SCHOOL OF COMPUTER SCIENCE

STUDENT HANDBOOK 2018/2019
(Undergraduate & Postgraduate Taught)

THE STUDENT HANDBOOK

Although the information in this handbook was accurate at the time of printing, it may change. You are advised to regularly check the School notice boards for new and updated information.

CONTENTS

WELCOME TO

THE SCHOOL OF COMPUTER SCIENCE

This Student Handbook has been put together as a first point of reference to help familiarise you with the School. It contains information on courses, members of staff, examinations, and where to go for help if you are having problems.

Please remember that information given in this handbook relating to regulations is for advice only. Regulations laid down by the University and Faculty are official and binding, and are updated from time to time.

Please read the handbook carefully before you start your studies - we hope you will find it useful.

We wish you a successful and enjoyable time during your degree course!

USEFUL INFORMATION

Introduction to the School of Computer Science

The Faculty of Science was established in 2005 following the move to the campus in Semenyih. There are currently six schools under the Faculty of Science – Schools of Pharmacy, Biosciences, Biomedical Sciences, Psychology, Environmental & Geographical Sciences and **Computer Science**.

Faculty Office

Office Hours   :   9.00 am – 5.00 pm
Counter Operation Hours :   9.30am – 12.30pm
                                  1.30pm – 5.30pm

The Faculty Office is located on the Ground Floor of Block B. This should be your first port of call if you have any queries or concerns. You can call in between 9.00 am and 5.00 pm Monday – Friday or you can phone 03-8924 8203 or email ***Tilagavati.Narayanan@nottingham.edu.my***.

As well as providing information and advice, the Faculty Office collects coursework assignments being handed in and distributes marked coursework assignments, course entry forms and other pieces of information.

Noticeboards

You should check the Faculty and School notice boards regularly. These are located in the Faculty Office area on Floor A of Block B.

Emails

Each student is provided with a University e-mail account and it is important you check your e-mails on a regular basis as this is the best way for us to tell you about changes to the timetable, events in the school, collection of marked work, etc.

Once you have registered with the University, your username and password will be provided to you.

Computing Facilities

The University has excellent **computing facilities** for personal computing and computer aided learning. The Computer Science Teaching Laboratory (BB80) is located on Floor B of Block B.

IMPORTANT DATES

Academic Sessions 2018 – 2019

SEMESTER DATES	
Autumn	Monday 24 September 2018 - Saturday 19 January 2019
Spring	Monday 21 January 2019 - Tuesday 28 May 2019

EXAMINATION DATES	
Autumn	Tuesday 2 January 2019 to Saturday 19 January 2019 - including Saturdays
Spring	Monday 6 May 2019 to Tuesday 28 May 2019 - including Saturdays
Re-assessments	Tuesday 13 August 2019 to Tuesday 27 August 2019 - excluding Saturdays

Regulations require students to be at the University throughout the full period of each term, including the first and last days.

MEMBERS OF STAFF

The Dean of the Faculty of Science is Prof Andrew Morris and the Head of School for the School of Computer Science is **Dr Amr Ahmed.**

Email addresses are names shown below followed by @nottingham.edu.my

Academic Staff

NAME	POSITION	TEL	ROOM
Prof Andrew Morris *Email:* Andrew.Morris	Dean of Faculty	03-8924 8210	BA58
Dr Amr Ahmed Email: Amr.Ahmed	Head of School	03-8924 8232	BB70
Prof Graham Kendall Email: Graham.Kendall	Professor	03-8924 8306	AC05
Dr Tomas Henrique Bode Maul Email: Tomas.Maul	Associate Professor	03-8924 8145	BB65
Dr Iman Yi Liao Email: Iman.Liao	Associate Professor	03-8725 3438	BB63
Mr Chew Sze-Ker Email: Chew.Sze-Ker	Assistant Professor	03-8924 8140	BB59
Mr KR Selvaraj Email: KR.Selvaraj	Assistant Professor	03-8924 8139	BB60
Mr Michael Chung Jenn Hwan Email: Michael.Chung	Assistant Professor	03-8924 8142	BB58
Dr Chen ZhiYuan Email: Zhiyuan.Chen	Assistant Professor	03-8924 8141	BB71
Dr Marina Ng Email: Marina.Ng	Assistant Professor	03-8725 3412	BB71
Dr Chong Siang Yew Email: Siang-Yew.Chong	Assistant Professor	03-8725-3440	BB22
Dr Neoh Siew Chin Email: SiewChin.Neoh	Assistant Professor	03-8725-3411	BB72
Mr Hani Behrang Parhizkar Email: Hani.Parhizkar	Graduate Teaching Assistant	N/A	BB47

