

**Schools of Electronics
and Computer Science
General Handbook**

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Organisation chart and list of members of staff

The university is a complex entity but it is useful for everybody to be aware of the basic organisation. As a student, you should be aware of how decisions are made on the content and standards of the degree courses and how you can have an influence on these decisions.

The University of Wales, Bangor is one of the institutions of the **University of Wales** which has a federal structure composed of several more or less autonomous universities dispersed throughout Wales. It is one of the largest universities in the United Kingdom. When you graduate, you will be awarded a degree of the University of Wales.

The University of Wales, Bangor is divided into six Colleges, one of which is the College of Applied and Physical Sciences. This College comprises three Schools (Electronics, Computer Science and Chemistry) and is responsible for monitoring, approving and co-ordinating study programmes and assessment procedures.

The Schools of Electronics and the School of Computer Science operate from the same University site (Dean Street) and are organised internally as shown in the following chart. The Schools' academic activities are the responsibility of the Board of Studies, which has all teaching staff as its members. Note that both undergraduate and postgraduate students are represented too. From the undergraduate's point of view, the most immediate impact on the content and delivery of courses is made by the Teaching & Learning Committee where much of the day-to-day details of the Schools' academic programmes are discussed. Note again that there are student representatives on this Committee. These students are also members of the Staff / Student Liaison Committee which acts as a channel of communication between all students and the Schools. In this way, we are assured that the views and concerns of students are taken into account. More on this can be found in the section on Student Representation. Every degree programme has a **Programme Leader** who is responsible for its overall structure and balance, integration of the individual modules into a coherent structure and

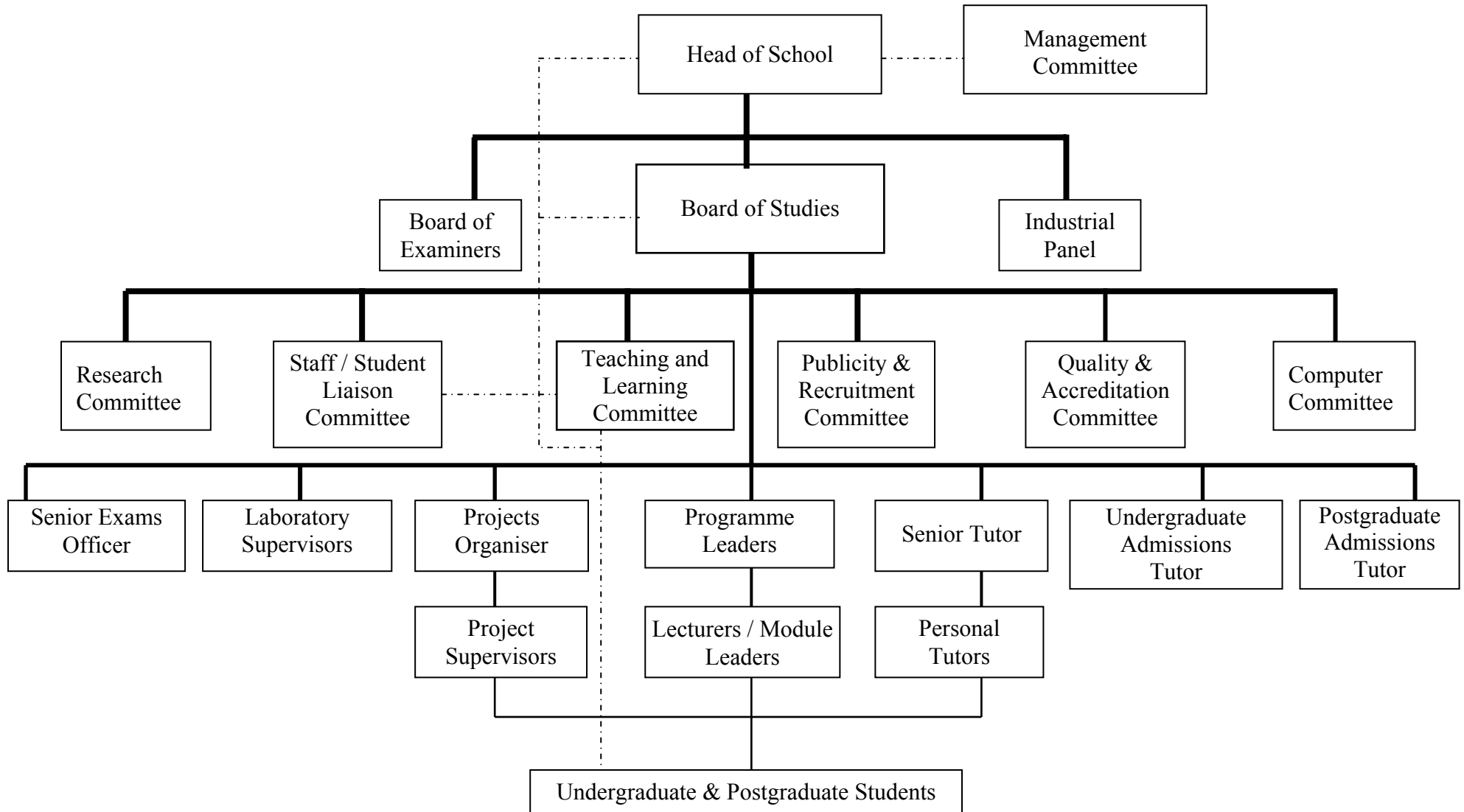
quality assurance of the programme. Again, students have an important input into the quality control procedure by means, for instance, of module questionnaires. You will find an example of a questionnaire form in the section on Student Representation. Individual lecturers are responsible for the design of each module. This ensures that the Schools delivers a diverse and rich experience of teaching methods and forms of assessment. You will find the names and contact details of lecturers in the following list of the Schools' staff and the details of modules in the appropriate Division Handbook.

All students are allocated a personal tutor. The tutorial scheme is well-developed and is led by the Senior Tutor – the details are to be found in the next section which you should read carefully. There is also a Senior Examinations Officer who is responsible for the organisation and smooth running of the Schools' assessment procedures – there is a separate section on this topic later in the Handbook. Read this before you start submitting assignments and sitting examinations!

As you can see from the chart, this description is only the bare bones of how the Schools are organised. Hopefully, though, it will help the new student to understand its various functions and some of the ways that the students and staff interact to a common aim – the provision of high quality degree programmes.

The accompanying list of members of staff will help you identify who to contact if you have queries or problems with particular aspects of your course. If you are unsure, ask the departmental secretary or your personal tutor – they will guide you towards a suitable person to address your enquiry.

Schools of Electronics and Computer Science Organisational Structure



List of members of staff, responsibilities and contact details

All emails are followed by: @informatics.bangor.ac.uk

Academic and Academically Related

<u>Professors:</u>		Room No	Tel. Ext	e-mail
K Alan Shore	Head of the College of Applied and Physical Sciences; Chairman of Board of Studies; Chairman of Board of Examiners, Chairman of Research Committee.	129	2618	alan
Nigel John	Head of School:Computer Science Prof. of Computer Science; Chair Comp Committee Crs Director MSc in Visualisation	126	2717	nigel
Sian Hope	Prof. of Computer Science Pro-Vice Chancellor	323	2695	sian
Ronnie Brown		216	2474	
T John Lewis		232	2684	
Ronald Pethig	Postgraduate Admissions Tutor	127	2682	ron
D Martin Taylor		130	2720	martin

<u>Readers:</u>		Room No	Tel. Ext	e-mail
Dewi I Jones	Programme Leader for Engineering; Chairman of Quality Assurance & Accreditation Committee; IEE Student Counsellor.	424	2701	dewi
Lucy I Kuncheva	Senior Examinations Officer Learning Resources Representative. Special Needs Tutor.	221	3661	kuncheva

<u>Senior Lecturers:</u>		Room No	Tel. Ext	e-mail
Paul Spencer	Head of School: Electronics Projects Officer; Careers Education, Inform. & Guidance Officer (CEIG).	230	2738	pauls
Stephen Bone	Senior Tutor; Chairman Student/Staff Liaison Committee.	222	2706 2742	bone
Julian Burt	Publicity & Marketing.	227	2735	burt
Iestyn Pierce	Chair Publicity and Recruitment, Peer-Guides and Welcome Week Co-ordinator, Schools Liaison, Admissions Officer.	231	2732	iestyn

<u>Lecturers:</u>		Room No	Tel. Ext	e-mail
Minghua He				
Ik Soo Lim	Crs Director – Chemistry & CSci			
Saad Mansoor	Crs. Director – MSc Computer Systems	328	2716	saad
Gareth W Roberts		217	2480	gwr
C Jane Rudall	Crs Director – Computer Science and Ocean Informatics Admissions Officer.	325	2834	jane
Jianming Tang	Course Director – MSc in BMCM	229	2697	jianming
Bill J Teahan	Programme Leader for Computer Systems with Business Studies and Computer Systems with Psychology, Secretary to the Board of Studies.	329	2703	wjt
Thomas Varsamidis	Student Recruitment; Co-ordinator for Athens Franchise Courses, Course Director – MSc Comp & Internet Systems	326	2698	thomas
Chris D Wensley	Programme Leader, Mathematics.	219	2495	cwensley

<u>Part-time</u>		Room	Tel.	e-mail
<u>Lecturers:</u>		No	Ext	
Guy Barlow				
David Everett		226	2693	everett
Derek Holland				
David M Hughes		225	2689	dmh
Peter Hughes				peterh
Leslie Pritchard	Teaching Assistant - Computing			les
Emlyn Thomas				emlynt
Daniel Williams				
Gwyn Williams				
Matthew Williams	Assistant Computer Manager	309	2728	matthew

<u>Academically</u>		Room	Tel.	e-mail
<u>Related:</u>		No	Ext	
Gaynor Mew	School Administrator	132	2681	gaynor
Paul Sayers		422	2745	paulsa
David Whitehead	Computer Manager	327	2721	davew
Matthew Williams	Assistant Computer Manager	309	2728	matthew

Support Staff

<u>Administrative Support Staff</u>		Room No	Tel. Ext	e-mail
Julie Boulton-Owen	Secretary / PG Admissions Administrator	128	2683	julie
Wendy Halstead	Accounts Administrator	114	2687	wendy
David Jones	Clerical	134	2686	dej
Siân Jones	Administrator	132	2681	sjones
Mari Kelso	Librarian	Library	2986	iss090@bangor
Mair Richardson	Librarian	Library	2986	iss092@bangor
Yvonne Scutt-Jones	Department Secretary / UG Admissions Administrator	133	2686	yvonne

<u>Technicians</u>		Room No	Tel. Ext	e-mail
R Gwyn Williams	School Superintendent; Safety Officer	114	2726	gwyn
Donald Poirot	Undergraduate Laboratory Supervisor	209	2763	donald
John Cambridge	Deputy Safety Officer	121/122	3856	jacam
Iwan Jones		115	2727	
C John Owen	Computer Support Technician	309	2728	cjo

<u>IDB (UCNW) Ltd</u>		Room No	Tel. Ext	e-mail
Gwyn Roberts	Managing Director	114	2820	gwynr
D Tecwyn Davies		115	2727	tecwyn
Peter J Forster		114	2747	forster
B Rodney Matthews		115	2727	
Marian Pritchard	Secretary	114	2749	marian
Andrew Wild		114	2747	awild
Aled Williams		114	3855	aled

THE TUTORIAL SCHEME AT THE SCHOOLS OF ELECTRONICS AND COMPUTER SCIENCE

The tutorial scheme in the Schools has been established to support you during your studies at Bangor. Below you will find a description of the scheme. Remember though, the scheme can only work effectively if you take part in it fully, and meet regularly with your tutor.

