DEPARTMENT OF
COMPUTER
SCIENCE

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6th February 2017

MSc in Computer Science

Hilary Term examination 2017

NOTICE TO CANDIDATES

Twelve courses are scheduled for examination at the end of Hilary Term, 2017. This notice gives information about what to hand in and when, advice on practical work, advice on how much time to spend on each assignment, and the sit down exam. Attached to this circular you will find details of University Standardised Marks (USMs) used to assess your examined work (Appendix A) and guidelines for assignments (Appendix B).

Please note that the Examination Conventions and Examination Regulations for the MSc in Computer Science 2016-17 are available online:
http://www.cs.ox.ac.uk/teaching/examconventions/MSCinCS.html and
http://www.admin.ox.ac.uk/examregs/2016-17/mosbcincompscie/studentview/

1. **Examination Entry Form**

   Please note that you will be required to complete a formal examination entry form for your Hilary Term topics. Please note that students are to enter for examination(s) using Student Self Service, and for further information please see the Examination Entry website: https://www.ox.ac.uk/students/academic/exams/entry?wssl=1 and your Course Handbook: https://www.cs.ox.ac.uk/files/5740/MSc%20Handbook%2016-17_Final_V1.0.pdf

2. **Written Examination**

   Date and Papers

   The following courses will be examined by a sit down exam which will take place in week 0 of Trinity Term (dates of term can be viewed here: https://www.ox.ac.uk/about/facts-and-figures/dates-of-term?wssl=1), the actual day and time to be determined:

   - Computational Complexity
   - Knowledge Representation & Reasoning
   - Probability and Computing

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

Please note that previous years papers can be viewed here:
https://www.cs.ox.ac.uk/teaching/internal/papers/MSCinCS/2016/

Examination Timetable
Please note that you will now find your personal examination timetables under the new link, 'Examination Timetable', in the 'My Exams' section of Student Self Service. Until your timetables is available, the screen will display no examinations information.

Sitting your exams
Subfusc (academic dress)
You will be required to wear academic dress with subfusc clothing at these exams, which comprises of the following:

- 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 (please see: http://www.admin.ox.ac.uk/statutes/regulations/48-012.shtml and https://www.ox.ac.uk/students/academic/dress?wssl=1).

Taking items into an examination
For more 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?wssl=1

3. **Submitted Assignment(s)**

Collection Date

The assignments for each course may be collected from Sarah Retz-Jones in **room 105** of the Department of Computer Science **after 12 noon** on the date show:

Monday of week 8, Hilary Term (6th March):

- Concurrency
- Lambda Calculus and Types
- Advanced Machine Learning
- Categorical Quantum Mechanics

Friday of week 8, Hilary Term (10th March):

- Concurrent Programming
- Computers in Society
- Database Systems Implementation
- Deep Learning for Natural Language Processing
- Visual Analytics

Submitting an Assignment

The assignment must be submitted in an envelope clearly marked with your candidate number to the Chairman of Examiners via Examination Schools, 75-81, High Street, Oxford, OX1 4GB by 12.00 noon on the submission date detailed below. **Unless the answers are delivered by hand, students are advised to use registered post or a courier delivery service. Please ensure that you receive documentation from the courier service ensuring delivery on the above date. It is your responsibility to make sure that your assignments are submitted on the deadline stipulated. Please note that Examination Schools will be closed on Thursday 13th, Friday 14th, and Monday 17th April, and so will not be receiving deliveries on these dates.**

Each assignment must be accompanied by a declaration form (to be found in each envelope containing an assignment) stating that it is entirely your own work (except where otherwise indicated). **Please place each assignment and declaration form in the appropriate envelope (enclosed), ensuring that the scripts are firmly tied or stapled, but in a manner that allows the script to be read without detachment.**

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 assignment 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 Sarah Retz-Jones (sarah.retz@cs.ox.ac.uk).

Where an assignment requires submission of a CD/DVD or USB, please ensure they are placed in a protective case, which details your candidate number, in the envelope containing your assignment.

Submission Date

Submission Date: 12.00 noon, **Tuesday 18th April 2017**

Schedule A
Concurrency
Concurrent Programming

Schedule B
Computers in Society
Lambda Calculus & Types

Schedule C
Advanced Machine Learning
Categorical Quantum Mechanics
Database Systems Implementation
Deep Learning for Natural Language Processing
Visual Analytics

Guidelines for assignments

Please refer to Appendix B.

4. **Turnitin**

The Examiners intend to use the Turnitin system (http://www.turnitinuk.com/en_gb/) to screen examinations with an essay component. This will include Computers in Society and Visual Analytics from the Hilary Term courses, and it will be necessary for you to upload the electronic version of the essay component to Turnitin.