Support Staff

NAME	POSITION	TEL	ROOM
Mrs Salma Abd Kadir *Email:* Salma.AbdKadir	Faculty Manager	03-8924 8201	BA59
Mrs Sharon Aziz *Email:* Sharon.Aziz	Courses & Postgraduate Research Administrator	03-8924 8767	BA59
Mrs Radha Sivadasan *Email:* Radha.Sivadasan	Purchasing Executive	03-8924 8205	BA59
Mrs Carol Sarah Roy (D'cruz) *Email:* Carol.Dcruz	Faculty Secretary	03-8924 8764	BA59
Mrs Tilagavati Narayanan *Email:* Tilagavati.Narayanan	Taught Programme Administrator (Computer Science)	03-8924 8203	BA59
Ms Roshanini Md Idrus Email: Roshanini.Idrus	Taught Programme Administrator	03-8924 8756	BA59

Ms Kamarul Bariah Usoff Email: Bariah.Usoff	Taught Programme Administrator	03-8924 8202	BA59
Mr Mohamad Zamri *Email:* Mohamad.Zamri	Foundation Administrator	03-8924 8204	BA59
Mrs Vanitha Singaram *Email:* Vanitha.Singaram	Administrative Officer	03-8725 3744	BA59
Ms Gustilia Ovivi Irwan *Email:* Gustilia.Ovivi	Administrative Officer	03-8924 8735	BA59
Ms Nor Syahira Azizi *Email:* Nor.Syahira	Administrative Assistant	03-8725 3745	BA59
Mr Amir Hisham Yahaya *Email:* *Email:* Amir.Hisham	Technical Support Assistant	03-8924 8342	BB42

Areas of Expertise

Staff Name	**Research summary statement**
Dr Amr Ahmed	My main expertise is in Computer Vision, Image and Video analysis, and particularly for Medical and Health-related applications. For more information about the current, previous, and future research areas, please have a look at my blog & webpage at http://amrahmed.net.
Prof Graham Kendall	I have expertise in heuristics, meta-heuristics, hyper-heuristics, evolutionary computation, artificial intelligence and operational research. I am interested in solving real world problems that have not been simplified just to make them easier to tackle. I have a particular interest in sports scheduling and have published papers on scheduling football fixtures for the English Football Leagues.
Dr Tomas Maul	Neural Computation, Natural Computation & Computer Vision. My main research interests revolve around neural computation (biological and artificial) as applied to different benchmark problems and more specifically to the domain of vision.
Dr Iman Yi Liao	Main areas of research are Computer Vision and Image Processing, especially in 3D reconstruction from 2D images, applications of general Pattern Recognition techniques, mathematically modeling of Vision and Imaging problems and generalize these methods to different areas where problems share similar attributes.
Mr Chew Sze Ker	Software Engineering.
Mr KR Selvaraj	My research interests fall under the general theme of Intelligent Decision Support mainly focusing on E-Learning. Within this E-Learning context, I am currently interested in creating a framework for automati-cally adaptable educational hypermedia systems for non-technical teachers to use in their higher-learning educational environments.
Mr Michael Chung	Cryptology, Computer Security and Computational Mathematics.
Dr Chen ZhiYuan	My major research interest is in how artificial intelligence techniques can facilitate complete and efficient retrieval of relevant information from rapidly growing volume of data. This addressed the challenge of combining machine learning, data mining, user modeling with knowledge management and medical diagnosis issues.

Dr Marina Ng	My research expertise is in the field of Human-Computer Interaction (HCI), specialising in mobile, tangible and ubiquitous computing. I have been developing novel interactive technologies - merging physical and digital interactions to explore new ways of living, playing and working. I have extensive experience in conducting interdisciplinary research, employing ethnography, user-centred design, iterative prototyping and participatory design approach, and also deploying and studying them 'in the wild'.
Dr Chong Siang Yew	Main research interests include broad areas in computational intelligence such as evolutionary computation and neural networks, machine learning, evolutionary game theory, and meta-heuristics (hyper-heuristics, memetic algorithms, etc.).
Dr Neoh Siew Chin	My research interests include pattern recognition, optimization and control, evolutionary computing, and production planning.
Mr Hani Behrang Parhizkar	Augmented Reality, Motion Detection, Mobile Learning and Face Recognition.

SUPPORT FOR STUDENTS

Disability Advisory Service

The University of Nottingham is strongly committed to equality of opportunity in its provision for all of its students. It is committed to providing ongoing support with the focus being on the provision of accessible services and supporting students in completing their courses as independently as possible.

The Disability Advisory is open to registered students with the following seen and unseen disabilities; physical disabilities, long term medical conditions and chronic illness. Students with Dyslexia or other learning differences will be able to get support through certain provisions as well.

We can assist with queries regarding:

- Admissions and registration
- Assessments in relation to disability and dyslexia and recommendations to academic staff about reasonable adjustments in the learning, teaching and assessment environment
- Recommendations for alternative assessment and timetabling arrangements
- Access to alternative formats such as large print
- Liaison with libraries for enhanced services such as extended loans
- Residential accommodation
- Learning support provides study support such as academic writing skills, time management, etc to students with learning differences

Each school appoints a Disability Liaison Officer to provide a point of reference, advice and guidance for members of staff and students in the school about disability issues and support. The DLOs are part of a network that meets regularly to share information and good practice. The DLO Network is co-ordinated by Wellbeing and Learning Support Services.