Within the Schools a personal tutor has a dual role. S/he is someone you may go to with a personal problem, which can be dealt with in a completely confidential manner. S/he is also someone within the School, who can help you to deal with any problems you are experiencing in your School or the University. S/he will always speak on your behalf at School and Examination Board meetings. You should see your personal tutor regularly: at least twice each semester. In addition, you should feel free to see your tutor at any other time and keep him/her fully informed of any problems you may be experiencing.

The Schools have a special pastoral team for you to approach if, for any reason, you cannot discuss your problem with your tutor.

Allocation of Tutors

When you first arrive in Bangor you will be allocated to a designated tutor. If you do not know who your tutor is, you should contact immediately the Senior Tutor, **Dr Steve Bone** (Room 222).

Wherever possible we try and meet students' requirements, e.g. Welsh speaking tutors, female tutors etc. In order to maintain continuity, you will stay with your personal tutor for the three/four years of your course. It is possible to change your tutor by requesting this at the School Office, but any changes must always be approved by the Senior Tutor.

Responsibilities of Personal Tutors

- a) Your tutor is required to make appointments to meet with you at least twice each semester. In addition, during the week, tutors are encouraged to be available at advertised “consulting hours” or to be contactable through the Departmental Secretary or via email.
- b) Tutors should respond promptly to messages regarding student tutoring.
- c) Tutors are required to keep a record of student meetings by completing departmental tutee record sheets.
- d) Tutors should know the basic rules of procedure so as to advise students correctly in the following: how to change modules, the last date for such a change, understand the syllabus and know the modules on offer in the following years, know how to contact professional counsellors and other student support services.
- e) Tutors should know the procedures of disciplinary enquiries.
- f) Tutors must ensure that the Senior Tutor is informed of serious student problems which might lead to the student withdrawing or which might affect a student’s examination performance.

Further information regarding tutor support provision can be found in the College Student Guide.

Responsibilities of Tutees

You are advised to keep the appointments made by your tutor. At the end of each semester, your tutor will invite you to an academic review meeting at which you will discuss progress on your studies. At the end of this discussion, a brief report is completed which you and your tutor both sign. These forms are available to the Senior Tutor and Head of School and are a valuable contribution to our quality assurance procedures as well as a ‘health-check’ on your individual progress. This helps us to identify problems arising from our courses and to take prompt action to rectify them.

Pastoral Team

A “Pastoral Team”, comprising Dr Steve Bone (Senior Tutor), Dr Jane Rudall, Dr Lucy Kuncheva and Ms Gaynor Mew (School Administrator), has been set up to provide a supplementary support system for any of you who feel unable, for whatever reason, to discuss personal problems with your academic tutors.

Lines of Communication

A well-defined line of communication has been established between lecturers, laboratory support staff, secretarial staff and tutors and similarly between tutors and the Senior Tutor to facilitate the transfer of information regarding student problems. If none of these seems to be working for you, please see your Head of School directly.

Where can we get in touch with you?

There are times when we may need to contact you urgently concerning an academic or personal matter. We can only do this if you keep us up to date with your current address (and telephone number). At registration you will give a Bangor address to the University and the School. If you move, please let the Departmental Secretary (Room 133) know your new address immediately.

You must also ensure that your records are amended in Banner. You can either make the amendment yourself through Bangor Portal or inform Student records **in writing**.

Student Counselling Service

The University also has a Student Counselling Service based at the Glanrafon Flat adjacent to the Students' Union building. Details of current hours for appointments and drop-in sessions can be found in the College Student Guide and on the Student Services website.

Nightline

Nightline is a confidential listening and information service run by students for students. You can ring up or call round to talk in confidence about anything that's bugging you. Nightline is open from 8pm to 8am every day. Call in for a chat or just phone 01248 362121 - they will return your call if you are ringing from an 01248 number. Address: - Ty'r Porthor, Neuadd Rathbone Hall, College Road, Bangor. e-mail: nightline@undeb.bangor.ac.uk.

Mature Students and Students with Special Needs

The Schools has appointed tutors with special responsibilities for mature students and for students with special needs.

Mature Students

If you are a mature student, you will probably find it difficult at first to adjust to the pace of learning. This is quite normal and will require a big effort on your part to adjust to your new situation. If you find you are not coping please make sure you make regular visits to your personal tutor so that your progress can be monitored. As a mature student you may also have domestic and financial pressures on you. If these are affecting your ability to work effectively, please discuss your problems with your personal tutor or the Special Needs Tutor (Dr Lucy Kuncheva).

Dyslexic Students

If you are dyslexic (or think that you may be) it is important that you visit the University's Dyslexia Unit. The Unit will assess the extent of your problem and recommend changes in the assessment procedures to help compensate for your reading and writing difficulties. In the main, this will mean providing an extra 10-15 minutes for each hour of normal examination time. Other possibilities, if appropriate, include providing blue examination papers, dictation of questions and provision of an *amanuensis* (i.e. someone to type your dictated answers into a computer for subsequent printing). The School will do its best to give you all the help recommended by the specialists but it is up to you to remind the Examination Officer of your own special needs at least 24 hours prior to each examination.

Wheelchair-bound Students

The School has wheelchair access to all areas where undergraduate students need to go. A special toilet has also been provided on the north end of the second floor. Please let the Special Needs Tutor know if any of our arrangements need to be improved.

Hard of Hearing

Some lecture theatres are provided with an induction loop system for the hard of hearing. Please inform your personal or Special Needs Tutor if your lecturers are not using the system or if some of your lectures take place in rooms without this system.

STUDENT REPRESENTATION AND PEER GUIDES

Student representatives are elected annually by the general student body of each respective year. Student reps meet with the student body and take matters of concern forward to the Staff-Student Liaison Committee which meets approximately twice each Semester. The names and photographs of the student reps are displayed on the student notice board in the School foyer and on the Student Reps Web page. Some items raised at the staff-student meeting can be dealt with directly by the Senior Tutor or Head of School. Other matters may be carried forward for general discussion at a Teaching & Learning Committee or Board of Studies meeting which are attended by members of academic staff plus 3 student reps.

Minutes of the most recent Staff-Student Liaison Committee Meeting and relevant minutes from the T&L Committee Meetings and Board of Studies Meetings are posted on the student notice board and on the student web pages.

Role of Student Reps:

Student representatives play an important role in relating the views of the student body, particularly on academic matters, to the School's Teaching & Learning Committee and Board of Studies. Similarly, they act to convey the informal views of staff to the students.

Staff-Student Liaison Committee

Student Reps (2004 – 2005)

Engineering:

Charles Goudie

Jesse Kasuku

Mark Smith

Colin Watson

Craig Elliot

Nickolas Anagnostopoulos

Peter Tarver

Paul Haenel
Alexander O’Leary
Joseph Redhead

Computing:

Brian Wong
Jamie Moore
Tom Giddings
Matt Wooton
Phil Hetherington
Brian Couci;;
Toby Wormald
Jamie Williams
Friday Jones
Marc Thomas

Students to take on the 1st year student rep. positions will be sought in October. *Please consider becoming a student rep:* it is a way of making a personal contribution to running the school, you would benefit from the skills you would acquire in this role and it is the kind of activity employers would like to see on your C.V.

Staff Members

Dr Steve Bone, Senior Tutor
Dr Lucy Kuncheva, Special Needs Tutor
Dr Jane Rudall

Refreshments

There are machines selling tea, coffee, hot chocolate etc close to the lower entrance to the Main Lecture Theatre on the basement floor of the School. A cold soft drinks machine and a sweet / snack machine are located in the foyer of the basement floor at the bottom of the stairs. Please do not abuse these machines – any problems should be reported to David / Yvonne in the General Office.

Student Common Room

Students have the use of a Common Room which can be found close to the lower entrance to the Main Lecture Theatre.

Module Questionnaires

Student feedback on taught modules is obtained through module questionnaires which are handed out by the lecturer and completed by students during the lecture course. The results and analysis of the module questionnaires are made available to students via the student representatives. A copy of the module questionnaire is included at the end of this section.

Minutes of the Staff/Student Meetings that are held regularly can be found at the following web site address: <http://www.informatics.bangor.ac.uk/private/minutes/ssliaison/>

Schools of Electronics and Computer Science

Lecture Course Questionnaire (example)

This questionnaire is anonymous and seeks to gather the views of students to help evaluate teaching within the school.

Module Number:

Lecturers Initials

Please give a score from 1 to 5 for each of the following:

- | | | |
|----|---|-----------|
| 1. | How easy were the lectures to follow? (1(difficult) to 5 (easy to follow) | 1 2 3 4 5 |
| 2. | Were lectures given regularly? (1 (if they weren't) to 5 (for very regular) | 1 2 3 4 5 |
| 3. | How responsive was your lecturer during lectures? (1 (seemed unhappy with the interruption) to 5 (happy to answer any questions) | 1 2 3 4 5 |
| 4. | How responsive were they out of lectures? (1 (seemed unhappy to find time for you) to 5 (more than willing to find time for you) | 1 2 3 4 5 |
| 5. | How available were they for advice, discussion, or help. (1 (tracking down the dodo was easier) to 5 (just knock on the door or email away) | 1 2 3 4 5 |
| 6. | How understandable was the lecturer? (e.g. pace, clarity, volume) (1 (not Understandable) to 5 (crystal clear) | 1 2 3 4 5 |

Answer either questions 7a or 7b:

- | | | |
|----|--|---------------|
| 7a | Was the pace: too slow (1), about right (5)? | 1 2 3 4 5 N/A |
| 7b | Was the pace: too fast (1), about right (5)? | 1 2 3 4 5 N/A |

Answer either questions 8a or 8b:

- | | | |
|----|--|---------------|
| 8a | Was the content: too easy (1), about right(5)? | 1 2 3 4 5 N/A |
| 8b | Was the content: too difficult (1), about right (5)? | 1 2 3 4 5 N/A |

Answer either questions 9a or 9b:

- | | | |
|-----|---|---------------|
| 9a | Did this course contain insufficient information (1), about right (5) | 1 2 3 4 5 N/A |
| 9b | Did this course contain too much information (1), about right (5)? | 1 2 3 4 5 N/A |
| 10. | Were tutorials held as often as you feel they should have been? (Tutorial sheets, lectures given over to the tutorials, timetable tutorials)
(1 (inadequate amount given) to 5 (adequate amount given) | 1 2 3 4 5 N/A |
| 11. | Were assignments marked promptly? (1 (took well over 2 weeks) to 5 (always within 2 weeks) | 1 2 3 4 5 N/A |
| 12. | How useful was feedback given on assignments / tutorials? (1 (none given) To 5 (really helpful) | 1 2 3 4 5 N/A |
| 13. | Was the book easy to follow and understand? (1 (not At all) to 5 (very clear) | 1 2 3 4 5 N/A |
| 14. | Was the quality of support material good? (Case studies, solution sheets, past papers) (1 (not very good) to 5 (really useful) | 1 2 3 4 5 N/A |
| 15. | How thoroughly was the support material explained? (1 (it wasn't) to 5 (in great depth) | 1 2 3 4 5 N/A |

Please feel free to add further comments over leaf. This will help us to improve the standards of each module.

Remember: We don't know there is a problem unless you tell us. Please return this sheet to your lecturer.

