Welcome to UG3

UG3 Course Organiser
email: ug3-co@inf.ed.ac.uk

THE UNIVERSITY of EDINBURGH

20 September 2017
UG3 Course Organiser email: ug3-co@inf.ed.ac.uk
Use this email for UG3 business!

General taught course information:
http://web.inf.ed.ac.uk/infweb/student-services/ito or from Informatics homepage follow links to
Students Services→Informatics Teaching Organisation

UG3: follow links to For students→Year 3 Handbook, which should answer most of your general questions about UG3.
You must regularly read your email.

The Informatics Teaching Organisation (ITO, Appleton Tower, Level 6) can answer questions on course administrative matters. Use the Student Services Support Form for enquiries: http://web.inf.ed.ac.uk/infweb/student-services/ito/contacts

If in doubt about whom to ask, ask the ITO.
This Week’s most important actions

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Course Registration

http://web.inf.ed.ac.uk/infweb/student-services/ito/students/year3/course-information/registration

done via PATH by yourself

deadline: Friday 22 September 2017 (in two days!)

List of Courses in Informatics: Course information → Course guide
http://course.inf.ed.ac.uk

Individual Course web pages:
http://course.inf.ed.ac.uk/COURSE-CODE.

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Meet your Personal Tutor (PT)

schedule a meeting with your PT to discuss course selection if you haven’t done so already (come prepared to the meeting!)
The building blocks of the informatics degrees (including the combined degrees) are:

- technical courses, most worth 10 credits
- a group practical, the System Design Project (20 credits), and individual practicals (AILP, SELP, CSLP) (20 credits)
- the *Professional Issues* course (10 credits)

You will take some subset of the above, *subject to the constraints that apply to your choice of degree.*

It is *your responsibility* to check the Degree Program Table and ensure your course choice meets the your degree requirements!

http://www.drps.ed.ac.uk/17-18/dpt/drps_inf.htm
You should take Year 3 courses (which may be level 9 or level 10)

http://www.drps.ed.ac.uk/17-18/dpt/drps_inf.htm
Course registration

- Use PATH to make selection
- Send selection from PATH to your Personal Tutor (PT) who will enrol you
- More info: http://web.inf.ed.ac.uk/infweb/student-services/ito/students/year3/course-information/registration
Course selection

- Please check the DRPS [http://www.drps.ed.ac.uk/17-18](http://www.drps.ed.ac.uk/17-18) first for timetable clashes, pre-requisites, location, etc. **this is your responsibility!**


- Think ahead: check the prerequisites for fourth year courses you may want to take next year.

- Look for complementary courses.

- Balance coursework vs exams heavy courses

- Most of all, look for topics that interest you; you are more likely to do well at these.

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If you require more information about a specific course:

- Course Survey Reports and Course Introduction Videos
  
  http://www.inf.ed.ac.uk/admin/ITO/course-survey-reports/

- contact the course lecturer by e-mail in the first instance.

- check the course's webpage from previous year for material

- attend the first lecture
Examinations, coursework and projects are all taken into account, with weights depending on the course (see Course Descriptors for each course).

In the case of Honours courses, a combined mark is carried forward to be used together with the final Honours year assessment in awarding the appropriate class of degree.

The third year mark is obtained as an average of all your third year courses, weighted according to the number of credits they are worth. For the 4 year Bachelors degrees, it counts for one half of the final degree. For the 5 year Masters degree it counts for 20% of the final degree (years 4 and 5 count 40% each).
All exams are usually held in April/May for year 3 (except for visiting students).

- More time to revise in April/May
- Time in December dedicated to project work (e.g. Large Practicals)

However, we will have a December diet for the following courses:

- Introductory Applied Machine Learning (IAML)
- Computer Design (CD)
- Professional Issues (PI)
- Database Systems (DBS)
5% per day late, up to seven days (for most courses). After that late submissions receive a 0 mark!

http://web.inf.ed.ac.uk/infweb/student-services/ito/students/year3/assessment

Late submissions will only be accepted without penalty if you have a good reason and you strictly follow the procedure below:

