

Department of Computer Science

Departmental Monitoring Structure 2023-24

Undergraduate Courses

Lead Academics: Senior Tutor (Mike Joy and Rossella Suma)
Director of Undergraduate Studies (Claire Rocks)
Director of Student Experience (James Archbold)

Monitoring Process: The administrative support team, senior teaching team, lead academics and personal tutors will monitor these points.

Note: *Students are expected to attend seminars in the week specified. However, it is necessary in Tabula to show the specified week plus the subsequent week to allow for all recording of attendance to take place and Tabula to recognise it and auto-record the point as having been met.

The course regulations for our students allow a great deal of optionality and it is not, therefore, possible in most cases to link points to specific modules.

<i>Monitoring Point</i>	<i>Activity</i>	<i>Week</i>
Year 1 Term 1 – All students		
1.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
2.	Attendance at seminar/lab for any module week 2 *	2
3.	Attendance at seminar/lab for any module in week 3 *	3
4.	Attendance at seminar/lab for any module in week 5 *	5
5.	Attendance at seminar/lab for any module in week 7 *	7
6.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
Year 1 Term 2 – All students		
7.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
8.	Attendance at seminar/lab for any module in week 2 *	2
9.	Attendance at seminar/lab for any module in week 3 *	3
10.	Attendance at seminar/lab for any module in week 5 *	5
11.	Attendance at seminar/lab for any module in week 7 *	7

12.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
Year 1 Term 3 – All students		
13.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
14.	Participation in an examination (which could be any time in weeks 4-9 depending on student's choice of modules.)	4/9

<i>Monitoring Point</i>	<i>Activity</i>	<i>Week</i>
Year 2 Term 1 – All students		
1.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
2.	Attendance at seminar/lab for any module in week 2 *	2
3.	Attendance at seminar/lab for any module in week 3 *	3
4.	Attendance at seminar/lab for any module in week 5 *	5
5.	Attendance at seminar/lab for any module in week 7 *	7
6.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
Year 2 Term 2 – All students		
7.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
8.	Attendance at seminar/lab for any module in week 2 *	2
9.	Attendance at seminar/lab for any module in week 3 *	3
10.	Attendance at seminar/lab for any module in week 5 *	5
11.	Attendance at seminar/lab for any module in week 6- 7 *	6/7
12.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
Year 2 Term 3 – All students		
13.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
14.	Participation in an examination (which could be any time in weeks 4-9 depending on student's choice of modules.)	4/9

<i>Monitoring Point</i>	<i>Activity</i>	<i>Week</i>
Year 3 Term 1 – All Students		
1.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load)	1/2
2.	Attendance at seminar/lab for any module in week 2	2
3.	Attendance at seminar/lab for any module in week 3	3
4.	Meeting with Project Supervisor and recording the meeting on Tabula (which could take place in week 5 or 6 depending on supervisor availability and load.)	5/6
5.	Submission of Project Progress Report for Third Year Project module	9
6.	Meeting with Project Supervisor and recording the meeting on Tabula (which could take place in week 9 or 10 depending on supervisor availability and load.)	9/10
Year 3 Term 2 – All students		
7.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
8.	Attendance at a seminar/lab for any module in week 2 *	2
9.	Meeting With Project Supervisor and recording the meeting on Tabula (which could take place in week 3 or 4 depending on supervisor availability and load.)	3/4
10.	Meeting with Project Supervisor and recording the meeting on Tabula (which could take place in week 5 or 6 depending on supervisor availability and load.)	5/6
11.	Meeting with Project Supervisor and recording the meeting on Tabula (which could take place in week 7 or 8 depending on supervisor availability and load.)	7/8
12.	Giving presentation associated with Third Year Project module (presentations are timetabled to take place across weeks 9 and 10 because of size of cohort, staff and student availability.)	9/10
Year 3 Term 3 – all students		
13.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
14.	Participation in an examination (which could be any time in weeks 4-9 depending on student's choice of modules.)	4/9