It is your responsibility to ensure that the University is aware of your situation. You can alert the University to your disability and your requirements by:

- Direct contact with appropriate services such as the Disability and Learning Support Services.
- Indicating disability on the registration forms
- Direct contact with appropriate staff such as DLO for your school or your personal tutor

Early disclosure to Disability and Learning Support is essential to ensure the timely provision of appropriate support services.

You will have control over the disclosure of information about you. The university undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of the Data Protection Act 1998. All information provided by you is kept confidential and will not be disclosed unless you give permission for us to do so.

To receive services, you must:

- Be a registered student at the University Of Nottingham
- Provide documentary evidence of your disability, such as a letter from your GP (doctor) or specialist to access some services. If you have Dyslexia or any other Learning Difficulties, you will need to have obtained an assessment from an educational psychologist or other professional.

If you have any queries about the support provided at Nottingham, your first contact is Wellbeing and Learning Support Services at 03-8924 8060 or by email at Disabilities@nottingham.edu.my

We are located at the Student Association Building opposite to the Health Centre on the first floor.

School Disability Liaison Officer (DLO)
The DLO for the School of Computer Science is Dr. Iman Liao (Tel: 03-87253438, email: Iman.Liao@nottingham.edu.my)

Student Disability Disclosure and Confidentiality Policy

The University undertakes to maintain student data in secure conditions and to process and disclose data only within the terms of confidentiality. Personal information concerning a disability disclosed by a student to a staff member of the School of Computer Science will be maintained in confidence and will not be released to anyone inside or outside the School without the student's authorisation. The only exceptions to this are where there is a legal obligation to do so or where exceptional issues of personal safety arise.

However, where the School believes it is in the student's best interests that contact is made with other professionals, e.g. Academic Support, Accommodation Office, a doctor or psychologist, the student will be encouraged to sign a *Disability Disclosure Form*. If authorised by the student this way, the School will then be able to discuss issues relevant to the student's disability and the impact on study with other professionals in order to best serve the student's interests. Information regarding a student's circumstances can then also be shared between staff within the School in situations where it is felt this would enable us to extend support for the student.

Storage of written information

Any written information held by the DLO/Counsellor, regarding a student's situation will be kept in a secure place.

If you have any concerns regarding the above policy, please talk to one of our Disability Officers: Hooi Ching Ling or Nur Amalina binti Mohammad Robie.

PERSONAL TUTORS

On arrival in the School, each student is assigned a personal tutor. Your tutor usually remains the same for the whole course duration. S/he will take an interest in your academic and personal development during this time. S/he will eventually be responsible for providing your academic reference. Tutors also provide a valuable channel of communication between student and staff.

Meetings with your personal tutor will be scheduled but if you have a problem, **don't wait**, contact him/her immediately. All staff operates an open door policy but sometimes they may be difficult to contact. They have an email address and sending them a message is a reliable way of communication. Alternatively leave a message in their pigeon hole. Staff pigeon holes are located in the Faculty Office.

If your tutor is unable to resolve a difficulty, s/he will be able to point you in the direction of someone who can. For example, if problems arise relating to the course that cannot be resolved by your tutor, these matters should be referred to the Senior Tutor, **Mr. KR Selvaraj** (BB60). If a problem still can't be resolved by the Senior Tutor, then it should be referred to the Deputy Head of School, **Mr Michael Chung** (BB58) or the Head of School, **Dr Amr Ahmed** (Room BB70).

Queries about individual lectures, practical classes or academic work are best addressed to the member of staff concerned with that course. However any member of staff is willing to help you if you are in need of assistance or advice.

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Don't be afraid to ask!

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THE PERSONAL ACADEMIC RECORD (PAR) SYSTEM

This system provides an information base for your personal progress and development and is central to the operation of the Personal Academic Development scheme. Its main functions are:

- to allow you to view the data held about you by the University, for example, your personal details and records of your performance in assessment

- to provide a record of items discussed with your tutor and for reflecting on matters related to personal development

- to facilitate effective communication between you, your tutor and administrative staff

Along with your personal tutor, the PAR system provides the main focus of our academic and personal support for you.

EQUAL OPPORTUNITIES

The University operates an equal opportunities policy. It is important to ensure that no student or member of staff is subjected to any form of harassment, be it sexual, racial or less well-defined such as bullying.

COUNSELLING SERVICE

The University Counselling Service is a free confidential service available to students and staff. It is registered with the Malaysian Board of Counsellors.

Counselling offers an opportunity to talk in confidence about problems that concern you. It may also be known as psychotherapy, therapeutic counselling or psychological counselling. Some of the issues brought to the service include anxiety, depression, family concerns, bereavement, difficulty in adjusting to a new way of life, work and study related problems, family issues, relationship issues, aggressive and violent behaviour, suicidal tendencies, sexual abuse etc.