Schools of Electronics and Computer Science Peer Guides

The Peer Guide scheme was created to help new students to settle in at university, by offering help, support and guidance from 2nd, 3rd and 4th year students—Peer Guides—who have been through it all themselves and ‘know the ropes’. Peer Guides are all volunteers and all Peer Guides receive training before they start guiding first year students.

Information for new students

You should have received information about Peer Guides and how they can help you in the welcome week pack sent to you before your arrival at Bangor. The main points are summarised here:

- Peer Guides are there to help you settle in to University life, and will happily answer your questions (important or trivial!), or help you find answers.
- Peer Guides will be on hand in the Dean Street *foyer* during welcome week—feel free to ask any questions or just to have a chat.
- Computing & Electronics Peer Guides will also be available to help you and offer advice at Registration.
- Peer Guides are volunteers who give their time for free and are keen to help.
- Peer Guides can help with most things, or they can direct you to the best source of information.
- Peer Guides will respect your privacy and will treat what you tell them in confidence.
- You are not obliged to contact the peer guides if you don't want to.
- Take advantage of any tours around the school/university/city arranged by the Peer Guides. There are also plenty of social events planned for welcome week.
- If you are feeling homesick, disoriented or just a bit low get in touch with a Peer Guide. Lots of people feel this way at the beginning, and that's one of the reasons the Peer Guides scheme was introduced.

Enjoy your time at Bangor!

**Information for 2nd, 3rd and 4th year students:
How to become a peer guide**

If you found the Peer Guides helpful when you were a new student why not become a peer guide yourself? Posters asking for new recruits to the Peer Guides scheme will appear before the Christmas Vacation. You can also contact the Peer Guides co-ordinator for the Schools of Electronics and Computer Science: Dr Iestyn Pierce, email: iestyn@informatics.bangor.ac.uk to register your interest.

Peer Guides, 2006 / 07 Session

Andrew Burrell

Michael Cross

Mark Jessett

Friday Jones

Jesse Kasuku

Liam North

Geraint Rowlands

Stephen Rowley

John Stringer

James Martin Williams

Samantha Williams

Peer Guides Website

The Peer Guides have their own web-site, accessible on the Schools' Intranet where you can find the latest Peer Guides information.

Peer Guides Co-ordinator

If you have any questions or concerns about the Peer Guide scheme here at Schools of Electronics and Computer Science please contact the Peer Guides Co-ordinator Dr Iestyn Pierce, email: iestyn@informatics.bangor.ac.uk

LEARNING RESOURCES

It is very important that you understand the content of the modules as you study. Unless you understand the lectures, laboratories and hands-on computer sessions as the course develops, you will not be able to follow subsequent classes properly. Remember that lack of understanding is cumulative – nip it in the bud!

From time to time there will inevitably be aspects of the work that, despite your best endeavours, you will not be able to overcome by yourself. DO NOT put these aside until just before a test, assignment deadline or examination. Instead, use one of the many **learning resources** that the university provides.

Lecturers are learning resources

If you do not understand part of a lecture then approach the lecturer at the end of that lecture – he or she may be able to deal with your query immediately. Alternatively a time can be arranged for a private meeting to discuss the subject at greater length. If the lecturer is taking you for a laboratory class or tutorial within the next few days, then these too would be good opportunities to discuss technical points. Remember that you can always go to the lecturer's office or make an appointment through the School Secretary. Using email is a good idea. Email addresses of the lecturers can be found on pages 4 – 6 of this handbook and the departmental web pages, e.g. <http://www.informatics.bangor.ac.uk/public/people/>

Lecturers are happy to help students understand their course, provided students have made some effort to help themselves in the first instance and have attempted to pinpoint the nature of their problem. Generally, the more specific you can be about the problem, the more chance there is that the lecturer can give you a quick and relevant response.

Demonstrators are learning resources

Demonstrators in laboratory and computer hands-on sessions are a valuable learning resource. They are usually research students who have recently graduated (many of them from the School). They will almost certainly have recent experience of being an undergraduate and can have a different, more immediate perspective on your problems, than an experienced (that means older) member of staff.

When you are performing a practical session, read the script or guide very carefully and try to solve problems while demonstrators are present. Similarly, ask their advice on how to write up your experiment or assignment.

Postgraduates can also be very helpful when you are doing project work. They will be very willing to help you learn to operate equipment, use new operating systems or software packages and to discuss your project. Do not, however, be tempted to try to get them to do your work for you – this will be resented.

Other students are learning resources

If you have a problem with some aspect of your work, it is natural to ask one of your colleagues. Sharing information is a very powerful learning mechanism. Why not formalise this? Some students form small study groups of four or five people who meet occasionally to discuss the contents of a module, share notes or work together on solving mathematical exercises. Sometimes, members of the group are asked to become a ‘specialist’ on a particular topic, to find out about it and to explain it to the remainder of the group. This can be a very effective use of study time. There are Level 2 modules, such as the Software Hut and the Enterprise Project, which deliberately encourage team-working and specialist roles – but why wait? There’s nothing to stop you and a few friends starting informal study groups from the beginning of your degree course. One word of caution however on submitting work for assessment. Some activities (typically projects) are carried out in small groups and the submission is expected to be a co-production. In all other cases make sure that the work you submit is entirely your own. If in doubt, ask the lecturer responsible for the module.

Hand-outs are learning resources

Most lecturers supplement the material presented in lectures with additional notes which are either handed out in printed form or available on the Schools’ computer system. In particular there is on the N: drive a directory of every undergraduate module given by the Schools. For most modules, you will find here a set of additional material which can include notes and sample solutions to tutorial questions (usually Adobe .PDF format), overhead projector slides used by the lecturer (PowerPoint or .PDF) and examples of executable programmes to illustrate lecture material (Java source, Matlab etc). Usually, lecturers will describe the material available at the appropriate point during the course and explain how to access it.

Your own notes and text books are learning resources

Perhaps the most valuable and immediately accessible learning resources are your own notes – but it is surprising how many students seem to forget this! Time spent in preparing a good set of notes is an excellent investment. Use lectures actively – annotate hand-outs with what the lecturer says instead of sitting passively.

If you have difficulty understanding some topic, you should first read carefully through your notes, any hand-outs prepared by staff and see if you can think the problem through. Consult the recommended text books and other text books on the same topic available in the library – the alternative text book may address the point in just the right way to release the ‘mental block’ that’s troubling you.

Text books are recommended for almost all modules (see the module descriptors) but how they are used does vary from one module to another. Sometimes the lecturer will refer to specific pages or chapters for you to read and learn. In other cases, there will be a general requirement to read parts of a text book to increase your level of knowledge of the subject. It should be clear from the lecturer’s presentation how the text book should be used – if in doubt, ask!

Remember that the text book is an integral part of the course for you to use for self-study. It is not an optional extra or an addition to the course.

The WWW is a learning resource

Increasingly, students are using the Internet as their first option when looking for material on a specific topic. This can be a frustrating experience and more traditional methods can often yield better results. You must also exercise care as to the quality of information on some Web sites. Nevertheless, there is a wealth of educational material out there and many universities – particularly in the U.S.A. - are generous in the amount of educational material that is freely available. The Schools have good Internet access so please make use of it.

Books and the Library

Buying books

Some of the modules that you will study are based on essential textbooks. It will be handy to have your own copy of these textbooks, especially when more than one module use the same book.

Blackwell's bookshop is situated in the University information centre, and should hold stocks of recommended academic books, and you may also find these in Bookland which is situated on the High Street in Bangor. If the textbook you want is not available on the shelf, the staff there can order it for you. Alternatively, you can buy your books on the Internet, for example from Amazon: <http://www.amazon.co.uk/>.

We do appreciate that text books are expensive and that many students cannot afford to buy many of them. Generally, we try to choose popular text books by well-known authors and a proven history; these tend to have large print runs (e.g. which have International Student Editions) and are somewhat cheaper. In a fast-moving technology, however, this is not always possible and text books tend to be transient – books on programming languages are probably a good example. Consider a text book sharing club – buy a book between 3 or 4 and share it. Don't be tempted to copy it – this violates copyright law and you could be prosecuted. Some second hand text books may be available at the Union shop or from students in the previous year – look out for advertisements on the School noticeboards.

Borrowing books from the Library

The library at UWB is run by Information Services. You will be given a personal library card which gives you borrowing rights and access to library facilities.

The books recommended for some of the modules might be supplementary to the material given in lectures. We endeavour to have all recommended books on the library shelves. In most cases, the recommended textbooks are on restricted access, which means that you can only use the book in the library or on very short 24-hour loan.

The majority of books relevant to your course are held in the Science Library on Deiniol road (the Deiniol Library).

You can find the location and availability of any book or journal by browsing the catalogue on the Internet at <http://library.bangor.ac.uk/>, or from the issue desk of each of the UWB libraries.

Some reference books and component data books are available in the teaching laboratories and the electronics workshop (useful for project students). You may refer to these books but they must not be removed.

Dean Street Library Reading Room

You enter the Dean Street library through the *Reading Room*. This is a quiet area for use by all members of the School. On the left, as you enter, there are a number of tables set aside for private study – students typically use this for reading notes, preparing assignments, writing laboratory notes etc. On one side of this area, you will see the latest issues of a large number of research journals. On the right, as you enter the Reading Room, you will see about twenty PCs. These are connected to the Information Services network and are there for general use. There is 24-hour access to the Reading Room.

What else can you find in the library?

First of all, just to the left of the door you will find brochures and guides to the full range of services that the library offers. Please take some time to browse these leaflets so that you become familiar with the services on offer and can use them effectively. For instance, you can browse library catalogues electronically from any UWB computer – searching by authors, subjects, modules, lecturers, etc. You can find past exam papers in an electronic format on the Schools' IntraNet.

Staff Representatives for Information Services

The Schools have a representative who is responsible for co-ordination with Information Services. Please consult the rep if you have an enquiry or a problem concerning the library or IS computing service: Dr Lucy Kuncheva

Computing facilities at the Schools of Electronics and Computer Science

Facilities available

The computing facilities available for the students and the staff at the Schools are shown in the table on the next page.

There are two networked systems: the Information Services (IS) system and our own system (sometimes called the Informatics system). You have different accounts on the two systems, different disc quota, printer credits, e-mail addresses, usernames and passwords. If you are logged on one system, you can access your account on the other using 'Telnet'.

Please make sure that you know the rules regarding the use of these facilities – see the section 'Rules – what we expect of students'.

Printing documents

All first and second year students are issued with a quantity of printer credits which depend on the modules that you take. The credits should be sufficient to produce the work required. Printer credits are issued on an accounting system, which is carried forward into the following year. The credits on the Informatics system are displayed in "pennies". The cost per page is 2p on a dot matrix printer and 8p on a laser printer. You can buy extra credits from any of the support staff, Mr David Whitehead, Dr Matthew Williams or Mr John Owen. To check your credits on the sees system, type on a Unix (or BSD) prompt: `checkcredit`.

Note

The software for printer charges on the Informatics systems is currently being revised and consequently is charging at zero rate (1st Sept 2003). You will be informed by email when the rates change. Logging is done, so any significant abuse of the temporary zero rate may result in a manually produced bill!

To check your credits on the IS system, type on a unix (or BSD) prompt: `macredit`. If you run out of IS credits, please contact Dr Gareth Roberts.

Photocopying

If you want to use one of the photocopy machines in the Dean Street building, you should buy a copy card from the Electronics Workshop (Room 114) ask for Mr Gwyn Williams or Mrs Wendy Halstead.

