



EPSRC Centre for Doctoral Training in Autonomous Intelligent Machines and Systems (AIMS)

Student Handbook 2014

INTRODUCTION	5
PROGRAMME BACKGROUND	6
PROGRAMME SUMMARY	6
MAIN AREAS OF RESEARCH	7
ROBOTICS, VISION AND PERCEPTION	7
MACHINE INTELLIGENCE & MULTI-AGENT SYSTEMS	7
CONTROL & VERIFICATION	7
M2M, SECURE SENSING & ACTUATION	7
MODULES	8
MINI-PROJECTS	8
PROCESS	9
SUBSTANTIVE DPHIL PROJECT	9
STAFF BIOGRAPHIES	11
ACADEMIC MEMBERS OF STAFF	11
PROGRAMME MANAGEMENT	12
STEERING COMMITTEE	12
DIRECTORATE	12
ACADEMIC BOARD	12
INDUSTRIAL ADVISORY	12
MONITORING AND ASSESSMENT	13
MODULE ASSESSMENT	13
MODULE ASSESSMENT SUBMISSION	13
MODULE QUESTIONNAIRES	13
PROJECT ASSESSMENT	13
OVERALL ASSESSMENT	13
PRIZES	13
ACADEMIC INTEGRITY	14
INTELLECTUAL PROPERTY, OWNERSHIP, AND CONFIDENTIALITY	15
INFORMATION ENGINEERING BUILDING (IEB)	16

DESK SPACE	16
LECTURE THEATRE	16
OPENING HOURS	16
FIRE ALARMS	16
OFFICE ETIQUETTE	16
<u>ADMINISTRATIVE MATTERS</u>	<u>17</u>
TERM DATES	17
UNIVERSITY CARD	17
HOLIDAYS	17
SICKNESS AND COMPASSIONATE LEAVE	17
MATERNITY, PATERNITY AND ADOPTION LEAVE	17
STUDENT COUNSELLING SERVICE	18
CAREERS SERVICE	18
SPORTS AND PHYSICAL RECREATION	18
STUDENT ASSOCIATIONS	18
COMMUNICATION AND ELECTRONIC MAIL	18
<u>RESOURCES</u>	<u>20</u>
THE GREY BOOK	20
THE PROCTORS' AND ASSESSORS' MEMORANDUM	20
STATEMENTS OF PROVISION FOR RESEARCH STUDENTS	20
THE MATHEMATICAL AND PHYSICAL LIFE SCIENCE DIVISION GRADUATE HANDBOOK	21
<u>APPENDIX</u>	<u>22</u>
<u>[A] TERMINOLOGY</u>	<u>22</u>
MATRICULATION	22
UNIVERSITY TERMS	22
SUBFUSC	22
GRADUATE TERMINOLOGY	22
<u>[B] MATERNITY, PATERNITY AND ADOPTION LEAVE</u>	<u>23</u>
<u>[C] RESPONSIBILITIES OF THE STUDENT</u>	<u>24</u>
THE RESEARCH PROGRAMME	24
<u>[D] REGULATIONS RELATING TO THE USE OF INFORMATION TECHNOLOGY FACILITIES</u>	<u>26</u>
<u>[E] UNIVERSITY POLICY ON DATA PROTECTION AND COMPUTER MISUSE</u>	<u>32</u>

[F] UNIVERSITY OF OXFORD EQUALITY POLICY	35
[G] PLAGIARISM	36
WHAT IS PLAGIARISM?	36
WHY DOES PLAGIARISM MATTER?	36
WHAT FORMS CAN PLAGIARISM TAKE?	36
NOT JUST PRINTED TEXT!	37
[K] UNIVERSITY OF OXFORD – CODE OF PRACTICE RELATING TO HARASSMENT	38
[L] POLICY ON THE ETHICAL CONDUCT OF RESEARCH INVOLVING HUMAN PARTICIPANTS AND PERSONAL DATA	39
[M] COMPLAINTS AND ACADEMIC APPEALS	40

Introduction

Welcome to the EPSRC Centre for Doctoral Training in Autonomous Intelligent Machines and Systems (AIMS). The Centre is brand new, and is an exciting opportunity for everyone involved. It's attracted a lot of attention inside and outside the University: there is a lot of goodwill, and many incentives to succeed. We are aware that you, the students, are also investing time in participating in the Centre, and we hope that it will exceed your expectations.

This Handbook describes the Academic life of the centre, the expectations upon you, and what you should expect from the lecturers and staff. There may be errors and inconsistencies – we apologise in advance. Please help us to fix any teething problems the Centre may have.

Director - Steve Roberts

Co-Director - Niki Trigoni

CDT Administrator - Wendy Adams

Programme Background

In the next decade our society will be revolutionised by Autonomous, Intelligent Machines and Systems, which can learn, adapt and act independently of human control. There is an exciting opportunity to develop these technologies for sectors as diverse as energy, transport, environment, manufacturing and aerospace. Our CDT will deliver highly-trained individuals versed in the underpinning sciences of robotics, computer vision, wireless embedded systems, machine learning, control and verification. The CDT will advance practical models and techniques to enable computers and robots to make decisions under uncertainty, scale to large problem domains and be verified and validated.

The Centre will be instrumental in bringing together AIMS-related expertise from two departments, Engineering Science and Computer Science, providing PhD students for the first time the opportunity to get a combined theoretical and systems training in all four AIMS themes: 1) Robotics, Vision and Perception; 2) Machine Intelligence and Multi-Agent Systems; 3) Control and Verification and 4) Pervasive Networked Sensing and Actuator Systems.

Programme Summary

The training programme of the CDT will provide a comprehensive, state-of-the-art view to autonomous intelligent systems; combining theoretical foundations, systems research, academic training and industry-initiated projects and covering a range of topics aligned to four key skills areas. Our programme will intimately mix both practical and theoretical aspects of intelligent machines and systems. Both Engineering and Computer Science at Oxford have an excellent track record of developing practical systems and evaluating them in real applications (e.g. self-driving cars and sensor networks for environmental monitoring).

Main Areas of Research

Robotics, Vision and Perception

The first key skills area is in enabling autonomous systems to identify and interpret complex scenes, from moving vehicles to human activity and form robust situation assessments to enable appropriate action and decision making. For example, robotic systems require such capabilities so that they can navigate in unknown environments; augmented reality systems require methods for scene perception and object identification. Our vision is to train a new generation of researchers that will be able to understand and embed such intelligent machines across sectors, from smart buildings to driver-less cars.

Machine Intelligence & Multi-Agent Systems

The second key skills area is in making machine autonomy and intelligence ubiquitous; allowing machines to discreetly pervade the world around us and assist us. At the heart of this is a scaling issue and the need to coordinate and harness the potential of ubiquitous computational agents to meet the challenges of sustainability, inclusion and safety and to enable effective & seamless machine-to-machine coordination and machine-to-human interaction. The CDT will promote a training foundation for students to inject machine intelligence into real-world applications, such as the critical domains of healthcare, smart grids and energy resources, big data analytics, disaster response, citizen science, human-in-the-loop systems and the environment.