There are numerous articles that provide information on what is counselling and the kind of services that can be expected from your counsellor on this site. Please visit us at http://www.nottingham.edu.my/Wellbeing/Counselling/UniversityCounsellingService.aspx   for some excellent materials on various common issues. However these are only reading materials for information. The website also provides information on the kind of services we offer.

If you are in need of help, you may want to think of discussing your issue with someone who is trained. By talking through your problems or concerns with a counsellor, you may deepen your understanding of what is happening and develop alternative ways of dealing with your situation or concern.

The University Counselling Service is confidential. This means that we do not disclose verbal or written information without your permission or agreement. In rare cases, disclosure may occur without your consent if there is a good reason to believe that you or others are at risk.

The Counselling Service complies with the Data Protection Act of 1998. Brief hand written notes are kept in a secure place only within the Counselling Service.

The university is concerned about the well being of our students and staff. All our counsellors are very experienced and trained in their professionalism. They receive regular supervision and are constantly monitored for quality of service. There is even a mental health counsellor whose main responsibility is in providing mental health service to concerned students and staff.

Please contact us via E-mail: Counselling@nottingham.edu.my or Tel: 03-8924 8060. We are located at the Datuk Sir Collin Campbell Student Association Building (Block H), opposite to the University Health Centre.

LEARNING COMMUNITY FORUM

Students are represented on the Learning Community Forum, which reports to the Teaching Committee. The Committee meets three times a year and provides a forum at which students and staff alike can air their views and discuss issues relating to teaching, the School/ Faculty, and student welfare. The Learning Community Forum tries to include two student representatives from each year, an international student representative, at least two academic members of staff and one faculty administrator.

Student representatives are selected by the students and they will gather general opinions of matters for discussion by this Forum. Students are encouraged to contact their year representatives about any aspect of the School they might feel relevant.

Since the Learning Community Forum only meets three times a year, urgent matters should be addressed to your tutor, course convenor or the Head of School.

Your input into the School is important for its effectiveness, efficiency and general well-being. If you have any feedback or suggestions, please make them known through the Learning Community Forum or your personal tutor.

BANKING

There are ATM machines located on Floor A of the Datuk Sir Collin Campbell Student Association Building.

YOUR DEGREE

COURSES

Each programme is subdivided into courses, each course represents a subject and is given a credit weighting. Most courses are worth 10 or 20 credits. A 10-credit course represents about 100 hours of work including attendance at lectures, assignments, associated laboratory works, as well as general study and revision. The assessment for each course can be based on examination and/or coursework(s) as specified in the course catalogue and varies for different courses.

Courses are designated at various levels as follows:

Level 1   -   generally for 1st Year UG students
Level 2   -   generally for 2nd Year UG students
Level 3   -   generally for 3rd Year UG students
Level 4   -   generally for MSc and qualified 3rd Year UG students

At the beginning of each semester you will be asked to fill out a course entry form. It is very important that this form be completed correctly. It is normally only possible to change courses during the first two weeks of a semester and the appropriate forms must be used.

In the University regulations, the various years of the undergraduate programme are referred to as stages. The 1st year is referred to as the qualifying stage, the 2nd year as part I and the 3rd year as part II.

TIMETABLES

The undergraduate academic year is divided into two semesters. Each semester is a separate entity with examinations at the end, although there are some year-long courses.

The postgraduate taught (PGT) (i.e. MSc) year is divided into three semesters. The first two semesters are separate entities with examinations at the end. The third and final semester is dedicated to a summer project.

Detailed timetables for each semester specifying when and where each course is taught will be provided at the appropriate time.

CHOICES OF COURSES

In order to qualify for an award, you must pursue an approved course of study. The Regulations governing each course of study prescribe certain courses which are compulsory, and in most cases leaves a number of elective credits allowing you the flexibility to choose from other optional courses that are offered by the home or other schools, to make up your total required credits: 120 credits per year for an undergraduate programme; 180 credits in total for the MSc in Computer Science.

For undergraduate programmes, as each academic year has two main semesters, it is recommended that the 120 credits be split equally, i.e. 60 credits per semester. A split of 50:70 or 70:50 credits between the two semesters is possible subject to the approval of the Head of School.

In making selection of optional courses, you must ensure that any pre-requisites, co-requisites or other specified requirements are met. Any deviation from this shall be subjected to the approval of the Head of School. Full descriptions of the course outlines can be obtained online at the Nottingham web site (**subject to changes or update**):

https://mynottingham.nottingham.ac.uk/psp/psprd/EMPLOYEE/HRMS/c/UN_PROG_AND_MOD_EXTRACT.UN_PAM_CRSE_EXTRCT.GBL

The selection of courses must be formally approved **within 2 weeks** at the start of semester and this normally takes the form of an authorised signature on the completed Course Entry Form. Note that the University reserves the right to not award marks for coursework or to not allow students to take examinations for courses which are not formally registered.