5. **Practicals**

Your practical work should be handed in to Sarah Retz-Jones (room 112) at the Department of Computer Science **by 12 noon on Friday 26th May 2017 (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. **Please do keep the work in a safe place until required for submission.**

Please note that you 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.

Please also note that each separate report of practical work should be conspicuously labelled with your candidate number **only**, and **not** with your name or college.

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

6. **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 take-home assignment or examination in general. Please address any such queries to Sarah Retz-Jones (sarah.retz@cs.ox.ac.uk), who will advise you of the next steps. You must do so no later than **12 noon on Wednesday 22nd March 2017.**

If other problems arise (e.g. personal issues, health issues, bereavement) please consult your supervisor (or the Director of the MSc course) in the first instance. It is possible to apply for an extension of time to complete your assignments 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 Sarah Retz-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 assignments, 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 Sarah Retz-Jones.

7. **Results**

   It is anticipated that results will be available sometime after **Tuesday 9th May 2017**. You will be able to view your results by logging on to Student Self Service, using your single sign-on.

8. **Examination Board**

   Prof. Elias Koutsoupias (Chair)
   Prof. Bob Coecke
   Prof. Daniel Kroening
   Dr Egor Kostylev
   Dr Jonathan Whiteley
   Prof. Elizabeth Scott (External)

Prof. Elias Koutsoupias
Chairman of Examiners
MSc in Computer Science

Enc. Copy: Supervisors

Appendix A

Qualitative Descriptors
MSc in Computer Science

Assignments and dissertations are allocated University Standardised Marks (USMs) out of 100 (see description below). A candidate who achieves an average USM of at least 70 will be awarded a Distinction. 50 and above is a pass.

Criteria for University Standardised Marks (USMs)

90-100: The candidate shows remarkable ability and true insights. Dissertations in this band will be worthy of publication in a reputable conference or journal.

80-89: The candidate shows outstanding problem-solving skills and outstanding knowledge of the material over a wide range of topics, and is able to use that knowledge innovatively and/or in unfamiliar contexts.

70-79: The candidate shows excellent problem-solving skills and excellent knowledge of the material over a wide range of topics, and is able to use that knowledge innovatively and/or in unfamiliar contexts.

60-69: The candidate shows good or very good problem-solving skills, and good or very good knowledge of much of the material over a wide range of topics.

50-59: The candidate shows basic problem solving skills and adequate knowledge of most of the material.

40-49: The candidate shows reasonable understanding of at least part of the basic material and some problem solving skills. Although there may be a few good answers, the majority of answers will contain errors in calculations and/or show incomplete under-standing of the topics.

30-39: The candidate shows some limited grasp of basic material over a restricted range of topics, but with large gaps in understanding. There need not be any good quality answers, but there will be indications of some competence.

0-29: The candidate shows inadequate grasp of the basic material. The work is likely to show major misunderstanding and confusion, and/or inaccurate calculations; the answers to most of the questions attempted are likely to be fragmentary only.

Appendix B

Guidelines for assignments

An assignment 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 assignment for topics under Schedules A and B, and around 3/4 days per assignment for topics under Schedule C, including preparatory reading.

1. Although the assignments 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 an assignment should not normally exceed 20 pages, (10 pages would be more typical). Write on one side of the paper only, and use standard A4. Write legibly and allow time to polish answers. Illegible and poorly laid out answers will be penalised more severely than in a standard 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 do significantly more than half of each assignment. If you complete less than half of an assignment, 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 prior to submitting your exam entry form you think you will have trouble with completing all the assignments, consider dropping one of them altogether; discuss this with your supervisor. If you do decide to drop one assignment you must make sure you advise Sarah Retz-Jones and the tutor of the relevant class. To change an option outside of 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: http://www.ox.ac.uk/students/academic/exams/entry. If you fail to submit an assignment for one of the topics listed on your Exam entry form, the Examination Schools will notify the Proctors that you have failed to submit an assignment. As a result, the Proctors may deem you to have failed the entire course.

5. When submitting your assignments you will have to complete a Declaration Form attesting that they are your own work, except where indicated. Failure to correctly acknowledge your sources is plagiarism, which is treated as a very serious disciplinary offence. The consequences of copying can never be remedied. Please consult (a) the University web site regarding plagiarism (http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism), (b) your supervisor if you are worried about possible suspicion of irregularity in examination procedures, and (c) consult the detailed guidance on plagiarism under Appendix J in 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
http://www.cs.ox.ac.uk/files/3161/Referencing.pdf

To note there is also an online course on WebLearn, a link to which can be found at the following page: 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.