Welcome to UG3

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

9 September 2013
Agenda

- Introduction to UG3 (Junior Honours): Vijay Nagarajan - UG3 Course Organiser
- Promoting Good Scholarly Practice: Kyriakos Kalorkoti (KK) - School Academic Misconduct Officer
- Being Better Programmers: Hugh Leather
Getting Started

UG3 Course Organiser email: ug3-organisers@inf.ed.ac.uk Use this email for UG3 business!

General taught course information:
http://www.inf.ed.ac.uk/student-services/teaching-organisation or from Informatics homepage follow links to Current Students→Taught Students

UG3: follow links to Student Handbooks→Undergraduate Year 3 Handbook, which should answer most of your general questions about UG3.

You must regularly read your email.

The Informatics Teaching Organisation (ITO, room AT4.02) can answer questions on course administrative matters. Use the Student Services Support Form for enquiries:
http://www.inf.ed.ac.uk/cgi-bin/iss/contact.cgi

If in doubt about whom to ask, ask the ITO.
List of Courses: follow List of Courses in Informatics
URL: http://www.inf.ed.ac.uk/teaching/courses/list

Individual Course web pages:
http://www.inf.ed.ac.uk/teaching/courses/COURSE-CODE.
Course registration:

Please check the DRPS http://www.drps.ed.ac.uk/13-14 first for timetable clashes, pre-requisites, etc (this is your responsibility!).

Course Survey Reports from 12/13 and Course Introduction Videos http://www.inf.ed.ac.uk/admin/ITO/course-survey-reports/

If you require more information about a specific course contact the course lecturer by e-mail in the first instance.

Schedule meeting with your PT
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) (10 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 requirements!

http://www.drps.ed.ac.uk/13-14/dpt/drps_inf.htm
Choice of Courses

You should take Year 3 courses (which may be level 9 or level 10)

The precise rules on choice of courses allow for considerable flexibility. However, the normal situation is:

▶ A CS or SE student takes 120 credits: eight technical courses, the SDP, CSLP (SELP) and PI, subject to constraints on choice of technical courses
▶ AI&CS students do AILP instead of CSLP (SELP), and have different constraints
▶ A combined honours student in CS and X takes half a CS programme and half an X programme. Typically four technical courses, plus SDP and/or CSLP and PI. There are usually specific requirements.
▶ A combined honours student in AI and X takes half an AI programme (always including AILP) and half an X programme. There are specific requirements.
Choosing Courses

- Follow the constraints laid down in the relevant *Degree Programme Table* and ensure no timetable clashes. *This is your responsibility.*
- Look at Course Survey Reports and Course Introduction Videos
- Think ahead: check the prerequisites for fourth year courses you may want to take next year.
- Look for complementary courses.
- Check coursework deadlines (see individual course web pages)
- Most of all, look for topics that interest you; you are more likely to do well at these.
Examinations, coursework and projects are all taken into account, with weights depending on the course: see Course Descriptors for each course for details.

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).
Late Coursework

Please note that Informatics operates an “all-or-nothing” late submission policy: late submissions receive a 0 mark!

Late submissions are only accepted with a good reason (see next slide) and strictly following 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: www.inf.ed.ac.uk/cgi-bin/iss/contact.cgi
▶ 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, so please do not ask them.
  ▶ Do not request extensions via the CO e-mail; use the ITO form instead.
Definition of Good Reason

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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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/schools-departments/academic-services/policies-regulations

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

It is your responsibility to make yourself aware of these regulations.
Informatics Feedback Pledge

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.
Class Representatives

We need some (maybe three) Class Representatives, ideally including one from each of the more popular joint degrees.

Duties:

▶ Being a point of contact for any suggestions or complaints of general concern.
▶ Attend weekly meetings with DoT and DDoT.
▶ Attending the SSLC meeting (one meeting per semester).

All about being a student rep [http://www.inf.ed.ac.uk/student-services/teaching-organisation/for-taught-students/being-a-rep](http://www.inf.ed.ac.uk/student-services/teaching-organisation/for-taught-students/being-a-rep)

If you are interested please apply by e-mail to the UG3 CO (ug3co@inf.ed.ac.uk)
Issues and complaints affecting your UG3 course should be brought to my attention in the first instance. Also, do so as soon as you identify a problem, before it affects too much your UG3 course. Note that all issues and complaints will be dealt with as much as possible anonymously.

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. General feedback on individual courses should be directed directly to the course lecturer; again you will also have an opportunity at the end of the semester to provide detailed feedback on individual courses.

Issues and complaints not satisfactorily dealt at the UG3 CO level may be taken up to the Director of Teaching (Michael Rovatsos). Also, issues and complaints involving myself may be taken up to the Director of Teaching.
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.
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