Control & Verification

The third skills areas lies in developing effective techniques to monitor and control intelligent machines, such as those used in manufacturing, transportation and biosensing/healthcare systems, and to ensure their safety and dependability. For example, how do we ensure that the embedded software controller of the self-driving car does not crash, or that the implantable blood glucose monitor correctly identifies an abnormal range and raises an alarm? Verification via model checking provides automated methods to establish that given requirements are satisfied, but is challenged by the need to consider the complex interplay of discrete, continuous and probabilistic dynamics. Students will be challenged to apply this material to control and verification problems in diverse areas, such as automotive controllers, wireless security and coordination in rescue scenarios.

M2M, Secure Sensing & Actuation

The fourth skills area will be to realise the vision of connecting intelligent devices seamlessly and everywhere and to allow them to share their sensing, monitoring and actuating capabilities. This is often referred to as “M2M” or the “Internet of Things”. Currently, there are key technical barriers in the widespread adoption of “intelligent networked” devices. First, machine interaction typically relies on context-awareness (e.g. location) which is problematic in indoor environments. Second, sensors and actuators are inherently unreliable, often lacking calibration, quality estimation, energy management and fault detection capabilities. This compromises their practical use. Third, most M2M solutions have been designed to meet functional requirements, ignoring security and privacy concerns, both in peer-to-peer ad-hoc networks and cellular networks.

Modules

- Data Estimation and Inference
- Optimisation
- Embedded Systems Programming
- Introduction to Modern Control
- Signal Processing
- Machine Learning
- Computer Vision
- Learning from Big Data
- Systems Verification
- Privacy and Security in Wireless Networks
- Autonomous Agents & Multi-Agent Systems
- Sensor and Actuator Networks
- Computational Linguistics
- Mobile Robotics

Mini-Projects

The objectives of the mini-projects are:

- to give each student experience in undertaking a small research project, one which could seed or turn into a substantive DPhil project;
- by undertaking two projects, with different supervisors (and normally different academic departments), to ensure that each student explores some diversity of topic, before settling on their substantive research;
- to provide a means by which the CDT and partner organisations (companies, government departments, etc.) can develop relationships – whether leading to support for a DPhil project or some other engagement;
- by providing students with a menu of projects, to shape the overall research of the CDT according to the original proposal and subsequent guidance from the Advisory Panel;
- to put potential academic supervisors from within the University in touch with the group of CDT students, giving an opportunity to explore potential research ideas of mutual interest.

A good project will:

- provide worthwhile results, leading to a written report (ideally, publishable at an academic research workshop) within the nine weeks allotted;
- be based on a realistic problem or challenge;
- be substantially an individual piece of work (collaborative work with other students or supporters etc. is possible, but the student's contribution should be clearly defined and measurable);
- build upon, but not be constrained by, the content of and skills learned in the taught courses in the CDT;
- have an enthusiastic supporter/mentor from an external organisation and active engagement of a supervisor in the University (the first is optional; the second mandatory);

- be capable of extension into a bigger project, motivate a bigger project, or (if necessary) demonstrate the infeasibility of an intended bigger project.

Some projects will have an external supporter, but this is not mandatory. Some projects will have a Department of the University in the role of supporter (i.e. defining a problem domain, but not necessarily providing academic supervision of the student's work).

Each theme has a Champion whose role is to help to solicit project proposals, match academic supervisors and external partners, and ensure wide coverage.

Process

Mini-projects may be proposed by:

- academic supervisors within the University;
- partner organisations;
- students themselves.

The CDT, and particularly the Theme Champions, will help to match partners and academics where necessary, so that eventually, every proposal has an academic supervisor, and that these reach as wide as possible a group of supervisors. These will then be reviewed by the CDT's Academic Board (or a sub-committee) will review the collection of proposals, to ensure balance and coverage of topics, academic departments, supporters, etc.

The list of projects will be made available to the students, for them to begin exploring possibilities. They will be allowed to propose their own projects, subject to the agreement of the Academic Board – but this should be the exception. Most projects will arise with a certain amount of negotiation, and a supervisor might well propose a particular project with a particular student in mind.

Students and supporters/supervisors will then arrive at mutually-agreed matches. The CDT Director/co-Directors (with the Theme Champions) will assist to avoid over-subscription of particular projects and to help students to find matches where needed. Students' choice of projects will be collated and approved by the Academic Board. After the project work is complete, each report will be marked by two members of the Academic Board.

Substantive DPhil Project

After successfully completing the first year, you will move to be hosted by one of the academic departments of the University, under supervision of one or more academics from that department (or academics from two or more departments). You will need to develop a full research plan for your DPhil, and pass the Transfer of Status process, by which you move from being formally a Probationer Research Student to being a full DPhil Student. This will normally take place during your second year of studies (your first in the host department).

Later in your studies, you will need to pass the Confirmation of Status, which is designed to ensure that you have completed substantive research and are on target to complete a DPhil thesis.

By the end of four years (three in the host department) you should be ready to submit a thesis, and there will be a viva voce examination, with two independent examiners (that is, people you have not collaborated with at any stage).

If your first year in the CDT is not successful (or, exceptionally, if the Transfer process does not work out for you) a reasonable alternative approach will be to transfer status to that of student for MSc by research.

For further information please see the Exam Regulations online:

<http://www.admin.ox.ac.uk/examregs/contents.shtml>

Staff biographies

Professor Steve Roberts

Stephen Roberts is Professor of Machine Learning in the Department of Engineering Science at the University of Oxford. He is recognised for his pioneering work in developing methods for automated reasoning and decision making in complex problems, especially those in which noise and uncertainty abound. He has successfully applied these approaches to a wide range of problem domains including astronomy, biology, finance, sensor networks, control and system monitoring. His current interests include the application of intelligent data analysis to huge astrophysical data sets (for discovering exo-planets and pulsars), biodiversity monitoring and smart networks for reducing energy consumption and impact. In the last ten years Stephen has been awarded some fifteen best paper awards, including two prizes by the IET. He has published over 250 papers and is a Fellow of the Royal Statistical Society the IET and the Institute of Physics. Stephen is also a faculty member of the Oxford-Man Institute of Quantitative Finance and a Professorial Fellow of Somerville College.