The University of Wales, Bangor is licensed by the copyright Licensing Agency (CLA) to copy within clearly defined limits from most books, journals and periodicals published in the UK and many other countries. For research or private study, there are limits on how much material you are allowed to photocopy. Broadly these are:

	A single photocopy of:
Periodicals	One article from an issue
Books	Up to 5% or one complete chapter
Short books, reports, standards, pamphlets	Up to 10%
Photographs	1 copy of an individual photograph

If you are in doubt, please consult the library staff.

Useful links and information

The Schools' Helpdesk is on the School IntraNet at:

`http://www.informatics.bangor.ac.uk/private/helpdesk/`

Here you will find comprehensive information on all aspects of the computing facilities at the Schools.

School Computing Support Staff

All the computing facilities at the Schools are managed by:

David Whitehead (Computer Manager)	Room 327
Matthew Williams (Assistant Computer Manager)	Room 309
John Owen (Computer Support Technician)	Room 309

Computing facilities for students and staff at the School

<i>Name</i>	<i>Room No</i>	<i>Building</i>	<i>System</i>	<i>Number of computers (approx.)</i>	<i>Operating system</i>	<i>Printing facilities</i>	<i>Opening times</i>	<i>Who can use it?</i>
Undergraduate Teaching Laboratory (1)	211	Dean Street	SEES	25 PCs	Windows/FreeBSD	Yes	9:00-17:30	Mainly for teaching, heavily booked in the afternoons.
Undergraduate Teaching Laboratory (2)	212	Dean Street	SEES	25 PCs	Windows/FreeBSD	Yes	9:00-17:30	For general use when not required for teaching.
The Sun Lounge	311	Dean Street	SEES	8 PCs	Unix (Solaris)	Draft printer, high quality laser printers, A4 scanner, ZIP drive.	9:00-17:30	Mainly staff and postgraduates. Could be arranged for 3 rd year project students.
The Alan Turing Computing Lab	319	Dean Street	SEES	40	Windows/FreeBSD	Yes	9:00-17:30	Mainly for teaching; for general use when not required for teaching.
The Charles Babbage Computing Lab	313	Dean Street	SEES	6	Windows/FreeBSD	Yes	9:00-17:30	Primarily intended for project work.
The Seymour Cray Computing Lab	314	Dean Street	SEES	Variable	Any	No	Access restricted	For project work for which the machines in 313 and 319 are not equipped.
The John von Neumann Computing Lab	315	Dean Street	SEES	12	Unix (Solaris8)	Yes	9:00-17:30	For general use when not required for teaching.
Reading Room	201	Dean Street	SEES/IS	15(IS)(Windows) 4(IS)Linux 2(sees)Windows/FreeBSD		Yes for IS machines	24 hours access	For general use
Undergraduate Computing Laboratory (3)	F14	DoLL	IS	30	Windows/Linux LDE	No	9:00-17:30	For general use
Postgraduate & Staff Computing Laboratory	T1	DoLL	IS	3 PCs, 7 digital workstations	Windows/FreeBSD, Unix	Scanner	24 hours access	Mainly for staff, postgraduates and visitors

RULES: WHAT WE EXPECT OF STUDENTS

Many different groups of people have an interest in the running of an university. The student body, of course, has a direct and personal interest in efficient and effective teaching. For the staff, it is their livelihood. The university authorities are responsible for the well-being of these various groups and are accountable to the Higher Education Funding Council for Wales, the government and ultimately the taxpayer and the voter (you). We therefore have rules to make sure that the university is run in a proper manner. First, all members of the university must obey the law. Beyond this, there are a number of rules which are there to protect you and your colleagues. Therefore, although you will find that – compared for instance to a school or a company – the university environment is amongst the most liberal you will encounter, the rules stated below are important. Please be aware that they exist and that they are enforced.

Academic Misconduct

Academic misconduct threatens the integrity of the University's assessment procedures and the maintenance of its academic standards. Alleged academic offences will be investigated thoroughly using the University's Unfair Practice Procedures and, where proven, will be punished.

If you are suspected of academic dishonesty marks will be withheld and you will be notified in writing that your work is under investigation and given details of the process which will be followed.

Academic misconduct is defined as any attempt by a student, or any attempt by an individual to aid a student, to gain an unfair advantage in any assessment by deception or fraudulent means. It covers, but is not limited to:

- Aiding and abetting dishonest practice
- Bribery including paying another student for a copy of their work or to do the work on your behalf
- Calculator or mobile phone fraud storing information in memory or accessing information unfairly during an examination
- Collusion by presenting a piece of group work as your own

- Computer fraud misusing the resources to obtain material unfairly or to damage the work of other students
- Falsifying claims for extenuating circumstances
- Falsifying experimental results
- Misconduct during formal examination e.g. copying, impersonating, using crib notes
- Plagiarism (also see below) - the network is now a valuable source of information that can be used in assessed work in exactly the same way as information from non-electronic sources as long as it is properly acknowledged. Simply pasting chunks of text written by someone else into your report and claiming it as your own is not allowed. This is a very serious offence known as plagiarism and in serious cases may result in your degree being withheld.

If it is necessary to copy material verbatim into your report then it should be placed in quotes after naming the person/source.

When submitting any assignments / assessed work, you are required to complete a declaration form which you will be signing to confirm that the work does not contain any plagiarised material (see Page 41).

For advice on avoiding plagiarism try visiting the Higher Education and Research Organisation website:

<http://www.hero.ac.uk/uk/studying/plagiarism5846.cfm>

School Procedure for Dealing with Cases of Plagiarism / Unfair Practice

With instances of Plagiarism increasing, the Schools have put in place a policy to deal with suspected cases and will implement the following procedure in all instances, imposing the maximum penalty recommended in each category.

- Each case will be dealt with by the convenor and moderator of the affected module. They will make a recommendation to the exam board that has to ratify the decision when it meets.
- The School Administrator will be informed of the case being investigated (as a collection point for suspicions).
- Once the matter has been investigated and a recommendation has been made (see options below), the Chair of T&L confirms the course of action.
- In each case the student will be required to meet with their tutor (or the Senior Tutor) and the module convenor to have the offence and sanction explained.

- The student(s) concerned will be notified in writing of the recommendation, by the School Administrator.
- For more serious offences a note will be sent to registry detailing the details of the offence.

Penalty Recommendations (this will mostly be at the discretion of the module convenor):

1. Assignment marked solely on students own work (for instances where student has really not understood ‘plagiarism’ and this is first offence, etc)
2. **Assignment mark** will be set to zero (for second recorded offence – eg. occurring before the student has been reprimanded for the first offence - or ‘deliberate’ first instance).
3. **Module mark** set to zero (for repeated offences within the same module, over several modules or in serious cases). Such cases would be reported to the Registry.

Cases amounting to >20 Credits should be automatically passed to the Registry.

Attendance

Students are expected to attend all lectures, tutorials, practicals and laboratory sessions.

Where attendance and performance is poor then the personal tutor, Senior Tutor and, in the case of persistent absenteeism even the Board of Examiners will be informed.

No formal mark penalty will be given.

Monitoring of attendance

A register is taken at all laboratory/practical sessions; absences are reported to personal tutors by the lab supervisor. Registers are also taken at all first year lectures and, as would be expected analysis of data has shown a high correlation between at absences and failure:

2005/06 Data

Students with 10 or less absences:

Students with 11-20 absences:

Students with more than 20 absences:

No.	Pass	Fail	Resit: 1 or 2	Resit: Lots
30	20	1	5	4
17	4	3	5	5
12	0	5	2	5

In an attempt to address this problem, the attendance registers are closely monitored and should you record absences, you will be written to by the School Administrator and invited to meet with

your Personal Tutor, the Senior Tutor or the Administrator to discuss your status and any problems which you may be experiencing and which are affecting your ability to attend..

Absence due to illness

If you are sick and cannot attend a class, then this is a perfectly acceptable reason and you will not be penalised for it. If your sickness means that you miss (a) deadlines for handing in assessed laboratory work or reports, (b) continuous assessment tests or (c) examinations, it is essential that you obtain a doctor's certificate indicating clearly the period for which it applies, and hand it to your personal tutor or to the School Administrator.

If you are absent through illness for any significant period (i.e. more than one week) you should see your personal tutor immediately on your return, and explain to him/her the nature of your absence and any problems to do with your course work which may arise from it. You should also see the members of staff currently teaching you and explain to them your reasons for absence.

Absence due to reasons other than illness

It is not acceptable to be away from classes for trivial personal reasons. However, occasions do occur when absence from class is unavoidable due to family illness, family bereavement or severe personal problems for example. In such cases, you should contact the School Administrator or your personal tutor, as soon as possible, to give the reason for your absence and, if possible, an indication of how long you will be away. On your return, or after an absence of one week, please contact the School again so that we are kept fully informed of the situation. When you return to the School, please see your personal tutor so that the reason for your absence may be recorded (it may assist the Board of Examiners in making its decisions) and to discuss any action that may be needed to catch up with the work.

Prolonged absence from the university

Occasionally students find that, for a variety of reasons, they are absent from the university for weeks or even months. These are special circumstances and each case has to be looked at on its merits. In such cases, the School will wish to discuss with you what help it can give you in overcoming the problems arising from your absence and may wish to discuss the possibility of temporary withdrawal or repeating the year.

Again, you should notify your personal tutor of any such circumstances at the earliest possible opportunity.

Grievance Procedures

The Schools are confident that the internal procedures will deal with virtually all problems which students raise. Should you believe that you have a complaint with regard to your course, teaching and learning facilities or support services, the matter should be discussed with either a specific lecturer (where appropriate), your Tutor or the Senior Tutor. The Tutor will take the appropriate course of action to investigate the matter or pass it on to the Teaching and Learning Committee or the Head of School as appropriate. The Student may alternatively bring the matter to the direct attention of the Head of the School.

In the rare case of a serious dispute which cannot be resolved locally, the university has a comprehensive grievance procedure. Details on student rights and guidance on the procedure are published in the university's Student Guide and can also be found on the Registry's website:

http://www.bangor.ac.uk/ar/main/rules/griev_proc.htm.

General Rules covering the use of computing facilities

Users of computing systems based within the School are bound by both the normal University rules which include the College Ordinance (amplified by the statement of acceptable use of IT facilities) and the School's own rules, all are reproduced below:

College Ordinance on Computer Security **(Approved by Council on June 25th. 1988)**

“It is forbidden to make unauthorised use of College computing equipment; to obtain or attempt to obtain unauthorised access to data whether it be held on the College computer system or on any system to which the College system may be connected; or to use the College computer system to send without authority data or messages to any other computer system.”

Regulations for the use of Information and Services **(Acceptable Use Regulations) University of Wales, Bangor**

1. Overview

- a) These regulations are a statement of individual users' responsibilities with respect to information and services. Authorised System Administrators are granted additional powers and are subject to additional regulation in order to maintain the University's investment.
- b) The University services are provided on condition that they are used for acceptable, authorised purposes only. The main purpose of the Acceptable Use Regulations (AUR) is to encourage responsible use of facilities; to maximise the availability of Information Technology (IT) resources (computing equipment, data, software, infrastructure and staff) for legitimate purposes; and to minimise exposure to misuse from inside or outside the University.
- c) Use of the University services implies and is conditional upon acceptance of these AUR.
- d) Failure to comply with this AUR could result in action under the University disciplinary procedures, withdrawal of privileges or withdrawal of access to IT resources.

