

The University of Nottingham

Malaysia Campus

School of Computer Science
Faculty of Science

Induction (2)

- Courses & Modules
- Module Registration
- Assessment & Progression
- Degree Classification
- Problems and Issues
- Expectations
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Undergraduate Courses

- G400 – Computer Science
- G601 – Software Engineering
- G4G7 – Computer Science with Artificial Intelligence
(1st & 2nd year only)

Course & Module Information

- Course Structure
 - 3-years BSc (Honours), 120 credits/year
 - all descriptions of course structures available at:
<http://programmespec.nottingham.ac.uk/malaysia/>
- Module Information
 - CS modules (G5Lxxx), L – level, xxx – abbreviation, e.g. G51MCS
 - most modules worth 10 or 20 credits each (with minor exceptions)
 - can be compulsory or optional modules
 - may be compensatable or non-compensatable
 - may be autumn, spring or full-year
 - may need pre and/or co-requisites
 - range of module activities (lectures, labs, tutorials) & assessments (courseworks & examinations) found in respective module web site at:
<http://modulecatalogue.nottingham.ac.uk/malaysia/>

Taught Module Enrolment

- Module Entry Form
 - attend lectures of all/most modules listed in the course structure using given timetables to understand module contents
 - then select optional modules based on:
 - ✓ meeting supplementary course regulations
 - ✓ meeting modules' pre and/or co-requisites
 - ✓ personal interests
 - ✓ no clash of timetables for selected modules
 - ✓ preferred workload distribution - 60:60 credits splits normally
OR 50:70 or 70:50 credits splits
 - must be vetted and approved by personal tutor

Enrolment Regulations

- Decision Period
 - all approved module selections must be submitted within **2-weeks** after registration with the University
 - formal approvals by the module convenors are required for optional modules offered by other Schools, AND when amending prior module choices from home School
- Default Electives
 - students without proper enrolment by the end of the **3rd week** will be registered with default optional modules
 - students not allowed to drop modules when majority of teaching has been delivered
 - University reserves the right to not award marks for coursework OR to allow students sit for examination of modules for which they are not formally registered

Attendance & Engagement

- Students are expected to remain in residence throughout the full period of each semester, ***including the first and last days*** of the semester, as officially published by the University
- Attendance of all requisite timetabled sessions, undertaking of all associated assessments & activities prescribed by the enrolled modules are expected
- Students with 2-weeks' non-attendance, with no good cause, will be considered non-engagement and issued a written warning.
- If non-engagement continues for another week
 - a mark of *0%* will be awarded to all remaining assessments, including examinations, of the affected modules, OR
 - student's registration will be *suspended* for the remainder of the session, OR
 - will be deemed to have *withdrawn* from the University

Please refer to regulations governing attendance & engagement at:

<http://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/regulations-governing-attendance-and-engagement.aspx>

Assessments & Progression

- Grading
 - pass (≥ 40), distinction (≥ 70)
 - fails: hard (< 30) & soft (≥ 30 but < 40)
- Progression Rule
 - using arithmetic mean and based on flow chart at <http://www.nottingham.ac.uk/academicservices/documents/qmdocuments/ug-regs-flow-chart.pdf>

Assessment Policies

- Courseworks
 - penalty of 5% per normal working day for late submission
 - a mark of zero may be awarded to the specific part, coursework or module if there is evidence of academic misconduct
- Resits
 - a right to one re-assessment in each failed module
 - degree classification based on the original marks while re-assessment marks used for progression purposes only

Examples

	1	2 (20 credits, NC)	3	4 (20 credits)	5	6	7 (20 credits)	8	9	Average		Comments
S#1	46	50	58	30	26	50	67	40	70	49		Progress
S#2	77	38	62	73	70	57	81	63	66	65		Resit
S#3	41	32	42	21	30	60	55	45	50	40		Resit
S#4	40	20	20	37	34	33	50	34	41	35		Resit

- ✓ should maximise the given one chance of re-assessment to progress
- ✓ make decision only after consultation with personal tutor
- ✓ consider '*external resit*' option if resit workload too heavy to handle

Degree Classification

- Degree Classes
 - based on weighted numerical averages
 - ✓ weightage: 33% for year 2 and 67% for year 3
 - ✓ 1st (≥ 70), 2nd upper (≥ 60), 2nd lower (≥ 50), 3rd (≥ 40)
 - ✓ borderlines (2.1–1st: 68, 69, 2.2-2.1: 58, 59, 3rd-2.2: 48, 49)
 - ✓ < 40 will be considered for PASS degree

Academic Misconduct

- The following actions are considered to be academic misconduct (list not exhaustive):
 - plagiarism
 - collusion
 - misconduct in examination
 - fabrication or misrepresentation
 - failure to disclose previous experience or qualifications
 - etc.

Problems & Issues

- Changing Course
 - must be done within the first 2 weeks of the session
 - discuss with your tutor & course director
- Changing Modules
 - must be done within the first 2 weeks of the semester
- Illness & Other Difficulties
 - let your tutor and module convenors know
 - seek medical help or discuss with trained counselor available in campus
 - file written notice [EC] with evidence to the School

What You Can Expect

- VLE (moodle) as the central point for module handouts and support, another enrolment step may be needed for access to each module
- Performance feedback in courseworks and examinations
- Learning Community Forum to air views on learning and teaching
- SET/SEM for teaching and module feedback
- Disability Support to provide equal opportunity

What is Expected of You

- University Email System
 - use it for official communications and check regularly for announcements of events
- Meetings
 - should be scheduled with tutor or module convenors
- Attendance & Engagement
 - attend lectures regularly and punctually, as spelled out in the new regulations below:
<http://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/regulations-governing-attendance-and-engagement.aspx>
 - early highlight of learning & teaching issues with constructive criticism
- Don't Follow the Crowd
 - be able to form your own opinion and behave responsibly

Useful Web Sites

- Regulations (Quality Manual)
 - <http://www.nottingham.ac.uk/academicservices/qualitymanual/aboutthequalitymanual.aspx>
- Past Exam Papers
 - go to Nottingham portal at: <http://portal.nottingham.ac.uk>
 - login as Malaysia Staff and Student and select Library from the menu tab. Under Library Searches, select Exam Papers and search with the appropriate parameters, e.g. module code or name.
- Information for Students
 - information on programme specifications, induction handouts and LCF minutes:
<http://www.nottingham.edu.my/ComputerScience/Current/StudentDocuments.aspx>

Important Contacts

- Individual Tutor
- Senior Tutor
 - Mr. KR Selvaraj
- Course Director
 - Dr. Marina Ng
- Extenuating Circumstances Coordinator
 - Mr. Chew Sze Ker
- Disability Liaison Officer
 - Dr. Iman Liao

Questions?