Dr Niki Trigoni

Dr. Niki Trigoni is a University Lecturer at the Oxford University Department of Computer Science and a fellow of Kellogg College. She obtained her PhD at the University of Cambridge (2001), became a postdoctoral researcher at Cornell University (2002-2004), and a Lecturer at Birkbeck College (2004-2007). Since she moved to Oxford in 2007, she established the Sensor Networks Group, and has conducted research in communication, localization and in-network processing algorithms for sensor networks. Her recent and ongoing projects span a wide variety of sensor networks applications, including indoor/underground localization, wildlife sensing, road traffic monitoring, autonomous (aerial and ground) vehicles, and sensor networks for industrial processes. She has co-authored more than 60 peer-reviewed conference and journal papers, including publications at Sensys, IPSN, Infocom, Mobihoc and ACM Transactions on Sensor Networks. In 2012, she edited (with Prof. Krishnamachari) a themed issue of the Philosophical Transactions of the Royal Society A, which is a compilation of landmark papers from leading researchers in her field. She has also edited the Proceedings of the Third International Conference on GeoSensor Networks (2009). She served as the Tracking Session Chair at ACM Sensys 2012, Chair of the 3rd Intl. Conf. in GeoSensor Networks in 2009, and as co-Chair of the Workshop on Environmental Sensor Networks in 2007. She has reviewed a large number of papers for conferences and journals in the area of sensor networks, and grant proposals for EPSRC, NERC, NSF, Singapore Ministry of Education and the British Council.

Ms Wendy Adams

I have been working in the University for 20+ years now. I recently took up the position as CDT Administrator, after working in the Department of Computer Science as the MSc Course Administrator for the past 20 years.

Academic Members of Staff

For a full list of staff relating to the CDT in AIMS, please see:

<http://aims.robots.ox.ac.uk/people>

Programme Management

Steering Committee

The Steering Committee has formal oversight of the work of the Centre, and ensures that it follows the norms and standards of the wider University in academic, financial, and other regards. It comprises representatives of the relevant Academic Divisions of the University, together with the Director, and the chairs of the Academic Board and Advisory Panel.

Directorate

The Director and Administrators have responsibility for the day-to-day running of the whole programme. They meet with the Associate Directors on a regular basis, and this group undertakes all the normal operational activity of the Centre.

Academic Board

The Academic Board advises the Directorate in the oversight of the running of the modules and direct input into the structure and content of the training year and the whole admissions process. It also oversees the process of defining mini-Projects and matching supervisors, external partners, and students. The Board is made up of all the Oxford academics who contribute to teaching and supervision, along with the CDT Programme Team.

Industrial Advisory

This group exists to represent the interests of the Centre's sponsors and those providing other support, such as hosting students in their project work. It will meet around twice per year, and will receive progress reports and recommend new directions of activity. Its members will also act as advocates for the Centre in the wider AIMS community.

Monitoring and Assessment

Module Assessment

Each course undertaken will be assessed in different ways. You will be informed of how during each course.

The marking system for which you will be assessed will be the following:

NS – Non-satisfactory

S – Satisfactory

S* - Outstanding

Module Assessment Submission

For each module assessment you will be given a deadline to complete this. You will be required to submit your work by the required deadline. Further instructions will be given to you during the course.

Module Questionnaires

The CDT welcomes feedback from students and supervisors on any aspect of their continually developing programmes. Many of these comments emerge during courses but suggestions or complaints can be raised at any time with the appropriate Programme Director.

For students, the preferred method of feedback is use of the online feedback forms which students should fill out at the end of each module (see below), although it is recognised that some comments may need to be discussed in person and in confidence.

At the end of each module students are required to complete a questionnaire giving their opinions on the teaching, course content and overall views of the module which will be summarised and given to the Module Leader. We need this feedback in order to provide the best course we possibly can so it is essential that this is completed when asked.

Project Assessment

The grading scale for the mini-projects undertaken are:

- 5 – Excellent; could be published in a good venue in this form
- 4 – Very good; suitable for a workshop or similar venue;
- 3 – Good; would need more substantive work before publication
- 2 – Adequate; meets the needs for a CDT mini-project; suitable preparation for substantive research
- 1 – Borderline; has some merit, but is barely suitable
- 0 – Not adequate; no evidence of achievement at the right level

Overall Assessment

In order to pass the first year overall, you must have satisfactorily completed all modules and mini-projects.

Prizes

At the end of your first year, there will be prizes given out for the best overall performance and the best mini-project.

Academic Integrity

The University's code of conduct concerning academic integrity is set out on the website at:

<http://www.admin.ox.ac.uk/personnel/cops/researchintegrity/>

<http://www.admin.ox.ac.uk/ps/staff/codes/air.shtml>

While the code's principles relate specifically to the conduct of research, all graduate students are advised to make themselves aware of the document's contents. The code of conduct mentions plagiarism, and in this context it is important for all taught course and research students within the division's subject areas, to be aware of, and to follow good practice in the use of sources and making appropriate reference. You will need to exercise judgement in determining when reference is required, and when material may be taken to be so much a part of the 'general knowledge' of your subject that formal citation would not be expected. The basis on which such judgements are made is likely to vary slightly between subject areas, as may the style and format of making references. Your supervisor or course organiser where appropriate, will be in the best position to advise you on such matters; in addition, these may be covered, along with other aspects of academic writing, in your induction training. By following the citation principles and practices in place in your subject area, you will develop a rigorous approach to academic referencing, and avoid inadvertent plagiarism.

Cases of apparently deliberate plagiarism, while infrequent in the University are taken extremely seriously, and where examiners suspect that this has occurred, they bring the matter to the attention of the Proctors. Your attention is drawn to the Proctors' and Assessor's Memorandum, Section 9.5, 'Conduct in Examinations', and in particular to sections 4 and 5 and the concluding paragraph of the section:

"4 No candidate shall present for an examination as his or her own work any part or the substance of any part of another person's work".

"5 In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged".

"The University employs a series of sophisticated software applications to detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors on-line essay banks, essay-writing services, and other potential sources of material. It reserves the right to check samples of submitted essays for plagiarism. Although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions."

Please refer also to Education Committee's guidance on good practice in citation, and the avoidance of plagiarism, which can be found at:

<http://www.ox.ac.uk/students/academic/goodpractice/>

<http://www.admin.ox.ac.uk/epsc/plagiarism/index.shtml>

Intellectual Property, Ownership, and Confidentiality

The University's normal position – constructed via staff and student contracts – is that research undertaken by students in the course of their study belongs to the University. Profits deriving from the research are shared with the individuals concerned, according to well-defined and reasonably generous rules.

Where a sponsor is committing significant resources or knowhow to a project, it is possible to negotiate other terms. If such a need is anticipated – whether for a mini-project or a substantive DPhil project – it should be indicated as early as possible, to allow time for the necessary legal negotiations to take place. Clearly, it is better if such issues are avoided – but not if this artificially restricts the scope of the research. Likewise, it is better to anticipate potentially-valuable IP before a project starts than to run into difficulties later.

The report generated at the end of a project should be capable of publication, but it is normally important that it describes all the substantive work undertaken. Where necessary, it can be handled on a privileged and confidential basis, to allow time for filing of patents, etc. Where the report is to contain other sensitive data, it may be possible similarly to handle it on a confidential basis or to deliver it in two parts, one with restricted circulation, but this should be discussed as early as possible with the CDT Director.

Confidentiality and non-disclosure agreements may be needed, regardless of the publication terms of the final report, for the students and supervisors during the project, and possibly for other CDT staff. These should be arranged with the CDT at the earliest opportunity.