2. Acceptable Use

- a) University IT resources are provided to facilitate staff and students' education, training, administration or research objectives. Use for other purposes, such as

personal electronic mail or recreational use of the World Wide Web (WWW) or Usenet News, is a withdrawable privilege not a right. Any such use *must* not interfere with the user's duties or studies or any other person's use of the computer systems and must not, in any way, bring the University into disrepute. Priority must always be granted to those needing facilities for official activities. Use may be further limited by individual departments. Use of University IT resources beyond the limits of this AUR must be agreed in advance with the Director of Information Services

- b) University IT resources shall be used in an approved, ethical and lawful manner to avoid loss or damage to University operations, image, or financial interests. Users shall contact the IS Systems Manager if clarification of these regulations is required especially concerning new social and technical developments that are not fully addressed by these regulations.
- c) Where the University IT resources are being used to access other resources, any action deemed abuse by the AUR of that resource, or illegal under UK law, will be regarded as abuse under this AUR. These Acceptable Use Regulations (AUR) are taken to include the Joint Academic Network (JANET) Acceptable Use Policy (AUP) published by the United Kingdom Educational and Research Network Association (UKERNA) and the terms of the various software and data licence schemes under which the University has agreed access, e.g. Microsoft Campus. More details of these schemes are in Software and Data Agreements section of the Regulations for the Use of Information and Services.

3. Conditions

Access to the University's IT resources is subject to the following conditions.

- a) The user undertakes to comply with the provisions of all of the relevant Acts of Parliament, other relevant legislation and legal precedent. At the time of writing the relevant acts of parliament includes: Computer Misuse Act 1990, Criminal Justice and Public Order Act 1994, Copyright, Designs and Patents Act 1988, Trade Marks Act 1994, Data Protection Act 1998, Regulation of Investigatory Powers (RIP) Act 2000, Protection of Children Act 1999, Freedom of Information Act 2000, and the Telecommunications (Data Protection and Privacy) Regulations 1999, Telecommunications (lawful business practice) (interception of communications) regulations 2000.
- b) The facilities (including software) are provided entirely at the risk of the user. The University will not be liable for loss (including any loss of software, data or other

computer functionality or any economic, consequential or indirect loss), damage (including damage to hardware, software or data) or inconvenience arising directly or indirectly from the use of the facilities.

- c) Use of the University's IT resources is conditional on prior registration with, and granting of access privileges by, the appropriate Designated Authority for the relevant facilities.
- d) All individually allocated cards, usernames and passwords are for the exclusive use of the individual to whom they are allocated. Passwords should not be divulged, even to Authorised System Administrators. The user is personally responsible and accountable for any use made of their accounts, logon Ids, passwords, passphrases, PINs and tokens.
- e) The use of the University's IT resources for commercial gain or for the substantial advantage of other bodies such as employers of placement students must have explicit prior permission of the appropriate Designated Authority and may be subject to charges or other conditions.
- f) The University reserves its right to take legal action against users who cause it to be involved in legal proceedings as a result of their use of the University's IT resources. The user shall indemnify the University for any loss or damage, whether direct or indirect, suffered or incurred as a consequence of actions prohibited by this AUR.
- g) Users must adhere to the terms and conditions of all licence agreements relating to IT resources; this includes software, data, equipment, services documentation and other goods. More details of the various agreements may be found in the Software and Data Agreements section or the Security Policy.
- h) Users shall supply the key to any encrypted data they own held on University computer equipment or passed through University networks if requested to do so by the Registrar.

4. Prohibitions

- a) Users are prohibited from using the IT resources in any way that is fraudulent, offensive, obscene, racist, malicious, defamatory, libellous, abusive or indecent. Users are prohibited from deliberately viewing or attempting to view obscene or indecent material.
- b) Users are prohibited from use of the IT resources which is designed or likely to cause harassment.

- c) Users are prohibited from sending unsolicited advertising, chain letters, pyramid schemes or other “nuisance” messages.
- d) Users are prohibited from any activities that may be described as “hacking”. Hacking is defined here as the intent to cause, or actions committed knowing they are likely to cause, wrongful loss or damage or alteration to information residing on a computing resource or any action that attempts to gain unauthorised access to, or diminishes the value of, or reduces the utility of, or affects injuriously by any means an IT resource. Hacking is further defined in the Definition of Terms.
- e) No user shall access, interfere or attempt to interfere with data belonging to or material prepared by or for another without permission. Similarly no user shall make copies of data belonging to another without permission.
- f) Users shall not deliberately waste staff time or IT resources. Users shall take reasonable care not to disrupt the work of others and are prohibited from using the University’s IT resources in a way that denies service to other users.
- g) Users shall not load or reconfigure any software or data onto the IT resources without permission from the Designated Authority. Any member of the University who installs software or data must be aware that they take full responsibility for the consequences of their actions.
- h) No user shall connect or attempt to connect any other device or extend the University’s networks or computing services without the express approval or the Designated Authority for the network.

5. Privacy of user data

- a) UK legislation and University regulations require the University to inform users how it will protect the privacy of their communications and data. Users should be aware that some system administrators have access to system event logs, network traffic, data stored by users and images displayed on computers in public access areas. The University’s stance is that the legitimate activities of the individuals which can be inferred from this material should be confidential.
- b) The University may monitor and record communications and data:
 - i) To establish the existence of facts to ascertain compliance with UK law or University regulations or procedures.
 - ii) In the interests of national security.
 - iii) To prevent or detect a crime.
 - iv) To investigate or detect unauthorised use of telecommunications systems.

- v) To secure, or as an inherent part of, effective system operation.
- c) Network traffic and data stored by users may be automatically monitored for threats such as viruses, hostile and inappropriate activity etc. and may be automatically modified to remove such threats.
- d) System Administrators will not exploit or release any material to another party unless at least one of the following conditions is met:
 - i) With the express permission of the user.
 - ii) To respond to a request for information supporting investigation by UK law enforcement agencies. Such requests must be validated by the University Records Manager.
 - iii) In cases where there are grounds to believe that there is a breach of University regulations or UK law. Investigation will require the express approval of the Director of Information Services or, in his absence, another senior officer of the University.
 - iv) To properly designated staff, in a crisis situation.
 - v) Where access to University data is essential for operational reasons. Such access will require the express approval of the Registrar. Personal material will remain confidential.
- e) System administrators may copy user data or lock an account to preserve evidence until such time as approval for further investigation can be granted.
- f) Users should note that the images captured by the University's Closed Circuit Television Cameras (CCTV) may be recorded and used to prevent or detect crime or breaches of University regulations. The access card systems also record the movements of users and this data may also be used subject to the same conditions as other recorded data.
- g) Users are required to protect any private or confidential data appropriately. For instance sending such unencrypted data over an unsecured medium such as Email is not acceptable.

6. Definition of Terms

User: Any person making use of University IT facilities. This includes but is not limited to all staff, students, and any other person or group granted access to the University facilities by a Designated Authority.

Authorised Systems Administrator: A member of staff who administers systems holding data belonging to others. They are bound by legislation and are required to sign a Declaration that they have read and understood the Charter of System and Network Administrators.

Designated Authority: The Designated Authority for IT facilities is whoever is responsible for their provision. Thus, in the case of centrally provided facilities, the Designated Authority will be the Director of Information Services or a nominee and, in the case of departmentally provided facilities, it will be the Head of School or Department concerned or a nominee.

Hacking: An abuse of the University's IT facilities. Such abuses include:

- a) Attempts to access or actions intended to facilitate access to computers, data or network equipment for which the individual is not authorised.
- b) Unauthorised resale of data or services
- c) Attempts to damage or deny service from computer or network systems
- d) Attempts to monitor data on the network or to introduce spoofed packets or forge routing or switching information.
- e) Deliberately scanning for or attempting to make use of any security bug or weakness.
- f) Deliberately introducing any virus, worm, Trojan horse or other such software into any IT facility, or taking action to circumvent any precautions taken or prescribed by the University to prevent this.

Information Technology (IT): For this policy IT is defined as any operation involving the manipulation, transmission or viewing of data by electronic means.

Please note

This document is available on the Intranet at: -

<http://www.informatics.bangor.ac.uk/private/helpdesk/rules/> along with other documents which users should familiarise themselves with.

Additional rules which apply to computer systems installed in public areas within the Schools of Electronics and Computer Science

1. Use of equipment is restricted to Staff and Students of this School.
2. Software must not be moved from machine to machine.
3. Software (especially the operating system) must not be reconfigured.
4. User's data should be stored either on floppy disks or the user's home directory; it must not be stored locally on workstations or PC's.
5. Personal software may be temporarily installed (subject to no infringement of its license conditions) but must be de-installed immediately after use.
6. The installation (even temporarily) and playing of games software is forbidden.
7. Any material obtained from the network and used in assessed work must be properly acknowledged. Failure to do so could result in a charge of plagiarism, which in serious cases may result in your degree being withheld.

Further Details on Plagiarism

The network is now a valuable source of information that can be used in assessed work in exactly the same way as information from non-electronic sources as long as it is properly acknowledged. Simply pasting chunks of text written by someone else into your report and claiming it as your own is not allowed. This is a legal offence known as plagiarism and in serious cases may result in your degree being withheld.

If it is necessary to copy material verbatim into your report then it should be placed in quotes after naming the person/source. **Example** - In his web pages (URL www.joebloggs.piece..), Joe Bloggs states that "the silicon chip industry is the biggest industry in the world".

It is preferable, however, to write any information you obtain from such sources in your own words and number the sources in sequence. Then at the end of your report all the sources must be pulled together in a reference list. Example - In recent articles [1,2], it was stated that the world's biggest industry was based on the silicon chip.

References

- 1.J.Bloggs, 1999, <web address for article>
- 2.J.Bloggs, 1999 J Computer Technology, 26, 27-45

ASSESSMENT

Information on Examinations and Assessment

The information in this section is intended to help you plan your work effectively over the year. It is correct at the time of printing but can change if any new regulations come into force during the session (this is unusual). There is an Examinations and Assessment noticeboard located in the Dean Street the corridor leading to the top entrance of the Main Lecture Theatre.

Number of modules studied

If you are a registered student of the Electronics or Computing Schools, you are required to study a total of **12 modules** every year. The two exceptions are Wide Entry (First Year) and Cert/Dip HE (First Year) students who register for **10 modules**. Selection of modules (except on initial entry) is done at pre-registration, which takes place towards the end of the second semester. Your personal tutor will inform you of the procedure at the appropriate time.

Individual module assessment

Each module is assessed by a mixture of formal examination, practical laboratory or computing work, assignments, reports or projects as specified in the module descriptors. The various assessments will be combined to give an overall mark for that module.

A mark of 40% or more is considered a PASS. Note that a student may not proceed to the next year of study if any module is failed with a mark below 30%.

Laboratory, practical and course work assessment.

Most modules contain some laboratory or other assessment to be completed by set times during the session. It is important that students attend the timetabled periods regularly so that they will develop their practical skills. Students will be informed of their marks on such course work as they become available.

Assessment of project work (*This is a CORE module which must be passed*)

The details of project assessment are published separately - see "Student Briefing document for conduct of a project".

The Individual Project, which all students undertake in their third year (ie final year for all BSc/BEng students and penultimate year for MEng/MMath students) has been designated a **CORE** module.

This means that **a student will not be awarded any degree** (no matter how well s/he performs in other modules) **unless s/he passes the project at 40%**.

