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MSC IN ADVANCED COMPUTER SCIENCE

REQUIREMENTS

TRINITY TERM 2023

NOTICE TO CANDIDATES

Full particulars of the examinations are given in the Examination Regulations, and the Examination Conventions for 2022/23 can be found at

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

1. **Submitted mini-project**

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 individually; your mark will be based on your participation and the quality of work you produce.

Release Date
The assignment for the course can be downloaded from Inspera after **12:00 noon** on **Friday 19 May (Trinity Term week 4).**

Submitting a mini-project
Mini-projects must be submitted online through Inspera. We do not accept printed copies. Please name your file with your candidate number and the name of the assignment.

Please note that your candidate number should be the only means of identification of your work. Please ensure that you include your candidate number on the front page of each mini-project submitted. **DO NOT include your name or Student Number**. You can obtain your candidate number through Student Self Service (for guidance on using the Student Self Service, please visit: http://www.ox.ac.uk/students/selfservice/) Should you encounter any problems doing this then please contact academic.administrator@cs.ox.ac.uk.

Once mini projects have been published they are not to be shared or discussed with other students or anybody else. Please note, where mini-projects are set for candidates studying a

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different degree programme the material covered in the mini-project may be similar but may not be identical.

Submission Date
Submission deadline: 12:00 noon, **Monday 5 June (Trinity Term week 7).**

Guidelines for mini-projects
Please refer to Appendix A.

2. Late submission or failure to submit coursework

Under the provisions permitted by the regulations, late submission of coursework (i.e. mini-projects) where there are no extenuating circumstances may result in the following penalties:

Lateness	Cumulative penalty
Up to 12 hours	10 marks
12 – 48 hours	20 marks
48 – 72 hours	30 marks
72 – 96 hours	40 marks
96 hours – 14 days	50 marks
More than 14 calendar days after the notice of non-submission	Fail

Failure to submit a required element of assessment will result in the failure of the whole of the MSc. Where permission for late submission has been granted by the Proctors, no penalty will be imposed.

Problems
If you wish to report any errors or omissions, you **MUST NOT** contact any member of the Examination Board, or the lecturer in charge of the course with any queries about the mini-project. You may consult your tutor, who may be able to help you determine whether there is a genuine error, but will not help you with the completion of the assignment. You or your tutor may address any queries about errors or omissions to academic.administrator@cs.ox.ac.uk, who will advise you of the next steps. You must do so no later than **12 noon on Friday 26 May 2023**.

You MUST NOT contact any member of the Examination Board, your supervisor, or lecturer in charge of the course with any queries about the mini-project. If you have any queries please contact the Academic Admin Team.

If other problems arise (e.g. personal issues, illness, bereavement) please consult your supervisor in the first instance. It is possible to apply for an extension of time to complete your mini-projects due to reasons like the ones listed above. In such cases, you must apply via your College as soon as possible, and please also inform academic.administrator@cs.ox.ac.uk that

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you are doing so. Your College will then write to the Proctors to request an extension. Please note that evidence will be required.

If you do not require an extension, but your circumstances have affected your performance, you can submit a Mitigating Circumstances Notice to the examiners. Please find more information here.

Professor Paul Goldberg
Chair of Examiners
MSc Advanced Computer Science

May 2023

DEPARTMENT OF COMPUTER SCIENCE

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Appendix A

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 submission date, the expectation is that you will spend between three and four days per mini-project, including preparatory reading.

1. 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 of your 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.

2. If you think you will have trouble with completing all the mini-projects you planned to do, and want to drop one of them, discuss this with your college tutor. If you do decide to drop a mini project, make sure you advise academic admin. The same applies if you change your mind about which mini-projects you want to take, or if you want to complete an additional one. 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 will be required. For more information on this, please visit: http://www.ox.ac.uk/students/academic/exams/entry.

3. When submitting your mini-projects, 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 the University website regarding plagiarism, and 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.

Please note that where mini-projects are set for candidates studying a different degree programme the material covered in the mini-project may be similar but may not be identical.

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. For guidance on proper referencing see the resources below, and discuss with your tutor.

https://www.ox.ac.uk/students/academic/guidance/skills and
http://www.cs.ox.ac.uk/files/3161/Referencing.pdf