Where suitable clearances and working arrangements are in place, there is no restriction on a project using government protectively-marked material, but regard should be had to the needs of the report to be produced, almost certain to be unclassified.

Information Engineering Building (IEB)

Desk Space

On the ground floor, the study space has sufficient desk space and access to a laptop for each member of the cohort. Desks are not allocated specifically to an individual; therefore any personal belongings left in this space must be kept in a neat and tidy manner. Please ensure noise is kept to a minimum within this room to maintain a quiet working environment.

Lecture Theatre

All lectures will take place in LR7 unless otherwise stated.

No food or drink is permitted within the lecture theatre.

Opening Hours

The IEB is only accessible via an authorised University card. As a member of the CDT, your University card should permit access at any time. University cards will be activated as the Department's entry card. To activate your entry card you will need to take your University Card to the main reception in the Thom Building.

Fire Alarms

Fire alarm tests are conducted periodically, and in such cases the alarm will sound for a short time and then cease. If you hear an alarm that continues longer than several seconds, please evacuate the building immediately in an orderly manner via the nearest exit (using the stairs and NOT the lift) without stopping to gather your possessions.

Office Etiquette

Please keep the office space around you neat and tidy – it is a busy environment and health and safety issues must be respected.

- Do not abandon plates and mugs to get mouldy. If you see items lying around please take them to the kitchen.
- Do not leave mobile phones switched on and unattended.
- Do not leave trailing wires across walk ways.
- Do not have mobile phones on during lectures.

Administrative Matters

Term Dates

The university term dates for this academic year are:

Michaelmas 2014 Sunday, 12 October - Saturday, 6 December

Hilary 2015 Sunday, 18 January - Saturday 14 March

Trinity 2015 Sunday, 26 April - Saturday, 20 June

However as a graduate student, terms extend past the university term dates and as a result vacations fall at different times. Please see the module timetable found on our web pages, this is particularly relevant when making vacation travel plans etc.

University Card

Oxford University issued the first University Card to students in 1994. Since 1996 University Cards have been available for staff and visitors in all Departments and Colleges within the University. Your University Card will be available for collection from your College administrator when you arrive.

Students, staff and invited academic visitors require a University Card to gain access to libraries, computing services and some College and University buildings. The card is used for security purposes and where access control or other automated systems are in use e.g. the IEB Building. It also serves to identify those entitled to use University facilities and services. Entitlement to University IT facilities varies according to your University status.

If your card is lost, stolen or damaged please inform your College and the CDT Office immediately. If it has been lost or stolen, reporting this loss quickly will prevent unauthorised use of your University Card for which you may be held responsible. Your College or the CDT Office will then contact the University Card Office and a replacement will be issued, there is however a £10 replacement fee levied by the card office for this replacement.

Holidays

The DPhil in AIMS, as with all DPhils in Oxford, is a full time course and should be viewed in the same way as a full time job with regard to holidays. You are expected to work during University vacations. You are entitled to take a reasonable amount of holiday over the course of a year, in the region of six weeks total. Any holiday taken should be agreed in advance with your supervisor

Sickness and Compassionate Leave

If you are unwell or have need for compassionate leave you should inform your supervisor and the CDT Administrator who will be able to advise on whether you should apply for suspension of status. If you are unable to study for more than seven days due to medical reasons you should get a letter or certificate from your GP so that it can be taken into consideration if your progress is affected.

Maternity, Paternity and Adoption Leave

The University Policy on Maternity, Paternity and Adoption Leave can be found in Appendix [B] at the end of this document.

Student Counselling Service

The University has a professionally staffed confidential Student Counselling Service (<http://www.admin.ox.ac.uk/shw/counserv.shtml>) for assistance with personal, emotional, social and academic problems. The service is available free to all matriculated undergraduate and graduate members of the University.

You may find that it is helpful to talk things through first with a friend, family member, tutor, supervisor, or your college doctor or nurse – often problems can be resolved by talking to someone like this. But if you don't feel that these people could help you, you are welcome to try the Student Counselling Service for confidential help and advice. There are times when it may be right to seek help away from the familiar daily environment and the Student Counselling Service was set up to meet just such a need. The Service has a team of professionally trained and widely experienced female and male counsellors, psychotherapists, psychologists and a psychiatrist, who are accustomed to helping people from many different backgrounds and cultures and with a wide range of personal issues.

The Oxford University Student Union (OUSU) also runs a Student Advice Service (<http://www.ousu.org/welfare/SAS/>). The Student Advice Service is a confidential listening, information and advocacy service. The service aims to provide a space for students to talk over their worries in confidence, and to offer information on a range of issues which students might encounter during their time at Oxford.

Careers Service

The Careers Service helps you (whether you are a current or recent Oxford University undergraduate or postgraduate student or a member of research staff) make and implement well-informed decisions about your career. In particular the Service encourages and enables you to appreciate and explore the range of opportunities available; to clarify your values and interests and to relate them to possible career choices; to recognise and further develop your abilities and skills; and to formulate and realise your early career plans. For more information please visit <http://www.careers.ox.ac.uk>.

Sports and Physical Recreation

Oxford University has a proud and well- deserved reputation for its sporting background. There are numerous facilities available across the city. For more information please check the following websites:

Oxford University Sport: <http://www.sport.ox.ac.uk>

Oxford University Club: <http://www.club.ox.ac.uk>

Student Associations

There are a large number of associations and societies that are run throughout Oxford University. These include groups on politics, national interest, religion, science, music, media and literature, college clubs and sports. For a full list please see

<http://oxforduni.groupspaces.com>.

Communication and Electronic Mail

The University Computing Service automatically provides e-mail facilities for all new students, at the same time as you are given a University Card. You will also register with the local network, and can use these accounts to send and receive e-mail.

E-mail is, generally speaking, a good way of contacting members of the CDT, and most of the other academic staff you will need to reach. Please read your email frequently as there may be an urgent/important message for you from one of us.

Resources

In addition to this handbook there are some other important sources of information that you should ensure you are familiar with;

The Grey Book

The Examination Regulations, usually known for obvious reasons as the “Grey Book”, is the authoritative document on the regulations for the University degrees and examinations. You should receive a free copy of the relevant part of this book through your College at the beginning of your first term. The Grey Book defines the rules for admission to and progression through the programmes of study and the syllabus for examinations. The regulations are available online at:

<http://www.admin.ox.ac.uk/examregs/contents.shtml>.

Regulations specific to the CDT in Autonomous Intelligent Machine Systems are here:

http://www.admin.ox.ac.uk/examregs/26-56_B_MATHEMATICAL_PHYSICAL_AND_LIFE_SCIENCES_DIVISION.shtml#subtitle_9

The Proctors' and Assessors' Memorandum

The University has two Proctors, the Senior Proctor and Junior Proctor, who are responsible for making sure that the University operates according to its statutes. As well as being members of key decision-making committees, they deal with

University (as distinct from college) student discipline,

complaints about University matters and

the running of University examinations.

