OXFORD UNIVERSITY DEPARTMENT OF COMPUTER SCIENCE
GUIDELINES FOR COMPLETING PRS ASSESSED WORK FORM

As part of your training and preparation for research, if you are intending to transfer to DPhil status, you are expected to do three pieces of assessed work in your first year (an assessment is either a lecture course or a term paper; at least one assessment must be a term paper, as described in the Graduate Research Student Handbook). If you are planning to transfer to MSc by Research status, you are expected to take two, both of which may be lecture courses. Your choice of assessment and the method of assessment (if different from the default for that course) are to be decided in discussion with your supervisor. You are able to take more than two taught courses, if your supervisor thought this appropriate (you would then use your three best pieces, including a term paper for the transfer).

You have to achieve an average of 65% across all three pieces of assessed work with at least 50% in each piece.

Students must register for each MSc course chosen, and seek permission from the lecturer to attend each advanced undergraduate course chosen, because of space restrictions. Any changes to coursework and term paper selection, as the year progresses and interests focus, should be recorded by emailing the Graduate Studies Administrator.

Lecture courses can be selected from the MSc in Computer Science or MSc in Mathematics and the Foundations of Computer Science (MFoCS administered by Maths) or advanced undergraduate courses in the Department of Computer Science. PRS are normally expected to complete the same practicals and coursework (including any continual assessment), following the same deadlines, as other course participants. However, if the same form of assessment is not deemed appropriate by the supervisor (or lecturer), the supervisor should advise an alternative (such as essay, viva or end-of-course exam) and indicate it on the PRS Assessed Work form.

For MSc courses, the fortnightly problems, practical exercises and end-of-course assessment will be marked as for MSc students. The PRS's performance will appear in the register compiled and circulated by the Academic Administrator. For advanced undergraduate courses, it is the supervisor's responsibility to ensure that the student's solutions to any tutorial or class sheets and collections are marked.

PRS may also select advanced undergraduate or graduate courses offered by other departments, such as Mathematics, Statistics, Engineering Science, Physics, and Economics. Students who take such a course need to discuss with their supervisor how it will be assessed. If it is not possible for the PRS to sit an examination with other students on the course, the supervisor is expected to set and mark a piece of written work based on the course followed.

Another option is for you to take 3 skills training courses run by Division. As these would not be marked you would be given a mark of 65 for attending the three courses. You would need to provide a certificate of attendance to use this as one of your pieces of assessed work.

If you wish to take one of the one week courses on the Software Engineering Programme then it is essential that you complete this form but also register separately with the Programme Manager, room 471. Any such requests will be subject to approval from the Director of the Software Engineering programme and will need to be accompanied by a short justification from both student and supervisor as to why the course would be beneficial and how it is relevant to your DPhil topic.

A specially designed reading course, based on a selection of research papers on a theme related to a student's research, may provide an alternative to a lecture course. Your supervisor would then expect you to produce some written work based on these papers.

Term Papers

A term paper is a mini-project set by the supervisor, which can be completed in a term. Its aim is to test the student's ability to carry out advanced study and independent research; its format is intended to be flexible. A term paper may take the form of a case study, or an essay designed to explore and formulate a research topic, or an MFoCS-style mini-project. There is no formal word limit, but as a rough guide, it should be around 12 LNCS pages (or about 7000 words).

A term paper can be a workshop or conference paper (or an early version thereof) (co)authored by the PRS. However, there is no requirement that a term paper be publishable.

Term papers are usually assessed by the supervisor. An assessment pro-forma should be completed and submitted with the term paper when the PRS applies for transfer.

The following rough marking scheme should be used.

- 90-100: *Outstanding*. Publishable in first-ranked conferences in the field (e.g. LICS, STOC, FOCS, OSDI, POPL, PLDI, etc.)

- 80-89: *Excellent*. Publishable in good conferences.

- 70-79: *Very good*. Publishable in serious workshops.

- 60-69: *Good*. The candidate has demonstrated a good understanding of some state-of-the-art ideas and techniques, and an ability to apply his or her understanding.

- 50-59: *Adequate*. The work submitted, while sufficient in quantity, suffers from major defects to show a lack of adequate understanding or ability to apply results.

- 0-49: *Unsatisfactory*.

Reading Courses

Your supervisor may create a specially designed reading course, based on a selection of research papers on a theme related to a student's research which may provide an alternative to a lecture course. This would be assessed by a paper and would be expected to contain:

- a critical analysis of the development of ideas, and connections between ideas
- a view of the key questions driving the area
- a collection of open problems.

It should also contain

- worked examples and/or case studies and

maybe even contain problems and their solutions

Please hand the completed and signed form to Julie Sheppard, the Graduate Studies Administrator (room 112) no later than Monday of third week.

Please remember that you also need to register on Minerva for each taught course (details will be emailed to you shortly)

PRS ASSESSED WORK FORM

Name:

Supervisor:

Assessed Work:

Type of Assessed Work	Taught Course/Title of Term Paper or Reading Course/Title of Skills Training Courses	Term: (Michaelmas, Hilary or Trinity)	Method of Assessment (take home assignment or supervisor marked)

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Student's signature: ....Date ....

Supervisor's signature: …………………………………………. Date

Approval of Director of Graduate Studies: