

Department of Computing
MA/MFA Computational Arts

HANDBOOK

2015-2016

Department of Computing
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Disclaimer

The information in this handbook was correct on 16 September 2015. Every effort is made to ensure that the information is accurate, and Goldsmiths will undertake to inform students of any substantial changes in the information contained in it. The University does not intend by publication of the handbook to create any contractual or other legal relation with applicants, accepted students, their advisers or any other person.

The University will not be responsible or liable for the accuracy or reliability of any of the information in third party publications or websites referred to in this booklet.

University Regulations

All students are required to enrol at the beginning of their course of study at the University, to re-enrol annually thereafter or inform the relevant officers if they withdraw.

By enrolling, you undertake to comply with the University's Student, Assessment and General Regulations and the requirements of your Programme Scheme and with the Charter, Statutes and Ordinances of the University. In the event of any inconsistency existing between information provided in this handbook, and either the Student, Assessment, General Regulations or Programme Scheme, the Regulations and Programme Scheme shall govern in all cases. The regulations can be found on the web at <http://www.gold.ac.uk/governance/>.

If you have any queries about apparent inconsistency between information in this handbook and the Regulations, please contact the Quality Assurance Manager in writing.

'Force Majeure' Obligations of the University

Goldsmiths, University of London undertakes all reasonable steps to provide educational services including teaching, examination, assessment and other related services, set out in its prospectuses and programme literature ('Educational Services'). However, except where otherwise expressly stated, Goldsmiths, University of London regrets that it cannot accept liability or pay any compensation where the performance or prompt performance of its obligations to provide Educational Services is prevented or affected by 'force majeure'. 'Force majeure' means any event which the University could not, even with all due care, foresee or avoid. Such events may include (but are not limited to) war or threat of war, riot, civil strife, terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, interruption in power supplies or other services for any reason, fire and all similar events outside our control.

This handbook is available electronically and in large print format. If you would like a large print copy, please contact computing@gold.ac.uk. It is also available on the University's virtual learning environment learn.gold.

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WELCOME TO MA / MFA COMPUTATIONAL ARTS

We are delighted that you are able to join the Department of Computing for this exciting and enjoyable year of your life. As students on this programme you are enrolling on a demanding but truly rewarding programme of study. This handbook is designed to help you make the most of your time by providing you with essential information.

If the information you require is not contained within this handbook, please contact Rose Hepworth in the Department of Computing (r.hepworth@gold.ac.uk), or contact the Student Centre in RHB 117. The purpose of this handbook is to tell you about the Department, your programme of study and to let you know where you can find the information you will need throughout your studies and the services available to assist you.

Good luck with your studies and all best wishes for the year ahead,



Professor Robert Zimmer
Head of Department of Computing



Dr Christophe Rhodes
Director of Studies



Dr Theo Papatheodorou
Programme Leader, MA/MFA Computational Arts

OTHER SOURCES OF INFORMATION

The purpose of this handbook is to tell you about the Department, your programme of study and to let you know where you can find the information you will need throughout your studies and the services available to assist you.

You're advised to read the Student Charter, which sets out the standards of service that the University aims to provide. It also sets out what the University expects of you. The quality of service that we believe you are entitled to expect is, therefore, balanced with responsibilities placed on you as a student. Both are intended to ensure that you gain maximum benefit from your time with us.

<http://www.gold.ac.uk/media/student-charter.pdf>

There are other important sources of information:

- **Student Services:** here you will find information to assist you during your time as a student at Goldsmiths. Our staff are available to offer help and support with many of the practical elements of student life.
<http://www.gold.ac.uk/student-services>
- **The VLE handbook:** this handbook provides important information about studying at Goldsmiths and about the services we offer to you. It is a useful place to start when trying to find information and all students should read this handbook. Importantly, this handbook contains detailed information about assessments: <https://learn.gold.ac.uk/course/view.php?id=2458>

Goldsmiths will communicate with you in a variety of ways. Formal correspondence, which includes information on enrolment, fees, and assessments, will primarily be sent to you via email. On occasion you may be communicated with via letter which means that it's very important that you provide us with your up to date contact information. Please ensure that any changes to your term-time or home address or telephone details are kept up-to-date on your MyGoldsmiths account. You can check and update the details on your account by logging in at www.gold.ac.uk/mygoldsmiths

It is very common for us to contact you by email and you are advised to check your Goldsmiths email account regularly. You should also take responsibility for regularly checking learn.gold, Goldsmiths' Virtual Learning Environment.

TERM DATES

Standard Term Dates	Postgraduate Term Dates
<p>Autumn term 21 September - 11 December 2015 Teaching begins on 28 September (Reading week: w/c 2 November 2015)</p> <p>Spring term 11 January - 23 March 2016 (Reading week: w/c 15 February 2016)</p> <p>Summer term 21 April - 17 June 2016</p>	<p>Autumn term 21 September - 11 December 2015 Teaching begins on 28 September (Reading week: w/c 2 November 2015)</p> <p>Spring term 11 January - 23 March 2016 (Reading week: w/c 15 February 2016)</p> <p>Summer term 21 April – 30 September 2016</p>

ENROLMENT

Are you fully enrolled?

It is vital you are fully enrolled and have either paid your tuition fees, completed a valid direct debit form, shown proof that you are sponsored or have applied for a tuition fee loan as soon as possible after the start of the academic session.

If you are not fully enrolled or have failed to pay your tuition fees or provided proof of other means of funding as above, your access to teaching and support services will be withdrawn, you will not be able to be entered for your assessment, and you will be withdrawn from Goldsmiths.

If you are withdrawn for failing to enrol or clear a debt, re-instatement will be subject to you paying an administrative fee in addition to any tuition fees due.

If you are in any doubt about your enrolment status, please see these pages:

<http://www.gold.ac.uk/student-services/enrolment>

Please always inform Inga Tillere and Goldsmiths Student Services promptly of any changes in your personal circumstances, *especially if you change address*.

Under the Data Protection Act you can look at the information held about you, after giving suitable notice to the Computing Student Administration Office.

DEPARTMENTAL INFORMATION AND FACILITIES

THE DEPARTMENT OF COMPUTING

The Department of Computing is a vibrant and innovative department at Goldsmiths, focusing on the advancement of computing in many different technological areas including artificial intelligence, biology and genetics, cognitive science, computer games and entertainment, computer music, computer vision, design, digital arts, archaeology and architecture, haptics, as well as in computer science itself.

We are Europe's leading department for the combination of mainstream computing research, and its creative and innovative application in key interdisciplinary areas.

Our research is also highly inter-disciplinary, the 2008 RAE panel that assessed our work stated that: "inter-disciplinarity of the submission is strongly commended and contributes substantially to the diversity of UK research in this area."

They went on to say that our outputs "demonstrated a body of research of a quality that is internationally recognised, internationally excellent and in a significant proportion of cases, world leading."

Our research projects are funded by the arts and business sectors as well as the UK research councils including: the Arts Council, the Arts and Humanities Research Council, the Department of Trade and Industry, the Engineering and Physical Sciences Research Council, the European Space Agency, the European Union; but also: BT, Yahoo Research, and various art galleries and other organizations including the Tate Modern. Most of our research involves collaboration with other world-class institutions including Brown University, Cambridge University, Concordia University and Hexagram, Imperial College, the Junction at Cambridge, Kings College, MIT, Sussex University, and the University of Technology, Sydney.

Accessing the Department of Computing

The Department of Computing is located at 25/27 and 29 St James and in the Ben Pimlott Building. The Departmental offices are in Room 3 and Room 4, 25/27 St James and are normally open 10am – 4pm Monday to Friday (except for Wednesday afternoons).

The Student Administration Office staff will help you with any queries that you may have.

Inga Tillere: i.tillere@gold.ac.uk or computing@gold.ac.uk **Tel: 0207 919 7850**

Most of the academic staff are currently located in 25/27 & 29 St James and in the Ben Pimlott Building (BPB).

There is an entry code to 25/27 & 29 St James, and also to the Departmental Computer laboratories (RHB306, RHB306A, HH1 and HH2). These codes will enable you to gain access to the Department between the hours of 09.00 and 17.00 Monday to Friday. The Department will advise you of the codes at induction.

It is very important that you memorise these codes and **do not write them down.**

The Goldsmiths' site plan is printed in the Guide to Goldsmiths handbook and also on the website at www.goldsmiths.ac.uk/find-us/campus-map.pdf.

Floor plans for some of the main buildings are included in the Guide to Goldsmiths.

Goldsmiths Digital Studios

Goldsmiths Digital Studios (GDS) is dedicated to multi-disciplinary research and practice across arts, technologies and cultural studies.

Along with other departments within Goldsmiths, we operate through a network of key institutional alliances and relationships with individuals. In addition, we work with several artists and independent researchers. See GDS website for a list of key academic staff belonging to other departments.

Visit the Goldsmiths Digital Studios' web pages at www.goldsmiths.ac.uk/gds

GDS Audio Visual Interaction Laboratory

Housed within the Goldsmiths Digital Studios, the Audio Visual Interaction Laboratory is a state-of-the-art facility for audiovisual interaction, motion capture, computer graphics, digital audio, perception and cognition research. The lab has an acoustically treated projection and motion capture space for real-time, accurate full body interaction, a 3D ambisonic surround-sound audio system, a range of audio-visual equipment including projection facilities, high quality microphones, and a fully soundproofed booth on a floating floor complete with Pro Tools and Genelec 5.1 Monitoring. The lab also features recently developed facilities for Brain-Computer Interface research through Electroencephalography (EEG).

Other Computing Facilities

The Department has excellent computing facilities for teaching and laboratory work. There are two brand-new department laboratories in the Richard Hoggart Building containing 60 dual-boot Apple iMacs equipped with a substantial amount of local software and with connections to the College and Department servers, as well as 30 spaces for students to use their laptops. These are used for teaching on all programmes and are open for general use outside of teaching hours (check opening times).

Students on the MSc Computer Games and Entertainment and MA Computer Games: Art and Design programmes have a lab space in RHB328 which is equipped with a mixture of iMacs and PCs. There will be games consoles for use by Games students in this space. Finally there is a Physical Computing lab space in WB100 for students taking the module in Physical Computing as part of their programme of study.

Additionally, the Rutherford Building provides more than 200 PCs and Macintosh systems for general use in the College. All computers in the College are connected to central servers, which provide data storage, access to shared resources, such as the library catalogue, programme and training materials and access to the internet. All students have access to e-mail facilities and can publish their own web pages.

EVENTS

The Whitehead Lectures

The Whitehead Lectures in "Cognition, Computation and Culture" are regular seminars by guest speakers throughout the academic year encompassing various aspects of cognition, computation and culture. All are welcome to attend.

All seminars will be held at 4pm in the Pimlott Lecture Theatre (Ben Pimlott Building) unless otherwise stated.

Visit <http://www.gold.ac.uk/cccc/whitehead> for more info.

To be added to the seminar mailing list, please contact Frederic Fol Leymarie by email: ffl@gold.ac.uk

EXPO 2015/16

The annual Goldsmiths Undergraduate Computing Expo is where we open our doors to everyone and offer them a chance to come and see some of our technological innovation and meet the staff and students behind it. We are already looking forward to EXPO 2016.

Info about how to get involved will be emailed to students in due course.

For one-off and upcoming events in the department, such as the MA/MFA degree show in September 2015, see: <http://www.gold.ac.uk/computing>

Department Blog

This can be found at: <http://www.doc.gold.ac.uk/blog>

If you want to share news, photos or stories about your work then email our blog editor, Phoenix Fry at p.fry@gold.ac.uk

GETTING AROUND

The handbook, *Information for Students* contains a map of the main college buildings and rooms: <http://www.gold.ac.uk/student-handbook>

The Goldsmiths' interactive campus map can be found at:
<http://www.gold.ac.uk/campus-map>

Other common building abbreviations are:

BPBLT	Ben Pimlott Building Lecture Theatre	ISC	Computer Teaching rooms in the Rutherford Building
RHB	Richard Hoggart Building	LGBCR	Baths on Laurie Grove – Council Room
EB	Education Building	RISB	Rutherford Information Services Building
<hr/>			
NAB or PSH	New Academic Building (renamed Stuart Hall Building)	HH	Hatcham House

If you are unsure about where a room or building is, you can also ask the Porters and Reception staff at the entrance in the Richard Hoggart Building.

COMMUNICATION

We will communicate with you using any or all of the following so it is very important that your contact details are up to date and you regularly check your email and learn.gold.

Email – your college email account not your personal account!

Letter – occasionally we will write to you by letter, especially about fees or assessments.

Noticeboards – the Computing Department noticeboard is located in the main corridor of the Richard Hoggart Building.

Intranet – The Department of Computing's Intranet can be found at:

<https://www.doc.gold.ac.uk/dept/intranet> (requires username and password)

It contains academic information such as handbooks, timetables and past papers.

You can also view your exam and coursework results.

Departmental Webpages – Computing: <http://www.gold.ac.uk/computing>

Virtual Office for Postgraduates on the VLE -

<https://learn.gold.ac.uk/course/view.php?id=3031>

COMPUTER USE AND MISUSE

We are required by law (The Computer Misuse Act) to issue the following guidelines:

- Software piracy is illegal - you must not MAKE or USE illegal copies of software.
- Please make no permanent alterations to the hard disk.

This includes installing unauthorised software. Changes to the hard disk can have unpredictable effects and cause serious inconvenience to other users.

The hard disks are frequently scanned for viruses; however, it is in everyone's interest for you to regularly check your own USB drives for viruses - using the antivirus icon on the desktop.

Please adhere to the Code of Conduct for Departmental Computer Laboratories:

- You must not give security codes to anybody. If you do not know the code, come to 25/27 St James and ask at the Departmental Office.
- You must not install programs on any of the computers.
- You must not run any programs the purpose of which you do not know – viruses can spread in this way.
- You must not change any settings on the computers.
- You must not attempt to install hardware or tamper with the security locks.
- You must not delete any programs, uninstall them or create desktop shortcuts.
- You must not use boot CDs/DVDs or bootable external drives.

If any machine appears not to be working in the proper way, please contact Joe Hall (joe.hall@gold.ac.uk).

You will also find notices with information on how to report problems in each of the laboratories.

Do not contact the Help Desk in the College Information Services Building (Library) unless it concerns their responsibilities – email and networking.

Please report any problems immediately.

This *Code of Conduct* only applies to Departmental Computer Laboratories.

DEPARTMENTAL STAFF LISTS AND CONTACT INFORMATION

Name	Address	Phone number	Title
Catherine Bellamy	Rm 16, 25 SJ	020 7919 7596	Research Group Administrator
Nicholas Donald	Rm 1, 25SJ	020 7717 2209	Systems Support
Phoenix Fry	Rm 3, 25 SJ	020 7078 5005	Programmes Officer – Applicants & Publicity
Joe Hall	Rm 1, 25 SJ	020 7717 2209	Systems Development and Support Officer
Rose Hepworth	Rm 16, 25 SJ	020 7919 7596	Department Business Manager
Karen Hodgson	Rm 4, 25 SJ	020 7919 7858	Department Facilities Coordinator
Steph Horak	2 nd Floor, Ben Pimlott Building	020 7078 5149	Research Special Projects
Tuula Juvonen	Rm 4, 25 SJ	020 7919 7865	Research Administrator
Kärt Luik	Rm 6, 25 SJ	020 7919 7340	International Programmes Administrator
Pete Mackenzie	WB 100		Department Technician
Eamonn Martin	Rm 7, 29 SJ	020 7919 7091	Systems Administrator
Inga Tillere	Rm 3, 25 SJ	020 7919 7850	Student Administration Officer

Dr Freida Abtan	Rm 7, 26 LG	020 7078 5314	Lecturer Programme Leader for BSc/BMus Music Computing
Dr Jenn Barth	Rm 4, 29 SJ	020 7919 7468	Lecturer
Prof Mark Bishop	SJH Block 1	020 7717 2607	Professor in Computer Science
Dr Tim Blackwell	Rm 6, 20 LG	020 7717 3372	Senior Lecturer
Maggie Cooper	Rm 6, 25 SJ		Programme Director for University of London International Programmes
Dr Sebastian Danicic	SJH Block 1	020 7717 2601	Reader in Computer Science
Dr Kate Devlin	Rm 7, 25 SJ	020 7919 7256	Senior Lecturer Senior Tutor
Dr Katayoun Farrahi	Rm 19, 25 SJ	020 7919 7863	Lecturer
Dr Rebecca Fiebrink	Rm 2.19, Ben Pimlott Building	0207717 5136	Lecturer PG Research Tutor
Andy Freeman	Rm 13, 25 SJ	020 7919 7862	Lecturer
Dr Jeremie Garcia	2 nd floor, Ben Pimlott Building		Teaching & Research Fellow
Dr Marco Gillies	Rm 10, 25 SJ	020 7717 3378	Senior Lecturer Deputy Head of Department
Dr Jeremy Gow	Rm 8, 25 SJ	020 7919 7855	Lecturer Programme Leader for BSc Games Programming
Dr Mick Grierson	Rm 2.07 Ben Pimlott Building	020 7078 5139	Reader
Dr Sorrel Harriet	Rm 6, 29 SJ		Lecturer

Prof Janis Jefferies	Rm 2, 20 LG	020 7717 3377	Professor of Art Programme Leader for PhD in Arts & Computing Technology
Dr Simon Katan	Rm 2.19 Ben Pimlott Building		Lecturer Programme Leader for BSc Creative Computing
Dr Rodger Kibble	Rm 15, 25 SJ	020 7919 7856	Lecturer in Computer Science
Prof William Latham	Rm 3, 29 SJ	020 7078 5052	Professor of Games Design Co-Programme Leader for MSc Games and MA Games
Prof Frederic Leymarie	Rm 3, 29 SJ	020 7078 5052	Professor of Arts Computing Co-Programme Leader for MSc Games and MA Games
Dr Perla Maiolino	2 nd floor, BPB		Teaching & Research Fellow
Andolie Marguerite	Rm 5, 29 SJ		Associate Lecturer
Miranda McLachlan			Lecturer
Dr Dan McQuillan	Rm 4, 29 SJ	020 7078 5302	Lecturer
Dr Mihalios Nicolaou	Rm 15, 25 SJ	020 7919 7856	Lecturer in Computer Science Programme Leader for BSc Computer Science
Dr Nikolay Nikolaev	Rm 11, 29 SJ	020 7919 7854	Lecturer
Dr James Ohene-Djan	Rm 13, 25 SJ	020 7919 7862	Senior Lecturer Programme Leader BSc Business Computing
Dr Lahcen Ouarbya	Rm 6, 29 SJ	020 7717 2263	Lecturer Deputy Senior Tutor
Ian Palmer	Rm 2, 29 SJ		Lecturer in Games Art
Dr Sylvia Pan	Rm 9, 25 SJ	020 7717 2581	Lecturer in Games & Graphics
Dr Theo Papatheodorou	Rm 6, 29 SJ	020 7717 2263	Lecturer in Computational Arts Programme Leader for BSc Digital Arts Computing and MA/MFA Computational Arts
Phoenix Perry	2 nd Floor, BPB		Lecturer in Games & Graphics
Dr Ida Pu	Rm 10, 29 SJ	020 7919 7852	Lecturer in Computer Science
Dr Christophe Rhodes	Rm 18, 25 SJ	020 7919 7851	Senior Lecturer Director of Studies Employability Coordinator
Dr Daniel Stamate	Rm 20, 25 SJ	020 7919 7864	Lecturer
Prof Atau Tanaka	Room 2.06 BPB	020 7078 5205	Professor of Media Computing
Andy Thomason	Rm 17, 25 SJ	020 7919 7967	Lecturer
Dr Sarah Wiseman	2 nd Floor BPB		Teaching & Research Fellow
Dr Matthew Yee-King	RHB 329		Lecturer
Professor Robert Zimmer	Rm 12, 25 SJ		Professor of Computer Science Head of Department

The teaching staff on individual modules will advise you of their office hours but you can also check this information by visiting their staff profiles on the departmental web pages.

LIBRARIES

Library and Rutherford Information Services

The Information Services Centre is in the Rutherford Building, and houses the Library, the IT Department, Languages Resources Centre and the Media Resources Centre. Opening times for the library can be found at:

<http://www.gold.ac.uk/library>

New Students are given a tour of the College library during Induction Week.

If you miss the library tour, make sure you attend one of the open sessions organised by the Library at the start of term, or ask to see the Library Video.

The Languages Resource Centre, situated on the second floor of the [Rutherford Building](#), is open to all students and staff of Goldsmiths and supports language-learning and teaching across the College.

The IT Department provides induction sessions for all new students. You should attend these sessions, details of which are provided to you during Induction Week.

All registered users can use the computers in the Open Access sections on the first and second floor of the IT Department in the Rutherford Building. There is also an email room on the ground floor of the Rutherford Building. The College will issue you with a username, and you will make up your own password. You get a username by completing a Registration Form which will be issued at the beginning of term.

If you did not receive a form, you can get one from the Computer Services Help Desk, Room 101 RISB, extension 7555, helpdesk@gold.ac.uk

Using the College Library

You will be given a tour of the main library with other students at the beginning of the year. You will also be invited back for a more specialist visit around the end of October. You will find it useful to learn to use journals, reference works, abstracts. You will be shown how to use the computerised catalogue **LIBERTAS** and **BIDS**. Library staff can advise you on further use of the information services available.

Visit the college web site (www.gold.ac.uk) and follow the links to the information services / library area. If you click on 'library services' you will get to a page with links to all kinds of information resources, including on-line databases of journal articles and electronic journals. Some of these require passwords.

Full details of Information Services and the Library are available at:

<http://libweb.gold.ac.uk>

<http://www.gold.ac.uk/library/using-the-library>

Using Other London Libraries

The University of London Library (ULL) at Senate House, Malet St, London WC1 is open to students: enquire at the Goldsmiths Library issue desk. You can ask for access to other University of London libraries (usually for reading in the library only) for particular purposes. Sally Houston (s.houston@gold.ac.uk) can advise on access to these, and you can also check their home pages on the web.

MA/MFA COMPUTATIONAL ARTS

PROGRAMME INFORMATION

Our MA/MFA in Computational Arts is one of the only Masters level Computational Arts programmes in London, and one of the most advanced in any institution in the UK.

The programme provides you with skills, techniques and theoretical grounding to develop your own distinctive practice in the field of arts and creative computational technologies. It combines approaches from Sound Art, Media Art and Fine Art practice to move beyond traditional perspectives. The programme is based within Goldsmiths Digital Studios, a multi-disciplinary research centre that links computing to other world-leading Goldsmiths departments including cultural studies, design, drama, media and communications, music, psychology and visual arts. In addition, the Goldsmiths Digital Studios consists of staff and students representing the cutting edge of computational and media arts.

Programme aims

The main purpose of the MA/MFA in is to nurture individual development and creativity, enabling the progressive acquisition of independent learning skills. The programme offers the opportunity to discover and develop a wide range of creative and computing abilities to enable you to thrive as an independent practitioner in areas such as: computational media art, sound art, video art, audiovisuals, physical computing and robotics, interactive and computational sculpture, tangible technologies, bodily and physiological interaction, wearable and ubiquitous computing, augmented and virtual reality, interactive narratives, data visualisation and sonification, performance and technology, among many others. It also gives you the knowledge and skills of a multi-disciplinary practitioner within the realm of digital technologies. Furthermore, you will be given a thorough grounding in contemporary theoretical debates to inform your practice. PART TIME STUDENTS will need to successfully complete the above modules over two academic years. Please speak with your programme leaders and inform the Department Student Office which modules you will be taking by the end of induction week.

Career paths

Computational Arts is an emerging discipline at the cutting edge of art, design and technology. All career paths leading from it are therefore pioneering ones. This MA/MFA has been designed to enable you to develop the technical skills, conceptual framework, and artistic competencies so that you can participate in artistic practice and the development of new technologies that shape our society. It is expected that graduates from our MA/MFA will test the conventions of the traditional design, media, and gallery systems through the application of technology in the arts. Students will reconsider and reevaluate artistic production through new techniques, investigate and reflect on new approaches to technology art and their significance through combinations of theory and practice, and engage with the a range of creative sectors whilst at the same time challenging conventional spaces for the reception of public art. This programme also prepares you to enter a doctoral programme in Computation, Art, Culture and Technology. These pathways will generate solutions that are adaptable to the interactive needs of users, cultural and social demands now

and in the future. You will also have developed technical skills that will be useful in several commercial areas, including the creative and culture industries and the cultural economy in general.

ACADEMIC SUPPORT

Personal Tutor

Postgraduate students are encouraged to meet with their Programme Leader to discuss your progress and also be to discuss issues pertaining to your life as a student at Goldsmiths. If you are unable to discuss a problem with your Personal Tutor (Programme Leader), you are encouraged to see the Departmental Senior Tutor. Personal Tutors will advise you on all aspects of preparing your personal projects for example, drafting, fundraising and realisation. They will be available to meet with you by appointment either in person or via Skype. There will be opportunities for tutorial contact with other academics involved with Goldsmiths Digital Studios and other international mentors as appropriate to your project and on submission of an outline of your project and why you are making the request.

Tutorials

The teaching strategy of tutorial meetings are arranged to meet your individual needs and facilitate, through the writing of self-evaluation report forms, an analysis of your progress towards your personal goals. The professionals available to the programmes cover a wide, challenging and diverse range of specialisms and research interests. They provide a unique opportunity to further enhance your understanding or your own work in terms of professional practice and debates. You should arrange to see your personal tutor twice a term.

Study Skills

Study skills sessions are organised on essay writing, seminar participation and examinations and revision. A dissertation workshop is held in the middle of the Spring term, after students have defined their topic and met with their supervisors. The aim of the workshop is to clarify the aims and to explain the format of the dissertation, provide general advice and answer specific concerns.

Office Hours / Surgery Hours

All teaching staff hold “surgeries” when they are available in their offices to help you with any queries that you may have about their course. You are strongly encouraged to make full use of the surgery hour system. You can also arrange to see staff outside these times by making an appointment directly with the member of staff.

PROGRAMME STRUCTURE

Each term in the MA year (first year for MFA students), you will follow four separate courses, each of which is assessed by project work or extended essays. If you pass all eight courses, you will be allowed to progress to the final project.

On successful completion of the practice project, students on the MA Computational Arts may choose **(with the approval of the programme leader)** to enter the second year of the MFA. Students that pass 120 CATS, but choose not to progress to the final project may graduate with a Postgraduate Diploma (PGDip). Those that pass 60 CATS may graduate with a Postgraduate Certificate (PGCert).

Year One of the MFA shares the same core learning as our MA Computational Arts programme.

Part-time students should discuss their courses of study with the programme leader during induction week.

Year One (MA and 1st Year MFA Students)

The first year of the MA/MFA Computational Studio Arts consists of the following courses (see below for course outlines):

Term 1

Module Title	Module Code	Credits	Module Selection Status
Programming for Artists 1	IS71016B	15	Core
Interactive Media Critical Theory	CU71007A	30	Core
Workshops in Creative Coding 1	IS71014B	15	Core

Term 2

Module Title	Module Code	Credits	Module Selection Status
Programming for Artists 2	IS71017B	15	Core
Workshops in Creative Coding 2	IS71015B	15	Core
Physical Computing	IS71065A	30	Optional

Term 3

Module Title	Module Code	Credits	Module Selection Status
Final Project in Computational Arts	IS71020A	60	Core

Year Two

Module Title	Module Code	Credits	Module Selection Status
Studio Practice	IS72010A	120	Core
Computational Arts Critical Studies	CU72011A	60	Core

Module Descriptions

Please see <https://www.doc.gold.ac.uk/dept/CourseInfo>

DEADLINES AND EXAMINATIONS

All deadline dates, assessment formats and weightings for each course can be accessed on the Department of Computing Intranet (you will need to sign in with your college username and password). You will also be able to view your grade profile here except during the main assessment period. **Please note that any grades communicated to you are provisional until after the final undergraduate exam board.**

PLEASE NOTE: Dissertation and coursework for courses have submission deadlines. These are equivalent to examination deadlines and staff cannot give students individual extensions. If you are unable to attend an examination, or to submit coursework because of illness or for any other reason, or you think your work has been affected by illness or other reasons, you must inform your programme convenor and submit a medical certificate or other evidence to the Course convenor within 7 days of the last date of the examination or relevant coursework deadline. This submission will be passed to the Board of Examiners for consideration at its next meeting.

For more information about assessments regulations, please see the section towards the end of this handbook.

ATTENDANCE

Attendance at your timetabled teaching sessions is compulsory. We monitor your attendance by registers at all classes.

Information for Year Two Students (finalists for MFA)

- Attendance at seminars and studio sessions is compulsory.
- The work in Year Two mirrors that of Year One—it is still a mix of seminars and studio-based teaching—but you will be expected to take much more responsibility for your own work. By the end of the first year, you will be expected to have developed a plan for your main second year project, which will culminate in some kind of dissemination as part of the final MFA shows in September.
- By the end of the year, you will bring together much of the two years' work in both a public presentation of work or by dissemination of a substantial project that has been created using some of the concepts, tools and techniques you learned in the first year. Your MFA show will be informed by some of the theoretical considerations discussed in the seminars. You will also write an essay that engages in the cultural and historical context of your work.

FREQUENTLY ASKED QUESTIONS FOR MA/MFA STUDENTS

Q: What space is available for use via the Goldsmiths Digital Studios?

A: There is limited space available for students working on their final projects in the main GDS space on the ground floor of the Ben Pimlott Building when teaching is not taking place. There is a booking process in place for this and this will be communicated to you via the learn.gold forum. Priority will be given to students in the second year of their MFA – particularly in the Summer Term. There is also bookable space available in the GDS project lab and in Hatcham House 15 during the Summer Term and over the summer. There is a guide to the AV lab and equipment borrowing in appendix 1 of this handbook.

Q: Are there any other options for hiring studio space off-campus?

A: Some of our students have hired studios off-campus. There are art studios over the road on Goodwood Road run by Artists Studio Company. The complex is called Bond House. See www.ascstudios.co.uk/asc-studio-space for more info. Please note that the department cannot help with the hire of private studios. The Lewisham Art House on Lewisham Way also offer studios for rent. Please see <http://www.lewishamarthouse.org.uk/Arthouse/studios.html> for more info and contact details.

Q: How important is the learn.gold forum?

A: Very. You must make sure you are enrolled in the learn.gold page for the MA/MFA. Important information will be communicated to you on this forum by your teachers, your peers and the departmental office. Participation in the learn.gold forum is therefore mandatory (although it does not form part of your assessment).

Q: What is the difference between the MA and the MFA?

A: The first year of the MFA is identical to the MA. Students on the MFA will undertake a second year of study in which they complete a further 180 credits through a combination of studio practice and critical studies.

Q: I am on the MFA and I want to switch to the MA –how do I do this?

A: You need to complete a change of programme form (see Isabelle Seale) after discussing your decision with Dr Mick Grierson. **You must do this before the last day of Spring Term.**

Q: Whose responsibility is it to organise the final exhibition?

A: The students. The department will make arrangements for the internal and external examiners to assess your work however the degree show is student-led and peer organised. You will work together as a group to organise the show. The department will of course help out when it comes to liaising with other departments and central services in College and you should update the Programme Leader and the department on a regular basis

FEEDBACK AND PROGRAMME MONITORING

DEPARTMENTAL STUDENT COORDINATORS

The Student Union will keep DSCs informed and up-to-date, and will hold a database of student coordinators. DSCs are encouraged to keep in touch with their peers and their departments, as well as the Students Union Representation and Democracy Manager and the College Quality Office. The Student Union provides a handbook for DSCs and ensures that they are fully supported in their roles through close contact, training sessions and regular catch-ups.

Find out more from the Students' Union Website: <http://www.goldsmithssu.org>

STAFF/STUDENT FEEDBACK MEETINGS

Forums give students the opportunity to provide feedback on any matters relating to their programmes, e.g. current teaching provision, directly to programme staff, and for Departmental Student Coordinators (DSCs) to raise any other matters that have been brought to their attention. Students should also be encouraged to provide input on future improvements and opportunities for development, e.g. in relation to curriculum and assessment. DSCs and Student Representatives for each programme will be invited to these meetings. You will be notified about these by email nearer the time and invited to raise any issues for the agenda.

STUDENT REPS

Student representatives have a smaller role than Departmental Student Coordinators. Representatives are responsible for feedback from students on a particular year of a particular programme, whereas Departmental Student Coordinators are responsible for all undergraduate students, or all postgraduate students, a much broader responsibility.

If you would like to be a student rep for your programme of study, please nominate yourself by emailing r.hepworth@gold.ac.uk with the subject 'Student Reps' by 10 October 2015.

FEEDBACK POLICY

Goldsmiths values the importance of providing constructive and timely assessment feedback to all its students. The Goldsmiths Feedback Policy can be accessed here:

<http://www.gold.ac.uk/media/Feedback%20Policy%202014.pdf>

The Goldsmiths Feedback Policy is a College-wide policy that underpins the approach that each department takes in regards to providing and communicating feedback back to you. Feedback is intended to help you relate your work to the Learning Outcomes of your programme and module. Feedback assists you in improving the attainment of these Learning Outcomes and to develop as autonomous learners and thinkers throughout the course of your study. The core elements of this policy ensure: clear presentation of feedback; return of feedback within three to five working weeks after submission; explicit correlation between comments and Learning Outcomes and

Assessment Criteria; and feedback being meaningful and constructive to feed forward for future assignments.

STUDENT COMPLAINTS

The full student complaints procedure is published on Goldsmiths' web pages:

<http://www.gold.ac.uk/governance/generalregulations/studentcomplaints/>

Goldsmiths recognises that things don't always go according to plan, so students must have access to an effective procedure for handling any problems that might arise during the course of their studies. The procedure helps us to resolve difficulties quickly, and to ensure that we maintain the highest possible academic and service standards.

As a student, you can help us to maintain standards by using the complaints procedure to alert us to problems as soon as these arise; we are committed to ensuring that you feel able to raise complaints secure in the knowledge that these will be fairly investigated.

Help & Support

Although the majority of problems can usually be sorted out informally by bringing the problem to the attention of the member of staff or person concerned, you may prefer to discuss your complaint with someone else, and there are a number of sources of help and support available:

Personal Tutor	provides welfare support as well as academic advice. You can find out who your Personal Tutor is by contacting the Student Administration Officer Inga Tillere on 02079197850
Senior Tutor	Kate Devlin has overall pastoral responsibility for students in the Department, and can be contacted at k.devlin@gold.ac.uk
Student Services	if you'd rather discuss your difficulty with a member of staff outside the academic/service department concerned, you can get in touch with Student Services (Student Centre, Richard Hoggart Building, 020 7919 7757). Details of the specialist support provided by Student Services (including the counselling, disability and financial advice teams) can be found online: www.gold.ac.uk/student-services/
Students' Union	GSU provides a confidential and independent advice service on welfare and academic matters; details can be found at: www.goldsmithssu.org/help/ (020 8692 1406; suadvice@gold.ac.uk).