Although you may be allowed to repeat your project as a resit the following year, you should note that the degree which you would subsequently be awarded **would not be accredited by the BCS or the IEE** as they stipulate that the project **MUST** be passed at the first attempt.

It is therefore imperative that all students commit themselves fully to the execution of their individual projects.

Submission of course work.

Students will be informed by the lecturer concerned of the due submission date for any piece of course work. Work submitted late, without sufficient cause, will be penalised and marked as 0%.

Presentation of course work.

You must ensure that your course work is clearly written and presented to an acceptable standard. It is worth bearing in mind that it may probably be read by a variety of people (staff members, external examiners), so it should be understandable and readable. Failure to give sufficient attention to presentation could lead to loss of marks and you should be careful to avoid unnecessarily penalising yourself in this way.

References must be listed in a recognised format, and you should try to avoid spelling errors and typographical mistakes. Use spell checkers and, where available, grammar checkers.

Use tables, graphs and other graphical forms when this will improve the clarity of the presentation, or present information more economically, or contribute information that would otherwise not be apparent. When doing so, it is vital to provide appropriate explanatory legends, so that it is absolutely clear to the reader what is actually being presented.

Referencing: The important thing to remember is to keep strictly to a recognised format. The Library produces a useful free handbook on this subject entitled, “Giving References and a Bibliography” and you are advised to consult this handbook.

To avoid any suspicion of **plagiarism** it is very important that any material taken from the **literature or WEB** is properly referenced.

Declaration Forms

All assignments submitted via the School office **must** be accompanied by a completed copy of the Declaration Form (sample below) or alternative specified by the module leader. The School Declaration form can be located on the School Intranet by following the links to:

<http://www.informatics.bangor.ac.uk/handingin/declaration.pdf>

You are asked to **hand work to a member of the administrative staff** and not just leave it on a desk in the hope that it will be found! Also, please ensure that you have **correctly detailed the module number** and title as office staff cannot accept responsibility for work which is misplaced due to incorrect labeling.

If you require a receipt, then **you** should also complete the section at the bottom of the form. This section will then be signed by the member of staff and returned to you. **If there is any claim with regard to missing submissions, then you will be required to present the signed receipt as proof of submission.**

Module Number:

Deadline Date / Time:

Assignment Title:

NAME:

SUBMISSION DATE:

Received By:
(Office Staff)

This piece of work is a result of my own work except where it is a group assignment for which approved collaboration has been granted. [Group work assessment has been prepared in collaboration with other members of my group.] Material from the work of others (from a book, a journal or the Web) used in this assignment has been acknowledged and quotations and paraphrasing suitably indicated. I appreciate that to imply that such work is mine, could lead to a nil mark, failing the module or being excluded from the University. I also testify that no substantial part of this work has been previously submitted for assessment.

Student's Signature:

Marker's Comment:

✂

NAME:

DATE:

Module Number:

Assignment Title:

Received By:
(Office Staff)

Examinations

Each academic year is divided into two semesters. Examinations take place in the assessment period at the end of each semester, in January and in May. They are of 1.5 or 2 hours duration and generally take place in the main university building ('Top College').

A full examination schedule, stating dates, times and rooms, is posted in the foyer at Top College. Information is also posted on the Examinations noticeboard in the School and on the University and the Schools' Intranet.

It is the student's responsibility to check this noticeboard from time to time.

Use of Calculators

Calculators in examinations should only be used for calculation, not for storage and retrieval of information. The School recommends that you take into the examination hall only simple, non-programmable, non-graphical calculators without text storage capability. If your calculator is found to contain material relevant to the examination then you may be considered to be in breach of the University's rules on Unfair Practice.

Rules for Progression

Whether or not you proceed to the following year's study programme is determined by the **Progression Rules** which, being designed to ensure that all students are treated fairly, are rather complex, but the core criteria are as follows :

From Wide Entry and Cert/Dip (Year 1)

To proceed to Year 2 of Cert/Dip or Wide Entry students must have:

- passed (got at least 40%) in 7 (of the 10) modules
- reached an overall average of 40%
- not have any module mark below 30%

From Part 1

To proceed to Part 2 (the second year) of the degree programme students must have:

- passed (got at least 40%) in 8 (of the 12) modules at level 1
- reached an overall average of 40%
- not have any module mark below 30%

From Part 2 (Year 1) (for BEng and BSc students)

To proceed to Part 2: Year 2 (the third year) of the degree programme students must have:

- passed (got at least 40%) in 8 modules at level 2 (Level I)
- reached an overall average of 40%
- not have any module mark below 30%

From Part 2 (Year 1) (for MEng and MMath students)

To proceed to Part 2: Year 2 (the third year) of the degree programme students must have:

- passed (got at least 40%) in 8 modules at level 2 (Level I)
- reached an overall average of 55%
- not have any module mark below 30%

From Part 2 (Year 2) (for MEng and MMath students)

To proceed to Part 2: Year 3 (the fourth year) of the degree programme students must have:

- passed (got at least 40%) in 8 modules (Level H)
- passed (got at least 40%) in all core modules

If you want more detailed advice on the criteria for progression, please ask your personal tutor or the Senior Examinations Officer.

Feedback on First Semester performance.

Information on each student's performance on each first semester module taken is made available, via the personal tutor, at the end of the third week of the second semester. Students are required to see their personal tutors at that time to discuss their general progress. The marks of Semester 1 examinations are NOT official until confirmed by the Senate Board in June (when all the results are collated and a complete picture of the individual student's performance can be obtained).

Feedback on performance for the year.

The decisions on progression to the following year of a degree programme will be made at the Senate Examination meetings in late June. The Academic Office sends each student a letter stating their recorded performance in all modules taken during the year, whether they have met the conditions for progression (see below) and, if not, whether they may take supplementary examinations.

Supplementary Examinations (Resits).

BEng, BSc and MEng/MMath Years 0, 1 & 2.

Students who fail to meet the progression criteria may be allowed to take a supplementary assessment, provided they have:

- passed (got at least 40%) in at least 5 modules
- achieved an overall average of at least 25%

MEng Year 3 (Level H to M)

No re-assessments in year 3 (level H) are permitted during the supplementary assessment period in August.

Modules failed in year 3 (level H) may be redeemed (with the mark capped to 40%) at the next offering of the module, i.e. during the student's 4th (M level) year [*NB this does not include the project module which, being CORE, must be passed to permit progression onto the final year of the MEng / MMath courses.*].

Students who do not achieve a mark of 40% or more in modules worth 80 credits during year 3 (level H) will normally be awarded the Bachelors Degree or undergraduate Diploma appropriate to their achievement.

At the discretion of the examination board the student may be invited to redeem failed modules as External or Part-time students. Module results will be capped at 40% and only a *Bachelor's Degree* may be awarded.

Supplementary Assessment Period.

Details of any supplementary assessment required is included in the University results letter.

Supplementary examinations always take place **the week before August Bank Holiday** – the Registry sends details of dates, time and rooms by letter. Students registered with the Schools of Electronics and Computing are also contacted individually, to remind them of the progression rules and what extra marks they need in order to proceed, and also giving details of any additional laboratory (week prior to the examinations) or assignment work which is required. **You MUST ensure that you are able to attend the resits, if required. Exceptions cannot be made.**

Options if you fail the year

Students who do not qualify for supplementary assessment, or who fail their supplementary assessment, are not re-registered but are allowed two further attempts as external or part-time students. Alternatively, the student may apply to be considered for a restart on another course. Any of these options would require the student to contact their LEA to establish funding implications as additional funding is not automatically granted.

Wide Entry (year 2 / level I) students who fail their supplementary assessment may be awarded a Certificate (CertHE) at the discretion of the Board of Examiners.

BSc and BEng (year 2 / level I) students who fail their supplementary assessment may be awarded a Certificate (CertHE) or a Diploma (DipHE), dependant upon level of achievement, at the discretion of the Board of Examiners.

BSc and BEng (year 2, level I) students who have failed their supplementary examinations but have passed 6 modules may proceed to the final year of an Ordinary Degree.

Students who satisfy progression at the end of year 2 / level I and start the final (3rd) year of their degree course but who then, for whatever reason, are unable to complete the year, can request that the Board of Examiners consider them for the award of the Diploma / Certificate as appropriate to their achievement to date.

Medical and other exceptional personal circumstances

All Examination Boards take account of any medical or other exceptional personal circumstances affecting a student's work which is substantiated and brought to its attention.

Students should inform their personal tutor or Senior Tutor of such circumstances, as soon as possible.

Students with disabilities.

Students with any particular disability which may impair their performance in examinations are asked to inform their personal tutor and the Senior Examinations Officer in the first instance, so that procedures can be put in place to ensure a fair assessment of their abilities.

Appeal

Following receipt of their official module marks, students have the right to make an appeal to the Senate Appeals Panel if they believe that some circumstance which has affected their result has not been taken into account by the Board of Examiners. Details of how to appeal a decision are available from the Academic Office.

In the case of an appeal relating to a degree classification, the procedure is governed by the rules of the University of Wales. Again, details are available from the Academic Office.

Degree Results.

Successful candidates are awarded a degree of the University of Wales. Arrangements for the Degree Awards Congregation will be sent to you by letter in June /early July.

Degree classifications will be released on the afternoon of the meeting of the full Board of Examiners. Results will be posted on the main noticeboard in the foyer – students' names will be stated (rather than registration numbers) and **if you do not want your name and result listed, YOU must inform the School Administrator / Examinations Administrator (Room 130).**

Alternatively, to find out your degree result, you may telephone the School Administrator on 01248 382681.

Degree classifications.

To be eligible for the award of a degree, students are normally required to have passed all core modules. Currently the Project is the only **core** module within the Schools. Students are required to pass the project in order to gain a degree. In addition, students are required to have passed two thirds of the credits which contribute to the overall average calculation (ie 160 credits out of 240, eg 16 out of 24 level 2/3 modules)

MEng / MMath students are also required to achieved a mark of 40% in modules worth a total of 160 credits at Levels M and H (years 3 & 4).

The degree classifications are determined by the Board of Examiners which is comprised of the Board of Studies together with the External Examiners. The classification will be made on the basis of the overall performance, *making due allowance for any special circumstance which has been brought to the Board's attention.* The guidelines for degree classification are:

70% +	I class Honours
60 - 69%	II i Honours
50- 59%	II ii Honours
40 - 49%	III class Honours
35 - 39%	Pass Degree
0- 34%	Fail

Calculation of Overall Degree Classification Mark.

Three Year Degrees.

For all students on 3 year Honours degree programmes the overall percentage mark used for degree classification by the Board of Examiners is a weighted average of their performance in the second and third years (Levels 2 and 3). The average mark gained on all 12 second year modules (or 120 credit equivalent) provides one third of the total mark. The average mark on the 12 final year modules (or 120 credit equivalent) provides the remaining two thirds of the total.

Four Year MEng and MMath Degree

The average marks gained on the 12 modules (or 120 credit equivalent) taken in each of the third and fourth years are combined in the ratio 40:60 to provide a final degree classification mark to be presented to the Board of Examiners.

Prizes

Nominations are made to Senate for the following **College Prizes**, which are awarded annually by the Senate:

Dr John Robert Jones Prize (Open Award)

Not less than **£ 300**

Awarded to the student whose academic performance in the immediately preceding session, as reflected in the final examinations for an initial degree in UWB, has in the judgement of the Senate been most meritorious.