They also carry out ceremonial duties, e.g. at degree ceremonies. The Assessor is the third senior officer, responsible particularly for student welfare and finance. The Proctors' and Assessor's Memorandum is the document relating to the rules and the statutes of the University which you are expected to follow. This can be found at:

<http://www.admin.ox.ac.uk/proctors/info/pam/index.shtml>

Statements of Provision for Research Students

These detail the provisions that have been made for you by the University and the Colleges. The statement that is applicable to you is written by the Department of Engineering Science; this can be found at:

<http://www.eng.ox.ac.uk/study-here/postgraduate/provision2.pdf>

The CDT statement of provision can be found here:

<http://aims.robots.ox.ac.uk/sof>

The Mathematical and Physical Life Science Division Graduate Handbook

The division also produces a graduate handbook which you should make sure you are familiar with. This can be found at:

<http://www.mpls.ox.ac.uk>

Appendix

[A] Terminology

Matriculation

Matriculation is the formal University admission procedure and is organised by your college.

University terms

The three University 'full' terms are: Michaelmas (October–December), Hilary (January–March) Trinity (April–June) Each term lasts eight weeks. But terms simply set the periods during which formal instruction is given by way of lectures, seminars and tutorials. The University functions throughout the year and as a research student you will need to work in vacation as well as in term time (apart from reasonable breaks).

Subfusc

The University Examination Regulations state that all members of the University are required to wear academic dress with subfusc clothing when attending formal university events such as matriculation and university examinations. It consists of: For women A dark skirt or trousers, a white blouse, black tie, black stockings and shoes, and, if desired, a dark coat For men A dark suit and socks, black shoes, a white bow tie and plain white shirt and collar. Candidates serving in HM Forces are permitted to wear uniform together with a gown. (The uniform cap is worn in the street and carried when indoors.)

Graduate Terminology

The following are some of the terms that are particular to graduate research students.

PRS (Probationer Research Student) – The name given to students when they are admitted to study for a research degree, usually held for the first year.

Transfer of Status – The name given to an examination that allows the student to progress from PRS to advanced status, such as D.Phil. or Master of Science by Research.

Confirmation of D.Phil. Status – The name given to an examination that allows the student to progress to the submission of the D.Phil. dissertation. Confirmation usually takes place after two years and must be within nine terms.

GSS (Graduate Supervision System) – An on-line system for termly reporting by graduate students and their supervisors regarding the progress of the research degree.

Graduate Studies Office (GSO) – An administrative centre for graduate studies, located in the Divisional Office, which manages the process of monitoring student progress, application for suspension and final examination. These applications are made on GSO forms which are available from:

<http://www.ox.ac.uk/students/academic/graduates/forms/>

DGS (Director of Graduate Studies) – for the CDT, this is the Director.

[B] Maternity, Paternity and Adoption Leave

To support students seeking to take parental leave, the University's [Student Maternity, Paternity and Adoption Leave Policy](#) provides details of the arrangements for undergraduate, postgraduate taught, postgraduate research and overseas students who are about to have or adopt a child. The policy outlines how much leave students are entitled to, access to University facilities, graduate accommodation and childcare services and the provision for a flexible return to full-time study.

Postgraduate research students should particularly note the requirements for applying for maternity leave, including the forms required and timings for notifying their college, supervisor and Director of Graduate Study.

Full information can be found here:

<http://www.ox.ac.uk/students/shw/childcare/>

[C] Responsibilities of the student

UNIVERSITY OF OXFORD

MEMORANDUM OF GUIDANCE FOR RESEARCH STUDENTS AND THEIR SUPERVISORS

The University expects the student to accept his or her obligation to act as a responsible member of the University's academic community. The student is also expected to take ultimate responsibility for his or her research programme and to develop an appropriate working relationship with his or her supervisor(s).

The research programme

In relation to the research programme, it is important for the student:

- to programme and undertake work according to an agreed timetable, and to keep relevant records of all aspects of the work in such a way that they can be accessed and understood by anyone with a legitimate need to see them;
- to take responsibility for the development of subject-specific research training and personal and professional skills, and to make positive use of the University's teaching and learning facilities, and opportunities for this development;
- to seek out and follow the regulations applying to the research programme, and to seek clarification, where necessary, and to be familiar with other regulations and policies relating to him or her, including health and safety, intellectual property, data handling and research integrity;
- to raise problems or difficulties with the relevant authority so that appropriate guidance may be offered;
- to carry out research with proper regard to good health and safety practices, and to be aware of the need for adequate health insurance and health precautions when travelling abroad;
- to understand the demands of a research degree and to devote sufficient time to study to make satisfactory progress and to complete each stage of the degree by the deadlines set out in the *Examination Regulations*;
- to work towards a suitable standard of written and spoken English for transfer and confirmation and for the final submission of the thesis.

It is for the student to ensure that competing demands on his or her time are minimised and to ensure that his or her supervisor is aware of, and approves, commitments (e.g. paid work, conferences) or time away that might impinge on the student's work.

Working with the supervisor

In order to make the most effective use of supervision, the student should endeavour to develop an appropriate working pattern, including an agreed and professional relationship with the supervisor(s). To facilitate this, the student should discuss with the supervisor the type of guidance and comment which he or she finds most helpful, and agree a schedule of meetings. The student should also be aware of his or her joint responsibility with the supervisor to ensure that regular and frequent contact is maintained, and to be encouraged to take the initiative to maintain contact when necessary.

In working with supervisors or other academic staff, students should also:

- recognise the demands made on a supervisor's time and the need to prepare adequately for meetings and to observe deadlines;
- accept the importance of constructive criticism within the supervisory relationship, and seek a full assessment of the strengths and weaknesses of any work;
- give full weight to any suggested guidance and corrective action proposed by the supervisor in the event of problems;
- co-operate with the supervisor to produce detailed parallel reports on progress at the end of each term via the [Graduate Supervision System](#);
- discuss their skills training needs with the supervisor, both informally during regular supervisory contacts and formally at particular times as detailed in subject handbooks;
- make appropriate use of any guidance available relating to the student's career after successful completion of a research degree, for example, the [Careers Service](#);
- inform the supervisor as soon as possible of any circumstance which might lead to interruption of study;
- where the student feels that there are good grounds for contemplating a change of supervision arrangements, discuss this with the existing supervisor, or, if this presents a difficulty, discuss this with the DGS or other appropriate officer or adviser, or with a college adviser.

Submission and completion

The requirements in relation to submission are set out in full in the [Examination Regulations](#), however in particular it is essential for the student:

- to ensure that his or her written English is of the necessary standard for the submission of a thesis;
- to be prepared to defend the subject of the thesis in fluent English at the viva;
- to allow sufficient time for writing up and to pay particular attention to final proof reading;
- to decide when he or she wishes to submit the thesis for examination, having provided the supervisor with sufficient time to comment on the final draft and having taken account of the supervisor's opinion;
- to be aware of the necessary steps in the examination process and the timescales required.