Making a formal complaint

If you feel discussion hasn't resolved your complaint, or the problem is very serious or can't be quickly resolved, then you should seek advice on making a formal complaint by contacting the Complaints & Appeals Team (appeals@gold.ac.uk) for advice on the procedure, and/or the Students' Union advice team for independent

advocacy and support: www.goldsmithssu.org/help/ Further information can also be found at www.gold.ac.uk/gls/studentcomplaints

ASSESSMENTS

The following is a summary of the Assessments Handbook, which is located on the VLE. The Assessment Handbook contains all the information you require regarding the examinations and assessment process. It should be read in conjunction with regulations and this departmental handbook.

Assessment Handbook:

<https://learn.gold.ac.uk/mod/page/view.php?id=146157>

The Assessment Handbook for Session 2015-16 will be updated during the Autumn Term 2015.

Assessment Regulations:

<http://www.gold.ac.uk/regulations/approved-by-academic-board/assessment>

Programme regulations are contained within individual programme specifications, which are published on the Goldsmiths website at the bottom of the module tab on the prospectus pages for each programme

Assessment Confirmation Forms

Students are required to confirm online the modules to be studied and assessed in the current academic year, including all required retakes from former years. This information is vital in the planning and organisation of assessment of coursework, written examinations and results. Students will be advised about this process at the start of the Autumn term.

MARKING AND GRADING CRITERIA

Each programme of study has its own approved marking scheme and you should check your Programme Specification or departmental handbook to familiarise yourself with yours. However, Goldsmiths also has approved generic grading criteria for students.

These are as follows:

Mark	Grade	Descriptor	Generic Grading Descriptors
0%		Non-submission or plagiarised assessment	A categorical mark representing either the failure to submit an assessment or a mark assigned for a plagiarised assessment
1-9%	F	Very Bad Fail	A submission that does not even attempt to address the specified learning outcomes (shall be deemed an invalid attempt and module must be retaken).

10-29%	E	Bad Fail	Represents a significant overall failure to achieve the appropriate learning outcomes
30-49%	D	Fail	Represents an overall failure to achieve the appropriate learning outcomes.
50-59%	C	Pass	Represents the overall achievement of the appropriate learning outcomes to a threshold level.
60-69%	B	Good (threshold for merit)	Represents the overall achievement of the appropriate learning outcomes to a good level.
70-79%	A	Excellent (threshold for distinction)	Represents the overall achievement of the appropriate learning outcomes to an excellent level.
80-100%	A+	Exceptional	Represents the overall achievement of the appropriate learning outcomes to an exceptionally accomplished level.

Things to Remember

Your work needs to be legible! It is your responsibility to make sure that your work is legible and in a state that your examiners can read without difficulty.

Students should refer to Attendance and Progress in the General Regulations for information related to assessment and progression at:

<http://www.gold.ac.uk/governance/generalregulations/>

RESULTS

Postgraduate student results will be available online through MyGoldsmiths within a week of the Board of Examiners meeting and finalists will receive an official transcript of their results within 2-3 weeks following ratification by the Board of Examiners. That is in July for continuing students and November for finalist students. Please ensure that the correct address is used for your results by keeping it up to date with the Student Centre.

NOTE TO DEBTORS!

Every year there are some students who are in debt to the University. If you are a finalist and a debtor then your degree results will not be released to you until you have paid whatever money you owe. You need to make sure you have settled up before your results are due to be released. Continuing students can receive results but may not re-enrol to continue their studies.

HOW YOUR DEGREE RESULT IS CALCULATED

Your final degree result will be calculated according to the following, all of which might vary from programme to programme:

- 1) The weightings of assessed work on module credits you have studied. Your department will be able to tell you the mode of assessment for each module and how the assessments on that module are weighted. For example, 100% coursework or 80% exam and 20% coursework.
- 2) Whether you have passed all your modules and whether you have been penalised for any assessments.
- 3) The overall weighting of the modules you have taken. For example, if your dissertation is worth 60 credits then it will have a greater impact on your overall degree result than a 15 credit option choice.
- 4) The weightings of your level of study. For some programmes, Year 1 is not weighted as heavily as Years 2 & 3.

All assessments are marked by either two examiners, or marked by an examiner and moderated by a second examiner as a minimum, to ensure fairness and consistency. These marks will be used by your department to calculate an overall mark for each module you have taken as part of your degree.

PROBLEMS AND DIFFICULTIES – WHAT SHOULD YOU DO?

Talk To Your Personal Tutor

Unfortunately, from time to time, students do experience severe personal difficulties or illness and these circumstances might prevent them from submitting work or attending exams. It is extremely important that you keep in regular contact with your personal tutor so that, should you find yourself in this position, they are aware that you are experiencing difficulties and can do their best to support you.

If there are circumstances that will affect your ability to complete any assessment you should tell your personal tutor immediately.

Applying for Consideration of Extenuating Circumstances

If you have suffered from any extenuating circumstances - factors which you think may have affected your performance when submitting coursework or taking written examinations - that you wish the Board of Examiners to take into consideration, you must inform the Department or Head of Assessments immediately and provide documentary supporting evidence no later than seven days after the deadline of submission of coursework or the date of a written examination. For example, you will need to provide original medical certificates where applicable. Retrospective medical certificates and notes submitted seven days after the deadline will not normally be considered.

As long as they can be seen to have been in evidence at the time of the assessment in question, the following are usually considered to be extenuating circumstances:

- Evidence of medical problems

- Evidence that the student has been the victim of a crime or similar action
- Evidence that the student has been the victim of a natural disaster or similar
- Evidence of severe adverse personal circumstances that have been such as to lead the student to seek professional advice about dealing with the consequences.