<i>Monitoring Point</i>	<i>Activity</i>	<i>Week</i>
Year 4 Term 1 – Routes G503/G504 Computer Science		
1.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
2.	Attendance at seminar/lab for any module in week 2 *	2
3.	Attendance at seminar/lab for any module in week 3 *	3
4.	Attendance at seminar/lab for any module in week 5 *	5
5.	Meeting with Project Supervisor and recording the meeting on Tabula (which could take place in week 7 or 8 depending on supervisor availability and load.)	7/8
6.	Giving poster presentation associated with CS407 (presentations are timetabled to take place across weeks 9 and 10 because of size of cohort, staff and student availability.)	9/10
Year 4 Term 2 – Routes G503/G504 Computer Science		
7.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
8.	Attendance at seminar/lab for any module in week 2 *	2
9.	Attendance at seminar/lab for any module in week 3 *	3
10.	Attendance at seminar/lab for any module in week 5 *	5
11.	Meeting with Project Supervisor and recording the meeting on Tabula (which could take place in week 7 or 8 depending on supervisor availability and load.)	7/8
12.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
Year 4 Term 3 – Routes G503/G504 Computer Science		
13	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
14.	Participation in an examination (which could be any time weeks 4-9 depending on student's choice of modules)	4/9

<i>Monitoring Point</i>	<i>Activity</i>	<i>Week</i>
Year 4 Term 1 – Routes G408/G409 Computer Systems Engineering		
1.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
2.	Attendance at seminar/lab for any module in week 2	2
3.	Submission of Project Brief for ES410	4
4.	Attendance at seminar/lab for any module in week 5 *	5

5.	Attendance at any seminar/lab for any module in week 7 *	7
6.	Meeting with ES410 Project Group and recording the meeting on Tabula	9/10
Year 4 Term 2 – Routes G408/G409 Computer Systems Engineering		
7.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
8.	Attendance at a seminar/lab for any module in week 2 *	2
9.	Meeting with ES410 Project Group and recording the meeting on Tabula	3
10.	Meeting with ES410 Project Group and recording the meeting on Tabula	5
11.	Attendance at seminar/lab for any module in week 7 *	7
12.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
Year 4 Term 3 – Routes G408/G409 Computer Systems Engineering		
13.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
14.	Participation in an online assessment (replacing examinations) (which could be any time weeks 4-9 depending on student's choice of modules)	4/9

Monitoring Point	Activity	Week
Year 4 Term 1 – Routes G4G3/G4G4 Discrete Mathematics		
1.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
2.	Attendance at seminar/lab for any module in week 2 *	2
3.	Attendance at seminar/lab for any module in week 3 *	3
4.	Attendance at seminar/lab for any module in week 5 *	5
5.	Attendance at seminar/lab for any module in week 7 *	7
6.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
Year 4 Term 2 – Routes G4G3/G4G4 Discrete Mathematics		
7.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
8.	Attendance at seminar/lab for any module om week 2 *	2
9.	Attendance at seminar/lab for any module in week 3 *	3
10.	Attendance at seminar/lab for any module in week 5 *	5
11.	Attendance at seminar/lab for any module in week 7	7

12.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
Year 4 Term 3 – Routes G4G3/G4G4 Discrete Mathematics		
13.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
14.	Participation in an examination (which could be any time weeks 4-9 depending on student's choice of modules)	4/9

Students undertaking an Intercalated year or Study Abroad year.

Monitoring Point	Activity	Week
Term 1		
1.	Submission of the “Confirmation of Arrival form’ signed by the host Institution	1
2.	Attendance at the online Intercalated Year group meeting	2
3.	Contact with Personal Tutor via email, phone or skype	6
4.	Attendance on the online Intercalated Year group meeting	10
Term 2		
5.	Attendance on the online Intercalated Year group meeting	1
6.	Contact with Personal Tutor via email, phone or skype	5
7.	Attendance on the online Intercalated Year group meeting	10
Term 3		
8.	Contact with Personal Tutor via email, phone or skype.	1
9.	Attendance on the online Intercalated Year group meeting	5
10.	Attendance on the online Intercalated Year group meeting	10
Summer		
11.	Submission of the “Confirmation of Departure form’ signed and stamped by the host Institution.	By end summer Vacation.