INDIVIDUAL PROJECTS

In the 3rd and final year of undergraduate programmes, students may undertake an individual project that counts for 40 credits out of the 120 credits for the year on a topic in Computer Science. Similarly, MSc in Computer Science students must undertake a 60 credit summer project. Each student has a supervisor who is a member of the academic staff. The topic can be in any area of the subject that is of mutual interest to both the student and supervisor, which can range from purely theoretical studies to practical work building a software system. Full details of the projects, including assessment methods, will be given to students at the appropriate time.

COURSEWORK SUBMISSION

All hardcopy coursework assignments should be submitted to the Faculty Office. Coursework must not be submitted to lecturers, unless it is electronically based and submitted by email or via Moodle. In this case lecturers will issue the relevant instructions.

There will be a deadline for handing in each piece of assignment and dissertation report. In the case of coursework assignments, the deadline will be specified by the lecturer in charge of the module.

There are penalties for late submission

So it is important that you submit your assignment on time. The University has a strict policy and assignments submitted late without prior agreement or unsupported by medical evidence will be subjected to a penalty.

The standard University penalty for late submission is 5% per normal working day, until the mark reaches zero. Normal working days include vacation periods, but not weekends or public holidays. It is understood that, exceptionally, there may be academic grounds for different penalties to apply, with the approval of the Head of School, for example, when solutions are to be discussed on a particular date, so that work submitted after this date is essentially worthless.

PROGRAMME STRUCTURES

For detailed information pertaining to different programmes please refer to the MyNottingham portal, under "Plan and Course Specification":

http://programmespec.nottingham.ac.uk/malaysia/asp/course_search.asp

Note that the specifications apply for the 2018/2019 session only. They are not an authoritative statement of the modules that will be available in future years.

PRIVATE STUDY

A lot of time will be spent in lectures, tutorials and practical classes but there will be ample time for private study. Plan out your work, read through your lecture notes and expand them if necessary by supplementary reading from textbooks or recommended references. Write up your reports as soon as possible and use full use of the

library facilities. A separate **Guide to Study Skills** is supplied to give you useful hints and advice on how to make study easier, effective and enjoyable.

Use your time wisely to ensure that you do not spend an excessive amount of time on one aspect of the course at the expense of another.

STUDENT CODE OF CONDUCT

It is important that students do not disrupt lectures or other classes. Talking in lectures is clearly rude and inconsiderate of the needs of other students. It is also much more disruptive than you might think. If classes are disrupted to the detriment of other students, then staff can require students to leave the class and will report the matter to the Head of School.

Please also note that mobile phones must be switched OFF during lectures, tutorials and practical classes. Not only are they disruptive when left on, but in practical classes they are potentially hazardous.

The vast majority of our classes run smoothly and without disruption; please help us to help you have a happy and productive time here by having due regard for your fellow students and staff.

ATTENDANCE

To ensure the engagement and academic progress of our students, attendance is monitored closely by the School. Students must attend all requisite timetabled teaching activities necessary for the pursuit of their studies, undertake all associated assessments and attend meetings and other activities as required by their School or the University. Where students face difficulty in attending sessions or undertaking assessments and examinations, it is their responsibility to inform their School of this fact (normally their personal tutor in the first instance) and to provide a satisfactory explanation.

If the School does not receive a satisfactory explanation for absence or non-completion of work, a written warning will be issued. If non-engagement continues, a mark of 0% may be awarded for all remaining assessments (including examinations) of the affected course, or resulting in the suspension of the student's registration for the remainder of the session. Please refer to:

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

where further details on regulations governing attendance and engagement are described. All students are expected to remain in residence throughout the full period of each semester, **including the first and last days,** as officially published by the University.

EXTENUATING CIRCUMSTANCES AND RELIGIOUS OBSERVANCE

Extenuating Circumstances

Occasionally students may need to hand in work late, miss an examination or assessment, or may have reasons for performing poorly in an examination or a course. Common reasons are due to illness, bereavement or acute personal emotional circumstances.

In all such cases, students must complete an Extenuating Circumstances Form and return this to the School as soon as possible, and within 7 days at the latest. All claims must be supported by independent, reliable, documentary evidence. In the case of extensions to coursework deadlines, the member of staff responsible for the piece of work can agree an extension on receipt of the form and evidence, if appropriate. In the case of exams, the School can agree that you should be given the opportunity to take the exam(s) again as if for the first time.

The full procedure for Extenuating Circumstances, a link to the Form, and a list of examples of unacceptable circumstances can be found at:

http://www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/extenuating-circumstances-policy-and-procedures.aspx

If you have any queries or want to discuss a possible claim or extenuating circumstances, please contact your tutor or the Faculty Office.

Religious Observance

Students who are unable to take examinations on a particular day during the published examination periods for reasons of religious observance (e.g. Sabbath, Friday Prayers) should complete a Religious Observance Form by the published deadlines. The Form is available from the Faculty Office. The University will make every effort to avoid the times/dates in student's requests. However, this may not be possible; owing to the logistical difficulties of exam scheduling.

