

Statement of provision for PGT students: MSc in Computer Science

1. *Who is the Course Director with overall responsibility for students on this course?*

Prof. J Worrell

2. *What induction arrangements will be made?*

In 0th week students are provided with a comprehensive programme which includes familiarisation with the Department's Library and a separate talk about the University's Library facilities; setting up computer accounts and familiarisation with the practical facilities; meetings with the Head of Department, the Course Director, Academic Administrator, etc.

3. *What is the overall length of the course, and for how many weeks are students expected to work in Oxford?*

This is a full-time one-year course. Students are expected to work for about 44 to 46 weeks, but outside of normal term time they might be working away from Oxford.

4. *What is the pattern of lectures, classes, seminars, tutorials and self-directed work for this course?*

Each lecture course comprises of between 16 and 20 hours of lectures. For most of these there will be about 4 x 2 hours of supervised practical sessions and all have about 5 x 1 hour classes. In addition, students will be expected to undertake reading, and work on practical preparation and problem sheets. We would expect that they would spend about 10-15 hours per week on each course and that they would undertake 3 or 4 courses in each of Michaelmas and Hilary Terms. From April until the end of August they will be working on their project and dissertation.

5. *What one-to-one or small group teaching will students on this course receive?*

On the taught part of the course, students will have small group teaching for classes (usually no more than 10 in a group) and for practicals (usually no more than 10 students to each demonstrator). Supervision of projects will be on a one-to-one basis.

6. *Who will take overall responsibility for an individual student's progress and for completing the joint progress report form in each term of the course?*

Responsibility for an individual student's progress is usually taken by the supervisor, but the Course Director, the Academic Administrator and the PGT Taught Course Administrator will also monitor progress of all students on the course. The progress report form each term will be completed by the supervisor.

7. *What workspace will be provided? What IT support/library facilities/experimental facilities will be available?*

Each student is allocated an individual machine in the scheduled supervised practical sessions where there are demonstrators to give them guidance if necessary. Wireless access is provided throughout the Department. The Department also has its own computing support group if there are problems with equipment or software. The

Department has its own library, and each year ensures that there are copies of each of the books on the reading list for the MSc in Computer Science.

8. What opportunities are provided for students to take part in research seminars or groups? What formal graduate skills training will be provided?

The Departmental timetable for MSc in Computer Science students lists talks given by Research Students and also the weekly Departmental Seminars. They are encouraged by their supervisors to attend these talks and also to attend talks organised by some of the research groups that may be of particular interest. Each year there are several seminars on presentation and writing skills specifically for MSc students; they are also expected to give a short presentation on their project and are provided with feedback.

9. What are the arrangements for student feedback and for responding to student concerns?

There is an MSc representative on the Supervisory Committee for the MSc in Computer Science; the minutes of these meetings are put onto the departmental web page. In addition, students are asked to complete questionnaires for each lecture course, which cover lectures, classes and practicals, and an overall questionnaire at the end of the programme. There are also graduate representatives at Faculty meetings and the JCC for graduates.

10. What arrangements for accommodation, meals and social facilities will be made for students on a graduate taught course?

Obviously, this question relates mostly to colleges, but the department does provide kitchens and a common room that can be used by graduate students.

Many colleges will be able to provide accommodation. Generally speaking, colleges will provide meals throughout the year, but provision will vary from college to college, especially during vacations, and students will need to familiarise themselves with their college's arrangements. In addition, there are usually self-catering facilities available in graduate accommodation. PGT students will be members of the Middle Common Room, or equivalent, of the college, which is the main social centre for graduates. The MCR provides a common room and usually organises a programme of social events throughout the year. The college will also provide a bar, some computing facilities and a library, and may often have dedicated funds for research (conference and field grants). It also represents the interest of its members to the college through an elected Committee or through elected representatives to College Committees. Again, details will vary from college to college. Graduates are also welcome to participate in all other social and sporting activities of the college. Please see individual college websites for further details about all aspects of college provision.

Graduate students may become members of the University Club in Mansfield Road, and participate in a range of sporting and social activities provided by the University.

There is a Department Graduate Society, CoGS, which aims to increase the face-to-face contact in the Department. The society organises a range of events throughout the academic year to which all graduate students are invited, and reports on its activities to the JCC (G).

11. *What arrangements are in place for pastoral and welfare support?*

There are many people within the Department to provide pastoral and welfare support, i.e. the Supervisor, the Advisor, the Course Director, the Academic Administrator and the Postgraduate Taught Course Administrator. If a student does need such support, then we ensure that we communicate with the college so that this can be co-ordinated.

There is an extensive framework of support for graduates within each college. Your college will allocate to you a College Advisor from among its Senior Members, usually in a cognate subject, who will arrange to see you from time to time and whom you may contact for additional advice and support on academic and other matters. In college you may also approach the Tutor for Graduates and/or the Senior Tutor for advice. The Tutor for Graduates is a fellow of the college with particular responsibility for the interests and welfare of graduate students. In some colleges, the Senior Tutor will also have the role of Tutor for Graduates. Each college will also have other named individuals who can offer individual advice.

The University also has a professionally staffed confidential Student Counselling Service, which offers assistance with personal, emotional, social, and academic problems (<http://www.admin.ox.ac.uk/shw/counserv.shtml>) and a Careers Service (<http://www.careers.ox.ac.uk/>).

October 2011