(£650 in 2001)

Dr John Robert Jones Prize (Welsh Student Award)

Not less than **£ 300**

As above, but only students of Welsh origin, who have knowledge of spoken Welsh. Preference shall be given to those born or resident in the former county of Meirioneth, and in particular, Llanuwchllyn.

The following **Schools' Prizes** are awarded annually, nominations being put forward by the Board of Examiners:

<i>Prize or Award</i>	<i>Approx value</i>
	2005/06
J H Gee Prize	£ 205
Awarded to the student(s) who produces an outstanding performance in Mathematics (can be shared between 2).	
R A Jones Prize	£ 220
Awarded to the final year student who has shown the most proficiency in higher Mathematics.	
Institution of Engineers & Technology (formerly the IEE) Prize	£ 250
Awarded to the best student in the final Honours year of a degree in Electronic Engineering (including BSc, BEng, MEng) on an IEE accredited course.	
British Computer Society (2007-2009 incl)	£ 150
Awarded to the best student in the final Honours year of a degree in Computing on a BCS accredited course (<i>includes a certificate & 1 year BCS membership</i>).	
IEEE Project Prize in Telecommunications	£ 100
Awarded for the best undergraduate telecommunications project.	
IEEE Penultimate Year Award	£ 100
Awarded to the best overall Engineering penultimate year student.	
W E Williams	£ 60
Awarded to the best second year student following a BSc or BEng degree.	
Dr David Owen (for Physics)	£ 200
Awarded to an undergraduate student recording an outstanding performance in an engineering-related physics subject.	
Dr R H C Newton	£ 80
Awarded to the best student in the second year (excluding second year Wide Entry and MEng3) with the best performance in an engineering-related mathematical subject.	
Paul Green Memorial	£ 60
Awarded to the student who has presented the most meritorious undergraduate individual project.	

Nominations are also made for the following open IEE prize:

Institution of Electrical Engineers Benefactor's Prize

£200 + Certificate

The student should have originally entered onto the course with qualifications more appropriate to an Engineering Technician; should have current IEE membership; must have graduated with a first class honours degree from an IEE accredited course.

Careers Education, Information and Guidance (CEIG)

Careers

Like all good things your time as an Undergraduate at University will eventually come to an end and you will have to decide what to do next. The University and School both realise that this is a critical point in your career and personal development (as does your Bank manager). With this in mind, both the School and University have put in place facilities to provide you with guidance and advice.

Sources of Information

- **School Notice Boards:** Information on job opportunities can be found on various notice boards within the department (Foyer, corridor adjacent to MLT).
- **Literature in Student Common Room:** Student guides and publicity material produced by various companies can be found in the student common room.
- **Company Presentations:** Companies frequently come to the school to give presentations and answer questions. The companies usually provide free food and drink after their presentation.
- **Email:** Job opportunities and company presentation information are regularly emailed to all students.
- **Tutor and CEIG Co-ordinator:** Your personal tutor and the CEIG co-ordinator are also a valuable source of information. They will have detailed knowledge of specific companies and may have useful personal contacts that could be approached.
- **Careers Unit:** The Centre for Careers and Opportunities, situated in the Academic Registry, holds workshops on how to compose a CV and provides guidance on the whole application process. The Unit also holds workshops on CVs, Interview technique and Psychometric / Aptitude tests. The Centre for Careers and Opportunities also has lots of useful information on all sorts of companies. Their WEB address is (www.bangor.ac.uk/careers/).
- **Careers Fairs:** Both the school and the Careers Unit organises trips to major careers fairs, subject to sufficient student interest.
- **Company WEB-sites, Recruitment and Government agencies:** A large number of companies and agencies have WEB-sites that describe their activities and also have information on recruitment opportunities.

- **Trade and Local/National Press:** Both Physics World and IEE recruitment contain numerous job adverts. Copies of both publications can be found in the school's Library.
- **Postgraduate Study:** The school has both MSc and PhD places available each year. The postgraduate tutor gives an annual presentation outlining the research activities of the school. Information on postgraduate study at other Universities can be found on school notice boards.

References

- Always ask the individual before putting their name forward as a referee. Your personal tutor and individual project supervisor will usually be willing to provide a reference.

Code of Practice: Copies of the University's Code of Practice on Careers Education can be obtained from the Careers Development Unit.

Graduate Destinations

- After graduating please let the Careers Unit and us know where you have obtained employment. It helps us collate meaningful statistics on the types of jobs graduates are choosing. This information is then used by us to ensure that the knowledge and skills you have been taught at University are appropriate for the careers that graduates typically undertake.
- Keep in touch! Visit the Alumni web site to see how what former students have been up to and what new things have been happening at the University. (www.bangor.ac.uk/alumni/)

Work Placements

Undergraduate placements are not part of the formal structure of any of the degree schemes offered by the school. However, it is not uncommon for students to undertake a year's placement, although the school strongly discourages students from doing so until they have completed their penultimate year.

1. Why do a placement and when?

- **Experience:** Excellent way of gaining insight into how companies work. You also get the opportunity to apply some of the skills you have already developed while at University.
- **Cash:** Pay off some of your debts. Students normally return to University with company sponsorship.
- **Job Opportunities:** Usually there is a job offer on the table after you have graduated.
- **Career path:** A placement can help you decide which areas you would like to enter into, and which you would not.
- **Timing:** We recommend that you do not go on a years placement until you have completed the penultimate year of your course.

2. Duration

- **Year placements:** A wider range of companies offer year placements and you will generally get involved with larger projects. Companies usually assist you in finding accommodation.
- **Summer placements:** A limited number of companies offer summer placements. The Careers Development Unit runs a Job Mart scheme which attempts to match students to local companies (www.bangor.ac.uk/careers/). Unless the company is local, your accommodation could be a problem.

3. Companies

- **Large/ Medium size companies:** These types of companies usually have well established placement schemes with a structured programme of work.
- **Small/Medium size companies:** SME placements are generally less structured and you invariably get involved in everything.

- **Universities:** Schemes exist to allow students to join research groups over the summer and undertake a small research project.

4. How to find a placement

- **Deciding on an area of interest:** What areas of the course have you found most interesting? What field would you finally like to work in?
- **Research likely companies:** Look at the placement notice board, visit the Careers Development Unit, (www.bangor.ac.uk/careers), talk with your tutor and the CEIG co-ordinator and use the WEB to find more information on companies of interest. In addition, emails outlining placement opportunities are regularly sent out by the CEIG co-ordinator.
- **When to apply:** Some companies have fixed deadlines, others are more flexible. The earlier you start looking the wider the choice of companies.
- **Approach chosen company:** Some companies have online forms, others require an application form to be completed. All usually require you to submit an up to date CV, (visit the Careers Unit to get a health check on your CV). Forewarn anyone you have put down as a referee.
- **Interview by a company representative:** Most companies will interview applicants before offering a placement.

5. Finally

- **Let us know:** Notify tutor, CEIG co-ordinator and School Administrator of your placement details. Notify LEA of your intentions, if you are on a year's placement.
- **Remain in contact:** Keep in contact with school while on placement via the CEIG co-ordinator.

Bursaries

The school annually awards a number of Bursaries to undergraduate students. The details listed below are subject to quite frequent changes so keep an eye on the noticeboards.

Name	Value	Awards	Eligibility	Criteria and Conditions	Application Procedure	Deadline
Drapers	£1000 per year	1~4	All students	Awarded on a competitive basis, based on first semester results and preference will be given those in most financial need (plus those on 4 year courses).	CV + Form	Semester 1 (before the X-mas vacation)

HEALTH AND SAFETY

All staff and students are responsible for ensuring their own safe working practices and the safety of others on the premises.

Students are given a copy of the university's policy and guidelines on Health & Safety in their Student's Handbook when they register for the first time. Please make sure that you read it.

In addition, all students registering at the Schools are required to attend a lecture on Health & Safety at the beginning of the first semester. Please make sure that you attend.

The Schools have a Safety Policy; a copy may be obtained from the **Safety Officer, Mr R G Williams (Room 114 ext 2726)** and it is also on the school's web site. If you are concerned, or require additional information, about any aspect of Health & Safety within the School, please ask the Safety Officer.

The university has an Occupational Health & Safety Unit, which is situated at Athrolys, College Road (tel. 382779).

Telephone numbers for use in an emergency or for first aid assistance and the names and contact details of the School's Safety Supervisors and Advisers are printed on a separate page at the end of this Handbook.

The remainder of this section contains notes on Health & Safety which are particularly relevant to activities at the School. Please read them carefully. Undergraduate students should take particular note of the codes of practice on *Undergraduate Teaching Laboratories and Practical Classes* and *Supervision of Students in Laboratories*.

Safety Guidance Notes for Students and Staff

General Laboratory Practice

- **FOOD OR DRINK MUST NOT BE TAKEN INTO OR CONSUMED IN LABORATORIES.**

- **NO SMOKING IN LABORATORIES**

- **LABORATORY COATS MUST BE WORN IN CHEMISTRY LABORATORIES**

- **NEVER PIPETTE CHEMICALS BY MOUTH**

- **PROTECTIVE GOGGLES AND GLOVES MUST BE WORN WHEN HANDLING CORROSIVE CHEMICALS AND AT OTHER APPROPRIATE TIMES.**

All procedures involving substances hazardous to health shall be properly assessed under the Control Substances Hazardous to Health (COSHH) Regulations before work commences. Furthermore, supervisors and students shall, follow the “Code of Practice for the Supervision of Students in Laboratories”. If in doubt about COSHH Regulations to Codes of Practices, consult the School’s Safety Officer.

No work involving the use of potentially dangerous techniques apparatus or toxic chemicals shall be undertaken outside working hours without permission from the student’s supervisor AND unless there is at least one other person in the same laboratory or in an adjoining room.

All students shall be responsible for keeping their working area tidy to reduce unnecessary risks of accident. Fume cupboards labelled as functional must not be used for storage. They will be checked at regular intervals so that any material in use, or on-going experiments in fume cupboards, must be clearly labelled as such giving the student’s name. At the completion of the student’s studies, it is the responsibility

of the student and his supervisor to ensure the working area is completely cleared and free of any hazard. All hazardous chemicals must be properly labelled and correctly packaged.

Fire

MAKE SURE YOU KNOW THE LOCATION OF THE FIRE FIGHTING EQUIPMENT NEAREST TO YOUR ROOM

ALL MEMBERS OF THE SCHOOL ARE ASKED TO ENSURE THAT FIRE DOORS ARE KEPT CLOSED

IF YOU DISCOVER A FIRE

- Raise the alarm immediately by shouting FIRE!
- Arouse occupants in rooms on either side of yours by banging on the doors and shouting FIRE!
- Operate the nearest fire gong or fire bell.
- Dial 333 (any telephone) to call fire services – give location of fire.
- Use nearest extinguisher or fire blanker – see appliance instructions.

If the fire gets out of control or if your escape is threatened, leave the building **at once**. Close all doors behind you.

IF YOU HEAR THE ALARM

- Close all doors.
- Switch off all gas and electrical appliances, **BUT LEAVE LIGHTS ON**.
- Close all windows. Evacuate buildings quickly and calmly – **do not run**.
- If caught in a smoke filled area, crawl on hands and knees.
- If you suspect there is a fire on the other side of the door, open it **very slowly** keeping your foot against it and shielding yourself as much as possible.
- GO TO THE ASSEMBLY AREA – CAR PARK AT FRONT OF BUILDINGS

- KEEP THE FRONT STEPS CLEAR FOR THE EMERGENCY SERVICES.
DO NOT REMAIN STANDING ON THEM!

