMPUTER SCIENCE/
FHS COMPUTER SCIENCE AND PHILOSOPHY**

PART C EXAMINATIONS

**TAKE-HOME ASSIGNMENTS
TRINITY TERM 2020**

NOTICE TO CANDIDATES

Full particulars of the examinations are given in the Examination Regulations 2019, and the Examination Conventions for 2019/20 can be found at

http://www.cs.ox.ac.uk/teaching/examinations/

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

Group work 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 by both your individual contribution and your group's work overall.

Mini Project Release Date
The mini project assignment for the course may be downloaded from WebLearn after **12:00 noon on Friday 29 May (Trinity Term week 5).**

Mini Project Submission Date
Submission deadline: 12:00 noon, **Monday 15 June 2020 (Trinity Term week 8).**

Guidelines for mini-projects
Please refer to Appendix A.

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

It is important that you name your file correctly when submitting it, otherwise we will not be able to identify your submission! Please use the following format: **nnnnnnn-Requirements**, where nnnnnnn is your candidate number; e.g., **1234567-Requirements**.

You will not be able to resubmit your assignment once you have uploaded your file.

You may not discuss the assignment with your tutor, fellow candidates, or anyone else. If you suspect there is an actual error or other problem in one of the questions, you should contact a member of the academic admin team (academic.administrator@cs.ox.ac.uk), who will consult the examiners on your behalf if necessary. Please note that any such queries must be made by **Monday 8th June, 2020**. Any queries received after this date will not be considered. If any unforeseen circumstances had an impact on your performance in the examination, please submit a Mitigating Circumstances Notice to the examiners. You can find more guidance in the examination conventions and here:
https://www.ox.ac.uk/students/academic/exams/guidance?wssl=1

Late submission or failure to submit coursework

Under the provisions permitted by the regulations, late submission of this assignment where there are no extenuating circumstances may result in the following penalties:

Lateness	Cumulative penalty
Up to 4 hours	1%
4 - 24 hours	10%
24 – 48 hours	20%
48 – 72 hours	30%
72 – 96 hours	40%
96 – 101 hours	50%

All work that it submitted after the deadline without prior permission will incur a late submission fee, unless this fee is waived by the Proctors.

Where permission for late submission has been granted by the Proctors, no penalty or fee will be imposed.

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I. Horrocks
Chairman of Examiners
Final Honour Schools of Computer Science, Part C and Mathematics and Computer Science, Part C

Trinity 2020

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COMPUTER SCIENCE
UNIVERSITY OF OXFORD

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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 3 to 4 days per mini-project, including preparatory reading.

If you plan to complete your mini-projects away from Oxford, make sure that you have access to adequate computing resources, including email.

Please note that some mini-projects have page limits, as set out in your student handbook. If there is no page limit, you should aim at writing about 10 pages. For any mini-projects which are submitted on paper, use one side of the paper only, and use standard A4. If you write by hand, write legibly. Illegible scripts will be transcribed at your cost, as laid out in the examination regulations.

If you change your mind about which mini-projects you want to take, or want to complete an additional one, you must apply for permission in writing through your senior tutor or college officer. Please note that a payment will be required. For more information on this, please visit http://www.ox.ac.uk/students/academic/exams/entry.
Failure to submit a required element of assessment will result in the failure of the assessment.

When submitting your mini-projects as a paper copy, you will have to complete a Declaration Form attesting that they are your own work, except where indicated. For assessed work submitted online, the declaration will be an on-screen form. Failure to correctly acknowledge your sources is plagiarism, which is treated as a very serious disciplinary offence. Please consult (a) the University web site regarding plagiarism (http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism) and (b) the detailed guidance on plagiarism in your student Handbook.

YOU SHOULD NOT show your mini-project 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
http://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.