LIBRARY FACILITIES

The University has excellent library facilities. Books or recommended texts will be mentioned as the course progresses. All texts associated with the course are listed in the **Course Handbook**, or other course documentation. Some books will be used extensively as supplementary reading material and you are encouraged to purchase your own copy. We know books are expensive and you are expected to buy only those that are essential. If you are asked to buy a book, do so immediately and get maximum use from it. Sharing the cost of a book with your colleagues may be an economical way of buying an expensive text. Several copies of the recommended texts used in Computer Science programmes are available on short-term loan from the University Library, but these are normally heavily used and you may have to go on a long waiting list to obtain them.

Library staffs are very helpful. If you have any problems about the library facilities, ask.

LEARNING RESOURCES

Students can access a list of commonly used software and general IT facilities in the Computer Science Teaching LAB or a number of Information Services computer rooms conveniently located around the University campus. Some of these computer rooms are providing 24 hour accessibility.

Moodle is the on-line learning management system (LMS) designated by the University of Nottingham as the tool to create the required virtual learning environment to facilitate students' access to course notes, lecture handouts, practical instructions, coursework and their submission. Access is available via http://moodle.nottingham.ac.uk for courses that the students are registered for. You should make sure that you are enrolled in Moodle for all courses that you are taking (some courses will allow *self-enrolment*).

FEEDBACK

From time to time you will be given the opportunity to comment on the module content and particular members of teaching staff by completing questionnaires at the end of a module. Some lecturers may hold discussions at this time to ask your opinions. These give the School valuable feedback and information from which future policy and improvements may be implemented. Everyone has a responsibility to complete the questionnaires, not just those who feel happy or aggrieved.

FIRE ALARM

All members of the School must ensure they know the positions of the nearest fire alarm call point, internal and external telephones, fire extinguishers and exit routes. They must know the actions to take on discovering a fire and on hearing the fire alarm. The fire alarm sound is a continuous tone. In the teaching building there is also an alert tone consisting of a repeated single tone, which means prepare to leave the building if necessary.

The fire alarm system is tested by the Estates Office regularly.

Fire Alarm Signals

IF YOU HEAR A SINGLE CONTINUOUS TONE - This is an Evacuation signal.

Actions in the Event of Fire

Activate the alarm system. Dial **8888** (03-8924 8888 from an external or mobile phone) on the nearest internal telephone. Inform Security of the location of the fire. If not exposed to danger use an appropriate fire extinguisher only if trained to do so, otherwise evacuate the building immediately - **Do not use lifts.** If practicable, **switch off** gas taps and live electrical devices and shut all windows. Pull down the sash on fume hoods. **Walk out** in an orderly manner via the **nearest** exit or fire exit, closing (**not** locking) all doors behind you. **DO NOT** stop to collect personal belongings. The senior person present should assume control of the situation ensuring safe evacuation from the area of all persons present and be prepared to warn the Emergency Services of known special hazards. Assemble at the assembly point. Act in a manner that will not impede the work of the Fire Brigade or other emergency services. Do not attempt to return to the building until instructed that it is safe to do so by the evacuation co-ordinator or senior member of the university staff.

GENERAL STUDIES COURSES (MPU)

All students (Malaysian and International) are required to enrol in General Studies Department courses (**formerly known as Compulsory Subjects**) as a precondition for the award of certificates, diplomas and degrees in Private Educational Institutions (PEI) and Private Higher Educational Institutions (PHEI) under the **Private Higher Education Act 1996**. The University of Nottingham Malaysia Campus (UNMC) is subject to PHEI regulations.

The university is required to provide evidence of completion of compulsory subjects to the relevant Malaysian authorities in order to ensure that students' academic qualifications are fully recognised upon completion of studies.

Note: The new General Studies Department courses (MPU) are only applicable to all students enrolling in Undergraduate studies commencing from 1 September 2013 at any PHEI in Malaysia.

GUILDELINES FOR THE GENERAL STUDIES MODULES (MPU) 2nd EDITION

All students (Malaysian and International) are required to enrol in General Studies Department modules (**formerly known as Compulsory Subjects**) as a precondition for the award of certificates, diplomas and degrees in Private Educational Institutions (PEI) and Private Higher Educational Institutions (PHEI) under the **Private Higher Education Act 1996**. University of Nottingham Malaysia is subject to PHEI regulations.

The university is required to provide evidence of completion of compulsory subjects to the relevant Malaysian authorities to ensure that students' academic qualifications are fully recognised upon completion of studies.

Note: The General Studies Department modules (MPU) apply to all students enrolling in Undergraduate studies commencing from 1 September 2013 at any PHEI in Malaysia.