[D] Regulations Relating to the Use of Information Technology Facilities

<http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

ICTC Regulations 1 of 2002

Made by the ICTC on 6 June 2002

Approved by Council on 24 July 2002

Amended on 2 October 2003, 23 October 2003, 16 February 2006, 1 June 2006, 3 June 2010 and 19 July 2012

1. In these regulations, unless the context requires otherwise, 'college' means any college, society, or Permanent Private Hall or any other institution designated by Council by regulation as being permitted to present candidates for matriculation.

2. University IT and network facilities are provided for use in accordance with the following policy set by Council:

(1) The University provides computer facilities and access to its computer networks only for purposes directly connected with the work of the University and the colleges and with the normal academic activities of their members.

(2) Individuals have no right to use university facilities for any other purpose.

(3) The University reserves the right to exercise control over all activities employing its computer facilities, including examining the content of users' data, such as e-mail, where that is necessary:

(a) for the proper regulation of the University's facilities;

(b) in connection with properly authorised investigations in relation to breaches or alleged breaches of provisions in the University's statutes and regulations, including these regulations; or

(c) to meet legal requirements.

(4) Such action will be undertaken only in accordance with these regulations.

3. These regulations govern all use of university IT and network facilities, whether accessed by university property or otherwise.

4. Use is subject at all times to such monitoring as may be necessary for the proper management of the network, or as may be specifically authorised in accordance with these regulations.

5. (1) Persons may make use of university facilities only with proper authorisation.

(2) 'Proper authorisation' in this context means prior authorisation by the appropriate officer, who shall be the Chief Information Officer or his or her nominated deputy in the case of services under the supervision of IT Services (ITS), or the nominated college or departmental officer in the case of services provided by a college or department.

(3) Any authorisation is subject to compliance with the University's statutes and regulations, including these regulations, and will be considered to be terminated by any breach or attempted breach of these regulations.

6. (1) Authorisation will be specific to an individual.

(2) Any password, authorisation code, etc. given to a user will be for his or her use only, and must be kept secure and not disclosed to or used by any other person. Exceptions may be made for accounts set up specifically to carry out business functions of the University or a unit within it, but authorisation must be given by the head of the unit.

7. Users are not permitted to use university IT or network facilities for any of the following:

(1) any unlawful activity;

(2) the creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other material, or any data capable of being resolved into such images or material, except in the case of the use of the facilities for properly supervised research purposes when that use is lawful and when the user has obtained prior written authority for the particular activity from the head of his or her department or the chairman of his or her faculty board (or, if the user is the head of a department or the chairman of a faculty board, from the head of his or her division);

(3) the creation, transmission, or display of material which is designed or likely to harass another person in breach of the University's Code of Practice on Harassment;

(4) the creation or transmission of defamatory material about any individual or organisation;

(5) the sending of any e-mail that does not correctly identify the sender of that e-mail or attempts to disguise the identity of the computer from which it was sent;

(6) the sending of any message appearing to originate from another person, or otherwise attempting to impersonate another person;

(7) the transmission, without proper authorisation, of e-mail to a large number of recipients, unless those recipients have indicated an interest in receiving such e-mail, or the sending or forwarding of e-mail which is intended to encourage the propagation of copies of itself;

(8) the creation or transmission of or access to material in such a way as to infringe a copyright, moral right, trade mark, or other intellectual property right;

(9) private profit, except to the extent authorised under the user's conditions of employment or other agreement with the University or a college; or commercial purposes (including advertising commercial services) without specific authorisation;

- (10) gaining or attempting to gain unauthorised access to any facility or service within or outside the University, or making any attempt to disrupt or impair such a service;
- (11) the deliberate or reckless undertaking of activities such as may result in any of the following:
- (a) the waste of staff effort or network resources, including time on any system accessible via the university network;
 - (b) the corruption or disruption of other users' data;
 - (c) the unauthorised access, transmission or negligent loss of data;
 - (d) the violation of the privacy of other users;
 - (e) the disruption of the work of other users;
 - (f) the introduction or transmission of a virus or other malicious software into the network;
- (12) activities not directly connected with employment, study, or research in the University or the colleges (excluding reasonable and limited use for social and recreational purposes where not in breach of these regulations or otherwise forbidden) without proper authorisation.
8. Software and computer-readable datasets made available on the university network may be used only subject to the relevant licensing conditions, and, where applicable, to the Code of Conduct published by the Combined Higher Education Software Team ('CHEST').
9. Users shall treat as confidential any information which may become available to them through the use of such facilities and which is not clearly intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used either in whole or in part without the permission of the person or body entitled to give it.
10. (1) No user may use IT facilities to hold or process data relating to a living individual save in accordance with the provisions of current data protection legislation (which in most cases will require the prior consent of the individual or individuals whose data are to be processed).
- (2) Any person wishing to use IT facilities for such processing is required to inform the University Data Protection Officer in advance and to comply with any guidance given concerning the manner in which the processing may be carried out.
11. Any person responsible for the administration of any university or college computer or network system, or otherwise having access to data on such a system, shall comply with the provisions of the 'Statement of IT Security and Privacy Policy'.
12. Users shall at all times endeavour to comply with policies and guidance issued from time to time by ITS to assist with the management and efficient use of the University's ICT facilities.

13. Connection of any computer, whether college, departmental, or privately owned, to the university network is subject to the following additional conditions:

(1) (a) Computers connected to the university network may use only network identifiers which follow the University's naming convention, and are registered with ITS.

(b) The University's Trade Mark and Domain Name Policy specifies, *inter alia*, that all university activities (other than those within OUP's remit) should be presented within the ox.ac.uk domain. Any exception to this requires authorisation as defined in that Policy.

(2) (a) Owners and administrators of computers connected to the university network are responsible for ensuring their security against unauthorised access, participation in 'denial of service' attacks, etc. In particular they are responsible for ensuring that anti-virus software is installed and regularly updated, and that rules and guidelines on security and anti-virus policy, as issued from time to time by ITS, are followed.

(b) The University may temporarily bar access to any computer or sub-network that appears to pose a danger to the security or integrity of any system or network, either within or outside Oxford, or which, through a security breach, may bring disrepute to the University.

(3) (a) Providers of any service must take all reasonable steps to ensure that that service does not cause an excessive amount of traffic on the University's internal network or its external network links.

(b) The University may bar access at any time to computers which appear to cause unreasonable consumption of network resources.

(4) (a) Hosting Web pages on computers connected to the university network is permitted subject to the knowledge and consent of the department or college responsible for the local resources, but providers of any such Web pages must endeavour to comply with guidelines published by ITS or other relevant authorities.

(b) It is not permitted to offer commercial services through Web pages supported through the university network, or to provide 'home-page' facilities for any commercial organisation, except with the permission of the Chief Information Officer (ITS); this permission may require the payment of a licence fee.