- Submission extensions must be requested before the deadline (except in very exceptional circumstances).
- Extensions must be requested using the ITO support form:
  http://web.inf.ed.ac.uk/infweb/student-services/ito/contacts
- The duration of extensions will be limited normally to no more than 1 week.
- Extensions are given at the discretion of the UG3 CO:
  - Course lecturers are not allowed to grant individual extensions.
  - Do not request extensions via the CO e-mail; use the ITO form.
See Undergraduate Year 3 Handbook for details. Briefly:

“Good reason” for an extension means something that, in the judgement of the UG3 CO, would prevent a reasonably competent, organised, and conscientious student from being able to submit on time. Examples include:

- Significant illness.
- Serious personal problems.
- Interviews/selection procedures, in some circumstances.

Non-examples include anything you could have planned for or avoided: difficult clusters of deadlines, attending social events, the demands of any job you undertake during semester, last-minute computer problems (unless it prevents electronic submission and it is on the Informatics system), loss of work, last-minute traffic delays, etc.

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Plagiarism and Academic Misconduct

Read fully: http://web.inf.ed.ac.uk/infweb/admin/policies/academic-misconduct.

Plagiarism is the presentation of another person's work as your own, without proper acknowledgement of the source, with or without the creator's permission, intentionally or unintentionally. Collusion is unauthorised and unattributed collaboration with other students in a piece of assessed work.

Some generic guidelines include, but are not limited to:

- For individual coursework you must work entirely on your own; students collaborating is forbidden unless authorised by the lecturer.
- You may use verbatim material from published or authorised sources, including web sites, but you must use proper quotations and acknowledge the source of the material. This also applies to source code from open source domains!
- You may re-phrase material from published or authorised sources, but you must acknowledge the source of the original material.
Regulations and guidelines concerning such issues as use of computing equipment, conduct of degree examinations, plagiarism, harassment, etc., are collected at http://www.ed.ac.uk/academic-services/staff/discipline/academic-misconduct

Also, read the documents pointed to from the Undergraduate Year 3 Handbook.

It is your responsibility to make yourself aware of these regulations.
You will know what feedback you will receive. Feedback for coursework will be advertised with deadline for submission and feedback.

You will receive feedback on time as publicised. Within three weeks max, usually within two. Where we know it takes longer, you will know how long before you submit.

We are committed to ensuring that you receive useful feedback. Where we fail, you can use any channel to point this out (lecturers, ITO, year reps, Year Organiser etc.). The sooner we know the faster we can act.

We will listen to your feedback needs. We will respond to every complaint or suggestion, as getting this right is important for us and for you. A dedicated Feedback Officer will handle these issues.

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We need Class Representatives, ideally including one from each of the more popular joint degrees. Duties:

- Being a point of contact for any suggestions/complaints.
- Attend weekly meetings with DoT, DDoT and CO.

All about being a student rep

http://web.inf.ed.ac.uk/infweb/student-services/ito/students/year3/student-support/reps

If you are interested please e-mail me (ug3-co@inf.ed.ac.uk)
Issues and complaints affecting your UG3 course should be brought to my attention in the first instance. Note that all issues and complaints will be dealt with as much as possible anonymously.

You may take your issues up a level to the Director of Teaching (inf-dot@ed.ac.uk) if not satisfied.

General feedback is also appreciated at any time, but you will also have an opportunity at the end of the year to provide more detailed feedback in hindsight.

Lecturers & TAs spend a lot of effort designing and teaching courses → https://www.eusa.ed.ac.uk/representation/campaigns/teachingawards/
Third year is much more demanding than second year.

- You will be required to study and perform multiple tasks at once: see Time Management advice in the Handbook.
- Course lecturers set their own coursework schedule: be prepared for not only overlapping coursework but also multiple deadlines close in time to each other.
- Third year courses are more advanced, thus, more “difficult”.
- Some courses may require additional skills (e.g., using a different programming language), so be prepared to do extra work if necessary.
Think twice about paid employment, trips away from Edinburgh, etc., and **do not procrastinate.**
Good news

Exciting year ahead! You get to choose most of your courses!

Exciting courses such as System Design Project (see James Garforth slides):
Welcome to UG3

UG3 Course Organiser

Christophe Dubach

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