The General Studies Department modules (MPU) comprise four broad categories. UNMC offers the following modules:

Level	Modules - Malaysian	Modules - International
U1: Appreciating philosophy, values and history	1. Tamadun Islam dan Tamadun Asia (MPU 3122) 2. Hubungan Etnik (MPU 3112)	1. Malay Language Communication II (MPU 3142) 2. Malaysian Studies (MPU 3222)
U2: Mastering humanity skills	1. Professional Ethics OR 2. Leadership OR 3. Bahasa Kebangsaan A (MPU 3212) ** **COMPULSORY for students who do not achieve credit in Bahasa Melayu subject in SPM exam.**	1. Professional Ethics OR 2. Leadership
U3: Broadening knowledge about Malaysia	1. Natural Resources of Malaysia OR 2. Introduction of Multicultural Malaysia	1. Natural Resources of Malaysia OR 2. Introduction of Multicultural Malaysia
U4: Developing practical community-minded skills	1. Community Service (MPU 3412)	1. Community Service (MPU 3412)

Note: It is compulsory for all students to complete 30 hours of community service fieldwork (in Malaysia only), this subject to the predetermined conditions set out by the General Studies Department. Please do note that these conditions may vary in different schools.
The students enrolling into **UG** programmes in **ACADEMIC YEAR 2017/18 and beyond** will observe the regulations as per **NEW** Student Handbook of the General Studies Department. The handbook is available on Moodle

http://moodle.nottingham.ac.uk/course/view.php?id=21624

Any enquires, please email to GeneralStudiesDepartment@nottingham.edu.my or contact any of the administrative staff below at room EA30:

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APPENDIX

Programme Structures

University of Nottingham Malaysia Campus
School of Computer Science

PROGRAMME STRUCTURE
ACADEMIC YEAR 2018-19

M6UCMPSC (G400) – BSc (Hons) Computer Science

Note: *Most Computer Science modules have a weighting of either 10 or 20 credits.*

To obtain an Honours Degree a total of 360 credits must be accumulated meaning that on average 60 credits must be obtained in each semester of the three year course.

Year 1

Autumn – Semester 1				Spring – Semester 2			
Code	**Title of Module**	**Credits**	**Status**	**Code**	**Title of Module**	**Credits**	**Status**
COMP1017	Mathematics for Computer Scientists	10	Compulsory	COMP1023	Software Engineering	10	Compulsory
COMP1028	Programming and Algorithms	20	Compulsory	COMP1031	Databases and Interfaces	20	Compulsory
COMP1030	Systems and Architecture	20	Compulsory	COMP1029	Programming Paradigms	20	Compulsory
COMP1027	Computer Fundamentals	10	Compulsory	COMP1032	Fundamentals of Artificial Intelligence	10	Compulsory

Note: All 120 credits are COMPULSORY

Year 2

Full Year			
Code	**Title of Module**	**Credits**	**Status**
COMP2019	Software Engineering Group Project	20	Compulsory
COMP2038	Algorithms Correctness and Efficiency	20	Compulsory

Autumn – Semester 1				Spring – Semester 2			
Code	**Title of Module**	**Credits**	**Status**	**Code**	**Title of Module**	**Credits**	**Status**
COMP2042	Software Maintenance	20	Compulsory	COMP2040	Languages and Computation	10	Compulsory
COMP2035	Operating Systems & Concurrency	20	Compulsory	COMP2025	Introduction to Human Computer Interaction	10	Optional
				COMP2032	Introduction to Image Processing	10	Optional
				COMP2034	C++ Programming	10	Optional
				COMP2039	Artificial Intelligence Methods (10 cr)	10	Optional
				COMP2041	Software Specification	10	Optional

Note: Select 30 credits from optional modules

Year 3

Full Year			
Code	**Title of Module**	**Credits**	**Status**
COMP3025	Individual Dissertation	40	Group 1
COMP3044	Industrial Experience	10	Group 2
COMP3047	School Experience	10	Group 2
COMP3043	Development Experience	10	Group 2

Autumn – Semester 1				Spring – Semester 2			
Code	**Title of Module**	**Credits**	**Status**	**Code**	**Title of Module**	**Credits**	**Status**
COMP3041	Professional Ethics in Computing	10	Compulsory	COMP3028	Computer Security	10	Compulsory
COMP3032	Compilers	10	Group 1	COMP3029	Computer Vision	20	Group 1
COMP3033	Software Quality Assurance	10	Group 1	COMP3042	Findamentals of Information Visualisation	10	Group 1
COMP3038	Machine Learning	20	Group 1	COMP3045	Information Visualisation Project	10	Group 1
COMP3040	Mobile Device Programming	20	Group 1	COMP3046	Parallel and Distributed Computing	10	Group 1

Note: Select maximum 100 credits from Group 1, maximum 30 credits from Group 2

Students need to take a total of 360 credits with at least 190 credits at level 2 or above and at least 100 credits at level 3 or above

All students must take at least 280 credits of Computer Science modules across 3 years of study

University of Nottingham
UK | CHINA | MALAYSIA

M6USWENG (G601) – BSc (Hons) Software Engineering

Note: *Most Computer Science modules have a weighting of either 10 or 20 credits.*

To obtain an Honours Degree a total of 360 credits must be accumulated, which means that on average 60 credits must be obtained in each semester of the three year course.