Department of Computer Science

Departmental Monitoring Structure 2023-24

Post Graduate Courses

Lead Academics: Senior Tutor (Mike Joy and Rossella Suma)
Director of Postgraduate Research (Florin Ciucu)
Director of Postgraduate Taught Studies (Victor Sanchez)

Monitoring Process: The administrative support team, senior teaching team, lead academics and personal tutors will monitor these points.

Note: * Students are expected to attend seminars in the week specified. However, it is necessary in Tabula to show the specified week plus the subsequent week to allow for all recording of attendance to take place and Tabula to recognise it and auto-record the point as having been met.

The course regulations for our students allow a great deal of optionality and it is not, therefore, possible in most cases to link points to specific modules.

<i>Monitoring Point</i>	<i>Activity</i>	<i>Week</i>
PGT Term 1		
1.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
2.	Attendance at seminar/lab for any module in week 2 *	2
3.	Attendance at seminar/lab for any module in week 3 *	3
4.	Attendance at seminar/lab for any module in week 5 *	5
5.	Attendance at seminar/lab for any module in week 7 *	7
6.	Submission of assignment for any module (which could take place in weeks 9 or 10 depending on student's choice of modules.)	9/10
PGT Term 2		
7.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
8.	Attendance at seminar/lab for any module in week 3 *	3
9.	Attendance at seminar/lab for any module in week 5 *	5
10.	Attendance at seminar/lab for any module in week 7 *	7

11.	Submission of assignment for any module (which could take place in weeks 8 or 9 depending on student's choice of modules.)	8/9
PGT Term 3		
12.	Attendance at the timetabled meeting with Personal Tutor (which could take place in week 1 or 2 depending on tutor availability and load.)	1/2
13.	Participation in an examination (which could be any time weeks 4-9 depending on student's choice of modules)	4/9
Summer		
14.	Communication with Personal Tutor or Dissertation Supervisor via skype or teams (which could take place in week 1 or 2 depending on availability and load).	Vacation week 1/2
15.	Submission of Dissertation for CS907 or CS913	September

PG Research (MSc and PhD)

Attendance at Monthly meetings with Supervisor

Attendance at at Viva Voce Examination(s) (only relevant for students who have submitted their thesis)

Monthly contact with the supervisor (in person or by Skype) applies also to PGR students during periods away from the University and for those who are in extension/resubmission.

	Term 1	Term 2	Term 3	Summer
Full-Time PGR (up until submission of thesis)	Monthly supervisions/annual review/upgrade/research skills training sessions (Must be in person)	Monthly supervisions/annual review/upgrade/research skills training sessions (Must be in person)	Monthly supervisions/annual review/upgrade/research skills training sessions (at least 1 session in every 2-month period should be in person)	Monthly supervisions/annual review/upgrade/research skills training sessions (at least 1 session in every 2-month periods should be in person)
Full-Time PGR on Change of Study Location in the UK or overseas (for field research etc.)	Monthly contact with supervisor (may be remote if in-person meeting is not feasible)	Monthly contact with supervisor (may be remote if in-person meeting is not feasible)	Monthly contact with supervisor (may be remote if in-person meeting is not feasible)	Monthly contact with supervisor (may be remote if in-person meeting is not feasible)
Full time PGR - waiting for VIVA (in limbo)	No monitoring is required	No monitoring is required	No monitoring is required	No monitoring is required
Full time PGR in period of correction (minor/major/resubmission)	Monthly contact with supervisor (Must be in person)	Monthly contact with supervisor (Must be in person)	Monthly contact with supervisor (at least 1 session in every 2-month period should be in person)	Monthly contact with supervisor (at least 1 session in every 2-month period should be in person)