Water Supply

Connections to water points must be properly secured and if water is to be left running through apparatus overnight, the tubing must be securely fixed to the tap. Where apparatus is connected to the water supply for long periods, reinforced tubing fastened with jubilee clips must be used. Remember that water pressure rises at night when demand is low.

Water taps must be turned off after use and must not normally be left on overnight. Where water must be left running, ensure that the sink-drain and overflow are free of obstructions and adequate to deal with the flow.

Electricity

No member of the School is authorised to interfere with main fuse-boxes. These are the responsibility of the Estates Department, and any faults should be reported to them through the Departmental Superintendent.

Particular care must be taken when working in wet labs or wet areas. Unauthorised connections or alterations to electrical equipment are forbidden in such locations. All authorised electrical connections must be checked by the technician in charge of the wet area before use.

Connecting wires should be as short as possible and secured to ensure that they do not trail.

Extension cables longer than 2m may only be used with the approval of the Departmental Superintendent. This does not apply to temporary use of cables for electrical tools.

High tension leads must be conspicuously labelled as such.

The School Safety Officer / Departmental Superintendent must be informed at once if any electrical equipment blows a fuse or causes an earth leakage circuit breaker to trip. Such equipment must not be used again before appropriate testing has been carried out.

Any doubts about electrical connections should be reported to the School Safety Officer / Departmental Superintendent immediately.

All electrical equipment in the School is tested each summer and its continued use signified by a signed sticker. Equipment without such a sticker ***may not be used*** under any circumstances. The use of apparatus which fails the annual test will cease ***immediately***. There can be no relaxation of this requirement for any reason. Such apparatus will be removed from the laboratory where it is used to a place of safe keeping until it is repaired and retested under the direction of the School Superintendent. For major items which cannot be easily moved these will be disabled by the removal of the mains plug.

Display Screen Equipment

Many students and staff use display screen equipment (almost invariably a computer monitor) on a daily basis. This usually involves concentration, close visual work, frequent eye movements, extended periods of sitting, prolonged use of hands, wrists and fingers and unaccustomed posture. The potential effects of these (e.g. sore back and neck, eye strain) can be more or less eliminated if you take some simple precautions:

- maintain proper body posture
- arrange the area of work around your monitor for effective working
- adjust the screen for brightness, contrast and viewing angle
- allow adequate breaks from the screen
- do occasional stress-relieving exercises

If you want more advice on how to work with display screen equipment, please consult the School's Safety Officer.

Gas, Flammable Liquids, Hazardous Substances, Poisons, Hazardous Experimental Techniques, Refrigeration and Compressed Gas

Students are forbidden from working with gas supplies, flammable liquids, hazardous substances, poisons, hazardous experimental techniques, refrigeration and compressed gas except with the permission of an authorised member of staff. Additional guidelines apply which are available from the Safety Officer. These must be read and complied with before any work can be undertaken.

Workshops

No undergraduate student may use machines in the mechanical workshop. Only postgraduate students who have specific approval may use machines on which they have been trained. The School's Safety Officer must first be assured of their competence.

Security

All staff and students issued with keys and/or entry cards to the School must keep them in their possession. Report their loss to the School Superintendent (Mr RG Williams) immediately. Do not lend your keys or entry cards to anyone.

When working outside office hours, ensure that doors are locked and that all windows and fire doors are closed when you leave.

All persons working after 6pm **must sign in** using the book situated on the windowsill outside Reception.

Action in the case of accidents

Make sure you know the location of the first aid box nearest to your laboratory.

A. VERY SERIOUS INJURY

ACT QUICKLY

If there is continuing danger from the cause of the accident, eliminate it or remove the casualty from danger.

Move casualty as little as possible.

If the casualty is **conscious**, speak to him to get information on cause (especially if a poison) and continuing dangers. Stop any bleeding by applying direct pressure over the wound with the hands or clean pad.

If the casualty is **unconscious**, check that he is breathing easily with mouth and airways unobstructed. Hold the chin forward (head back) place casualty in the recovery position and then check bleeding (above).

If the casualty is **not breathing** check that the airway is unobstructed, push chin forward (head back) and start **mouth-to-mouth artificial respiration** immediately. If the colour does not improve and the pulse is absent, start cardiac massage.

Summon help as soon as possible – **DIAL 333** on any internal telephone and ask for medical help. Out of hours, phone Porter's Office (2795)

B. MINOR INJURIES

Treat from First Aid boxes and if necessary, refer to appropriate BDH chart on "FIRST AID or "SPILLAGE OR HAZARDOUS CHEMICALS".

If necessary obtain first aid assistance from one of the people who have had first aid training and whose names are posted near to each first aid box.

If further treatment is necessary, arrange to go by car to the Casualty Department, Ysbyty Gwynedd (Hospital) Bangor.

EYES affected by fumes or chemical splash must be irrigated by continually immersing the face in cold clean water. This must be continued for 20 minutes, or until skilled advice is available. Remove contact lenses as soon as possible.

SKIN affected by irritants should be washed thoroughly after removing contaminated clothing.

C. ACCIDENT REPORTS

Every accident (or incident which could have led to an accident), however minor, must be reported to the School Safety Officer or deputy and must be recorded on the standard College accident forms and forwarded to the College Safety Officer.

**Code of practice on undergraduate teaching
laboratories and practical classes**

NO FOOD OR DRINK IS TO BE TAKEN INTO OR CONSUMED IN ANY LABORATORY AT ANY TIME.

SMOKING IS NOT ALLOWED IN THE SCHOOL.

PROTECTIVE GOGGLES AND GLOVES MUST BE WORN WHEN APPROPRIATE.

All students are expected to help maintain a general level of tidiness in the School, particularly in the laboratories, and also in the public library, common room, lecture room and corridors.

Coats and non-essential baggage should be left outside the laboratory.

Handle all equipment with care and common sense. If in doubt about the operation of, or use of, a piece of equipment, ask for help from a demonstrator or technician.

Visitors are not allowed in the laboratories when practicals are in progress.

Students are not normally allowed in the laboratories outside working hours which are 9.00 to 17.30, without permission from a member of the academic staff. The one exception is the CAL computer room (Library). Access to this room is currently 24 hours, via the main fire exit at the back of the student common room (library I.D card required).

Code of practice on supervision of students in laboratories.

Students undertaking individual projects or team projects in their later years of study are often placed in research laboratories. In this case, your academic supervisor will perform a risk assessment on your individual project before you undertake any practical work.

The project will be assessed for compliance with existing departmental procedures, for general risks to health and safety and for compliance with the university's local rules.

Any precautions which are necessary will be agreed between the supervisor and student. The risk assessment is performed using a simple form. *It is part of your training to participate in the risk assessment process.*

The supervisor will check that the agreed procedures are being followed.

Students must not alter documented methods without the supervisor's knowledge.

The student has a legal responsibility not to endanger themselves or others by their actions.

Frequently Asked Questions

Absences

What if I miss a lecture?

Try to get the notes from another student and ask the lecturer for copies of handouts.

What if I miss a practical?

Find out what was covered in it. Contact the appropriate lecturer for a possible time to carry out the laboratory work missed.

What do I do if I am ill?

The most important thing is to look after yourself and to see a doctor if required. If you are ill for a short time then you can deal with your absence as in the two points above. If you have a longer illness (3-4 days) then get a medical certificate and give it to your personal tutor. You should see your personal tutor to discuss what has happened and what you have missed. If you miss exams or any other form of assessment because of illness then you must get a medical certificate (see section on Rules: what we expect of students).

What happens if I go home?

Family circumstances may mean that you have to be away from the University for a short time. If possible, discuss the matter with your personal tutor before leaving. If you have to leave in an emergency, then let someone in Bangor know where you are (e.g. a Hall Tutor or Warden) and then contact your personal tutor by phone or immediately when you return.

Problems with the work

What if I don't like a module?

If you are taking modules that you don't like or that you find very difficult see your personal tutor as soon as possible. Module changes must be made in the first two weeks of the semester (3 weeks for first year). If you wish to change a module, you must first discuss the change with the Senior Tutor and then complete a 'Change of Module' form.

What if I have not completed my course work?

Extensions for submission dates can be arranged for extenuating circumstances but try to spot problems in advance. You can contact the lecturer or your personal tutor about this.

I have a lot of course work to hand in at the same time.

At the beginning of the semester, look at what you have to complete and plan ahead. Don't leave everything until the last minute. If you can't see a way of completing everything go to see your personal tutor. It is better to discuss this with your personal tutor as soon as possible rather than waiting until near the submission dates.

Should I be doing this course?

It is common to have some doubts about your course. Discuss them with your personal tutor at an early stage.

I want to leave University.

Your personal tutor can talk to you about your reasons for wanting to leave Bangor. The personal tutor will discuss this impartially and will try to give you the best advice. There can be many reasons for wanting to leave and you should not worry about discussing them with your personal tutor. The Senior Tutor or Head of School can also give you advice. After discussing the matter with your personal tutor, he/she should then direct you to speak to the Senior Tutor who will ensure that the correct procedure is followed.

I am getting poor marks.

Try to identify the reasons for this. You can discuss your work with course lecturers, and, of course, your personal tutor. Take examples of your work to your personal tutor.

Administrative problems

I have a timetable clash.

Let your personal tutor know immediately so that the timetables office can be informed. It may be possible for the timetable to be changed, for you to take an alternative module or for an informal arrangement to be agreed which compensates for the clash.

Where am I supposed to be?

If you are unsure about where a lecture or practical are to be held then ask in the General Office or the lecturer directly.

I can't find my tutor.

Leave a message in the General Office or contact your tutor by email. If you have an urgent question then ask in the General Office if you can see another member of the academic staff, such as the School Administrator or Senior Tutor.

How can I complain?

If you are unhappy about something then ideally discuss it with your personal tutor or with students who are on the Staff Student Committee (see section on Student Representation). If your concern is about a specific part of the course then discuss it with whoever is teaching you at the time or with the appropriate Programme Leader. If you think your complaint is very serious and has not been adequately dealt with by the School, then the University has a grievance procedure (see section on Rules: What we expect of students).

I have a problem that I don't want to discuss with my personal tutor.

Contact the Senior Tutor or a member of his Pastoral Team or any of the University Support Staff or voluntary organisations in Bangor. The Head of School is also available to discuss problems that you feel can't be discussed with your personal tutor.

I want to change my personal tutor

Students may request a change of tutor at any time. The request should be made to the Senior Tutor who will make the necessary arrangements.

Telephone numbers for use in an emergency or for first aid assistance

Fire Service (give location of fire)	333
Medical Help in case of accidents	333
College Student Health Centre	2575
College Safety Officer	2779
School Safety Officer	2726

Hospital: During working hours (0900 – 1700) ask the operator to dial Bangor 384384 or at other times telephone Porter's Office (2795) and ask them to call the hospital.

OUTSIDE WORKING HOURS

Porter's Office, Main Arts	2795
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Names and contact details of the School's Safety Supervisors and Advisers

The members of staff listed below have particular responsibilities to supervise and monitor, as necessary, particular aspects of the School Safety Policy. Other workers should consult these individuals for information and advice regarding particular hazards to which their work may expose them.

School Safety Officer	Mr R G Williams (2726)
Deputy Safety Officer	Mr J Cambridge (3856 / 2593)
Teaching Laboratory Supervisor	Mr D W Poirot (2763)