Year 1

Autumn – Semester 1				Spring – Semester 2			
Code	Title of Module	Credits	Status	Code	Title of Module	Credits	Status
COMP1017	Mathematics for Computer Scientists	10	Compulsory	COMP1023	Software Engineering	10	Compulsory
COMP1028	Programming and Algorithms	20	Compulsory	COMP1031	Databases and Interfaces	20	Compulsory
COMP1030	Systems and Architecture	20	Compulsory	COMP1029	Programming Paradigms	20	Compulsory
COMP1027	Computer Fundamentals	10	Compulsory	COMP1032	Fundamentals of Artificial Intelligence	10	Compulsory

Note: All 120 credits are COMPULSORY

Year 2

Full Year

Code	Title of Module	Credits	Status
COMP2019	Software Engineering Group Project	20	Compulsory
COMP2038	Algorithms Correctness and Efficiency	20	Compulsory

Autumn – Semester 1				Spring – Semester 2			
Code	Title of Module	Credits	Status	Code	Title of Module	Credits	Status
COMP2042	Software Maintenance	20	Compulsory	COMP2040	Languages and Computation	10	Compulsory
COMP2035	Operating Systems & Concurrency	20	Compulsory	COMP2041	Software Specification	10	Compulsory
				COMP2025	Introduction to Human Computer Interaction	10	Optional
				COMP2032	Introduction to Image Processing	10	Optional
				COMP2034	C++ Programming	10	Optional
				COMP2039	Artificial Intelligence Methods (10 cr)	10	Optional

Note: Select 20 credits from optional modules

Year 3

Full Year

Code	Title of Module	Credits	Status
COMP3025	Individual Dissertation	40	Group 1
COMP3044	Industrial Experience	10	Group 2
COMP3047	School Experience	10	Group 2
COMP3043	Development Experience	10	Group 2

Autumn – Semester 1				Spring – Semester 2			
Code	Title of Module	Credits	Status	Code	Title of Module	Credits	Status
COMP3041	Professional Ethics in Computing	10	Compulsory	COMP3028	Computer Security	10	Compulsory
COMP3033	Software Quality Assurance	10	Compulsory	COMP3029	Computer Vision	20	Group 1
COMP3032	Compilers	10	Group 1	COMP3042	Findamentals of Information Visualisation	10	Group 1
COMP3038	Machine Learning	20	Group 1	COMP3045	Information Visualisation Project	10	Group 1
COMP3040	Mobile Device Programming	20	Group 1	COMP3046	Parallel and Distributed Computing	10	Group 1

Note: Select maximum 60 credits from Group 1 and maximum 30 credits from Group 2

Students need to take a total of 360 credits with at least 190 credits at level 2 or above and at least 100 credits at level 3 or above

All students must take at least 280 credits of Computer Science modules across 3 years of study

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M6UCMPAI (G4G7) – BSc (Hons) Computer Science with Artificial Intelligence

Note: *Most Computer Science modules have a weighting of either 10 or 20 credits.*

To obtain an Honours Degree a total of 360 credits must be accumulated meaning that on average 60 credits must be obtained in each semester of the three year course.

Year 1

	Autumn – Semester 1				Spring – Semester 2		
Code	**Title of Module**	**Credits**	**Status**	**Code**	**Title of Module**	**Credits**	**Status**
COMP1017	Mathematics for Computer Scientists	10	Compulsory	COMP1023	Software Engineering	10	Compulsory
COMP1028	Programming and Algorithms	20	Compulsory	COMP1031	Databases and Interfaces	20	Compulsory
COMP1030	Systems and Architecture	20	Compulsory	COMP1029	Programming Paradigms	20	Compulsory
COMP1027	Computer Fundamentals	10	Compulsory	COMP1032	Fundamentals of Artificial Intelligence	10	Compulsory

Note: All 120 credits are COMPULSORY

Year 2

	Full Year		
Code	**Title of Module**	**Credits**	**Status**
COMP2019	Software Engineering Group Project	20	Compulsory
COMP2038	Algorithms Correctness and Efficiency	20	Compulsory

	Autumn – Semester 1				Spring – Semester 2		
Code	**Title of Module**	**Credits**	**Status**	**Code**	**Title of Module**	**Credits**	**Status**
COMP2042	Software Maintenance	20	Compulsory	COMP2040	Languages and Computation	10	Compulsory
COMP2035	Operating Systems & Concurrency	20	Compulsory	COMP2024	Artificial Intelligence Methods (20 cr)	20	Compulsory
				COMP2041	Software Specification	10	Optional
				COMP2025	Introduction to Human Computer Interaction	10	Optional
				COMP2032	Introduction to Image Processing	10	Optional
				COMP2034	C++ Programming	10	Optional

Note: Select 10 credits from optional modules

Year 3

Transferred to School of Computer Science, Nottingham UK Campus