(5) Use of file-sharing technology and participation in distributed file-sharing networks may be subject to additional regulation and restriction in order to prevent excessive use of university network resources, or the use of those resources for purposes unconnected with the University. If a user has any reason to suppose that an application employs peer-to-peer (p2p) or other file-sharing technology, they should seek the advice of the IT officer responsible for the college or departmental network on which they propose to use the software.

(6) (a) No computer connected to the university network may be used to give any person who is not a member or employee of the University or its colleges access to any network services outside the department or college where that computer is situated.

(b) Certain exceptions may be made, for example, for members of other UK universities, official visitors to a department or college, or those paying a licence fee.

(c) Areas of doubt should be discussed with the Head of ITS.

(7) Providing external access to University network resources for use as part of any shared activity or project is permitted only if authorised by the IT Committee (ITC), and will be subject to any conditions that it may specify.

(8) If any computer connected to the network or a sub-network does not comply with the requirements of this section, it may be disconnected immediately by the Network Administrator or any other member of staff duly authorised by the head of the college, section or department concerned.

14. (1) If a user is thought to be in breach of any of the University's statutes or regulations, including these regulations, he or she shall be reported to the appropriate officer who may recommend to the appropriate university or college authority that proceedings be instituted under either or both of university and college disciplinary procedures.

(2) Access to facilities may be withdrawn under section 42 of Statute XI pending a determination, or may be made subject to such conditions as the Proctors or the Registrar (as the case may be) shall think proper in the circumstances.

Examining Users' Data

15. All staff of an IT facility who are given privileged access to information available through that facility must respect the privacy and security of any information, not clearly intended for unrestricted dissemination, that becomes known to them by any means, deliberate or accidental.

16. (1) System Administrators (i.e. those responsible for the management, operation, or maintenance of computer systems) have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as System Administrators.

(2) They must endeavour to avoid specifically examining the contents of users' files without proper authorisation.

17. (1) If it is necessary for a System Administrator to inspect the contents of a user's files, the procedure set out in paragraphs (2)-(5) below must be followed.

(2) Normally, the user's permission should be sought.

(3) Should such access be necessary without seeking the user's permission, it should, wherever possible, be approved by an appropriate authority prior to inspection.

(4) If it has not been possible to obtain prior permission, any access should be reported to the user or to an appropriate authority as soon as possible.

(5) For the purposes of these regulations 'appropriate authority' is defined as follows:

(a) in the case of any university-owned system, whether central or departmental: if the files belong to a student member, the Proctors; if the files belong to any member of the University other than a student member, the Registrar or his or her nominee; or, if the files belong to an employee who is not a member of the University, or to a visitor to the University, the head of the department, college, or other unit to which the employee or visitor is responsible, or the head's delegated representative;

(b) in the case of a departmental system, either those named in (a) above, or, in all circumstances, the head of department or his or her delegated representative;

(c) in the case of a college system, the head of the college or his or her delegated representative.

[E] University Policy on Data Protection and Computer Misuse

Data Protection Policy

The primary purpose of current data protection legislation is to protect individuals against possible misuse of information about them held by others. It is the policy of the University to ensure that all members of the University and its staff are aware of the requirements of data protection legislation under their individual responsibilities in this connection.

The Act covers personal data, whether held on computer or in certain manual files.

The University is obliged to abide by the data protection principles embodied in the Act. These principles require that personal data shall:

- be processed fairly and lawfully;
- be held only for specified purposes and not used or disclosed in any way incompatible with those purposes;
- be adequate, relevant and not excessive;
- be accurate and kept up-to-date;
- not be kept for longer than necessary for the particular purpose;
- be processed in accordance with data subject's rights;
- be kept secure;
- not be transferred outside the European Economic Area unless the recipient country ensures an adequate level of protection.

Definitions and guidance on what constitutes fair and lawful processing (principle 1) may be found at:

<http://www.admin.ox.ac.uk/councilsec/dp/defs.shtml>

The Act provides individuals with rights in connection with personal data held about them. It provides individuals with the right to access data concerning themselves (subject to the rights of third parties). It also includes the right to seek compensation through the courts for damages and distress suffered by reason of inaccuracy or the unauthorised destruction or wrongful disclosure of data. Information on how to make a request for access to personal data under the Act may be obtained from:

data.protection@admin.ox.ac.uk.

Under the terms of the Act, processing of data includes any activity to do with the data involved. All staff or other individuals who have access to, or who use, personal data, have a responsibility to exercise care in the treatment of that data and to ensure that such information is not disclosed to any unauthorised person. Examples of data include address lists and contact details as well as individual files. Any processing of such information must be done in accordance with the principles outlined above. In order to comply with the first principle (fair and lawful processing), at least one of the following conditions must be met:

- the individual has given his or her consent to the processing;
- the processing is necessary for the performance of a contract with the individual;
- processing is required under a legal obligation;
- processing is necessary to protect the vital interests of the individual;
- processing is necessary to carry out public functions;

- processing is necessary in order to pursue the legitimate interests of the controller or third parties (unless it could prejudice the interests of the individual).

In the case of sensitive personal data, which includes information about racial or ethnic origins; political beliefs; religious or other beliefs; trade union membership; health; sex life; criminal allegations, proceedings or convictions, there are additional restrictions and explicit consent will normally be required.

In relation to security (Principle 7), the Data Controller (the University) must take appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data and sets out specific considerations for ensuring security. Staff and other individuals should be aware that guidelines and regulations relating to the security of manual filing systems and the preservation of secure passwords for access to relevant data held on computer should be strictly observed.

Staff should also note that personal data should not normally be provided to parties external to the University. Special arrangements apply to the exchange of data between the University and the colleges. For further guidance on this, please contact

data.protection@admin.ox.ac.uk.

Under principle 8, which restricts the transfer of material outside the European Area, personal data about an individual placed on the World Wide Web is likely to breach the provisions of the Act unless the individual whose data is used has given his or her express consent. It is important that all those preparing web pages, address lists and the like, are aware of these provisions, and seek advice from the Data Protection Officer if in doubt.

The Act specifies arrangements for the notification of processing undertaken by the Institution. The University has a wide ranging notification under the 1998 Act, which can be accessed online. Any members of staff who are uncertain as to whether their activities or proposed activities are included in the University's notification should contact the Data Protection Officer in the first instance.

A failure to comply with the provisions of the Act may render the University, or in certain circumstances the individuals involved, liable to prosecution as well as giving rise to civil liabilities. Individuals are encouraged to familiarise themselves with the general aspects of Data Protection contained in the University's guidelines to the Act, referred to above and with any specific measurements recommended by the University or their Department relevant to the particular nature of their work. Further information and advice may be obtained from Departmental Data Protection Representatives or from the University's Data Protection Officer – please send enquiries to:

data.protection@admin.ox.ac.uk

Computer Use and Misuse

The University regards computer misuse as a serious matter which may warrant disciplinary action.

A policy statement, rules and guidelines on the use of the University's IT facilities are published by the ICT Committee with the approval of Council. They appear in the Proctors' and Assessor's Memorandum, and may also be found at:

<http://www.ict.ox.ac.uk/oxford/rules/>

[F] University of Oxford Equality Policy

<http://www.admin.ox.ac.uk/eop/missionstatement/integratedequalitypolicy/>

The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

The University embraces diversity amongst its members and seeks to achieve equity in the experience, progression and achievement of all students and staff through the implementation of transparent policies, practices and procedures and the provision of effective support. The University recognises that equality should be embedded in all its activities and will seek to promote awareness of equality and foster good practice. The University is committed to a programme of action to support its equality policy, to monitoring its effectiveness, and to publishing information on progress towards its equality aims.

In exercising its policies, practices, procedures and other functions, the University will have due regard to its duties under the Equality Act 2010 and to the protected characteristics specified within it, as well as other relevant circumstances including parental or caring responsibilities, contract type, and working hours.

In particular, the University will:

Encourage applications for study and employment from the widest pool of potential candidates, especially where representation is disproportionately low; take steps to meet the particular needs of individuals from protected groups where these are different from the needs of others.

In respect of students, seek to attract applicants of the highest quality and potential, regardless of background. Decisions on the admission of students will be based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study.

In respect of staff, ensure that entry into employment and progression within employment are determined solely by criteria which are related to the duties of a particular post and the relevant salary scale; and support career development and progression to ensure diverse representation and participation at all levels.

The University expects all members of the university community to treat each other with respect, courtesy and consideration and does not tolerate any form of bullying or harassment. It has a [Policy on Harassment and Bullying](#), supported by a [Harassment Advisory Service](#).

[G] Plagiarism

<http://www.ox.ac.uk/students/academic/goodpractice/about/>

What is plagiarism?

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work. Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

Why does plagiarism matter?

It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is a breach of academic integrity. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

What forms can plagiarism take?

Verbatim quotation of other people's intellectual work without clear acknowledgement. Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.

Paraphrasing the work of others by altering a few words and changing their order, or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.

Cutting and pasting from the Internet. Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.

Collusion. This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is

your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

Inaccurate citation. It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. Title of Book, discussed in Wilson, E., Title of Book (London, 2004), p. 189).

Failure to acknowledge. You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, Departmental technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.

Professional agencies. You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.

Autoplagerism. You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

Not just printed text!

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from web sites.

[K] University of Oxford – Code of Practice Relating to Harassment

The University Policy and Procedure on Harassment and Bullying can be found at:

<http://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>

Guidance on taking action if you believe you have been harassed - informal or formal resolution?

If possible, you should attempt to resolve the matter informally; it may be that the alleged harasser does not know what effect his or her behaviour is having on you. If an informal resolution can be effectively achieved, this will in many cases be advantageous to you. It is however recognised that, in some cases, only a formal procedure would be appropriate.

Regardless of whether you succeed in resolving the matter informally, or decide to bring a formal complaint, try to keep a factual record of the offending behaviour. It is easy to forget details after the event and such a record will help you when seeking advice, in deciding whether to make a complaint, in formulating the complaint and in giving evidence at any subsequent hearing.

The harassment adviser will discuss with you what steps you can take to try to reach an informal resolution. The first step may be to speak with the alleged harasser and let him or her know that you object to his or her behaviour, explain why you object and ask that they stop. You should keep a factual record of what is said and done and of any witnesses present. Alternatively, or as a second step, you could put your objections and a request to stop in a letter addressed to the alleged harasser. Again, keep a copy. It is not advisable to communicate with the alleged harasser by email as these are easily copied and all too quickly sent without proper consideration of the wording.

The harassment adviser cannot tell you what you should say, or write a letter for you, but he or she can guide you, discuss the steps to take and review the outcomes with you.

If the behaviour continues regardless of your requests to stop, or, if attempting an informal resolution is not appropriate in the first place, the next stage will be to make a formal complaint.

The Harassment Advisors for the Department of Engineering Science and the Department of Computer Science are:

Harvey Burd - Tel: 73136 or 77817 - Email: harvey.burd@eng.ox.ac.uk

Julie Sheppard – Tel 73817 – Email: julie.sheppard@cs.ox.ac.uk

And you should contact them in the first instance.

[L] Policy on the Ethical Conduct of Research involving human participants and personal data

The University of Oxford seeks to protect the dignity, rights and welfare of all those involved in research (whether they are participants, researchers or third parties) and to promote high ethical standards of research. The University achieves this by:

- fostering a culture within the University that embraces the principles set down in this policy and the obligations contained in relevant legislation to protect the rights, dignity and welfare of those involved in research;
- providing ethical guidance that communicates regulatory requirements and best practice, and offering ongoing support and training to staff and students to maintain high ethical standards;
- maintaining a review process that subjects research to a level of scrutiny in proportion to the risk of harm or adverse affect.

Full details of the policy can be read here:

<http://www.admin.ox.ac.uk/curec/policystatement/>

[M] Complaints and Academic Appeals

1. The University, the Mathematical, Physical and Life Sciences Division and the Department of Engineering Science all hope that provision made for students at all stages of their programme of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.
2. However, all those concerned believe that it is important for students to be clear about how to raise a concern or make a complaint, and how to appeal against the outcome of assessment. The following guidance attempts to provide such information.
3. Nothing in this guidance precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.
4. Many sources of advice are available within colleges, within faculties/departments and from bodies like OUSU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.
5. General areas of concern about provision affecting students as a whole should, of course, continue to be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

Complaints

6. If your concern or complaint relates to teaching or other provision made **by a department**, then you should raise it with the Director of Graduate Studies as appropriate. Within the faculty/department the officer concerned will attempt to resolve your concern/complaint informally.
7. If you are dissatisfied with the outcome, then you may take your concern further by making a formal complaint to the University Proctors. A complaint may cover aspects of teaching and learning (e.g. teaching facilities, supervision arrangements, etc.), and non-academic issues (e.g. support services, library services, university accommodation, university clubs and societies, etc.). A complaint to the Proctors should be made only if attempts at informal resolution have been unsuccessful. The procedures adopted by the Proctors for the consideration of complaints and appeals are described in the Proctors and Assessor's Memorandum [<http://www.admin.ox.ac.uk/proctors/pam/>] and the relevant Council regulations [<http://www.admin.ox.ac.uk/statutes/regulations/>]
8. If your concern or complaint relates to teaching or other provision **made by your college**, then you should raise it either with your tutor or with one of the college officers, Senior Tutor, Tutor for Graduates (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

Academic appeals

9. An appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.
10. For the examination of research degrees, or in relation to transfer or confirmation of status, your concern should be raised initially with the Director of Graduate Studies. Where a concern is not satisfactorily settled by that means, then you, your supervisor, or your college authority may put your appeal directly to the Proctors.

11. Please remember in connection with all the cases in paragraphs 5 - 7 that:
 - (a) The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
 - (b) The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
 - (c) On no account should you contact your examiners or assessors directly.
12. The Proctors will indicate what further action you can take if you are dissatisfied with the outcome of a complaint or appeal considered by them.