Circumstances that have no bearing on the assessment in question or which are clearly the candidate's own responsibility are not generally considered to be extenuating circumstances. These include but are not limited to the normal pressures of paid employment, financial difficulties, poor time management, misjudging how much preparation is necessary for the assessment in question, misreading the timetable, transport difficulties, timetabling of examinations or computer or other equipment failure.

Deferred Assessment

Students may be considered for a deferral of assessment if they have submitted evidence of medical or other exceptional circumstances that are acceptable to the Examiners. – i.e. either the sitting of an examination or the submission of assessed work. If you are granted deferred assessment for the current session (this is decided at the meeting of the Examiners in June) you are required to sit the examination or submit the coursework in late summer.

Late Summer Re-sits

Students registered to study for the first time from September 2014 will be required to be assessed in late summer if directed to do so by the Board of Examiners. Continuing students, those registered on or before September 2013, will be able to opt out from the assessment in late summer, providing they inform Assessments in writing by the deadline notified to them.

You will need to email assessments@gold.ac.uk if you wish to opt out of late summer retakes.

REASONABLE ADJUSTMENTS

If you have a disability or specific learning difficulty you may apply for reasonable adjustments to your assessment arrangements. You should contact the Senior Tutor in your Department to discuss your needs, or if you prefer, the Disabilities Coordinator.

All applications for assessment adjustments must be made via the Disabilities Coordinator to reach the Assessments Team by 20 March 2016. This will ensure that they are put in place in time for the examinations in May/June; late applications cannot be processed in time for the examinations event. Students who are assessed after the deadline in March, and require adjustments for assessments in August, should contact the Disabilities Coordinator during the summer to ensure adjustments are put in place.

APPEALS AGAINST ASSESSMENT

Full details of appeals procedure are published at:

<http://www.gold.ac.uk/governance/generalregulations/academicappeals/>

An appeal is an application for a decision made by a Board of Examiners - in relation to marks, progression, degree classification or degree award - to be reconsidered.

You can make an appeal on one or more of the following grounds:

- that your performance in the assessment was adversely affected by extenuating circumstances which you were unable to disclose to the examiners within 7 days of the assessments affected;
- that there was some form of administrative error or procedural irregularity in the way in which an examination or assessment was conducted;
- that there is evidence of prejudice or of bias on the part of one or more of the examiners such that the validity of the result of the examination is called into question.

ACADEMIC JUDGEMENT

Academic judgement is a judgement that is made about a matter where only the opinion of an academic expert will suffice: decisions about assessment, degree classifications, fitness to practise, research methodology or programme content/outcomes will normally be academic judgment.

There is no right of appeal against the academic or professional judgement of the examiners, and you cannot appeal on the grounds that you didn't know about certain assessment requirements, regulations or submission deadlines.

Appeals must be submitted within 21 days of the publication of your results.

All marks and feedback are provisional until confirmed by the Board of Examiners, so appeals cannot be submitted until results have been formally published and transcripts issued.

Further information, together with the appeal form, can be found at:

<http://www.gold.ac.uk/gls/studentcomplaints/appeals-against-assessment/>

Before making an appeal it is a very good idea to seek advice from your Departmental Senior Tutor and/or Goldsmiths Students' Union, which provides independent advocacy and support (www.goldsmithssu.org/help).

Complaints and appeals are managed by members of the Complaints and Appeals Team in Deptford Town Hall, who can be contacted for procedural advice on 020 7919 7962 (appeals@gold.ac.uk).

ACADEMIC MISCONDUCT AND PLAGIARISM

We cannot stress strongly enough how important it is to read the full regulations on academic misconduct. Not knowing that something constitutes academic misconduct is not considered to be a reasonable excuse. Therefore you need to know exactly what counts as academic misconduct.

The full regulations can be accessed here, these also include full details of the procedure for cases of academic misconduct:

<http://www.gold.ac.uk/governance/assessmentregulations/>

Academic misconduct is defined by Goldsmiths as any attempt by a student to gain an unfair advantage in any assessment. The term academic misconduct includes all

forms of cheating, plagiarism, and collusion. **Plagiarism** is the most commonly occurring form of academic misconduct and is an offence that carries **severe penalties**.

Plagiarism

For the purposes of the Regulations, **Plagiarism is defined as the representation of another person's work, without acknowledgement of the source, as the student's own for the purposes of satisfying formal assessment requirements.**

Some students who plagiarise do so deliberately, with intent to deceive. This conscious, pre-meditated form of cheating is regarded as a particularly serious breach of the core values of academic integrity and one of the worst forms of cheating. Other students may plagiarise inadvertently as they do not fully understand the conventions of academic referencing and citation. However, ignorance of proper procedures or good practice in academic writing is no excuse, particularly if a student has previously been accused of plagiarism, advised to seek study skills help, and fails to learn the lessons.

Plagiarism is literary theft as well as breach of copyright. It yields a false grade to the students who plagiarise and prevents them from knowing how well they have performed. It also effectively penalises and can demoralise those students who do not plagiarise.

Recognised forms of plagiarism include:

- The use in a student's own work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the source
- The summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement
- The use of ideas or intellectual data of another person without acknowledgement of the source, or the submission or presentation of work as if it were the student's own, which are substantially the ideas or intellectual data of another person
- Copying the work of another person
- The submission of work, as if it were the student's own, which has been obtained from the internet or any other form of information technology
- The submission of coursework making significant use of unattributed digital images such as graphs, tables, photographs, etc. taken from books/articles, the internet or from the work of another person
- The submission of a piece of work which has previously been assessed for a different award or module or at a different institution as if it were new work
- A student who allows or is involved in allowing, either knowingly or unknowingly, another student to copy another's work including physical or digital images would be deemed to be guilty of plagiarism

To avoid plagiarism it is essential that you:

- Familiarise yourself with the regulations
- Familiarise yourself with the academic conventions and practices applicable to the programme on which you are enrolled.

Any student in doubt about what might constitute plagiarism or any form of academic misconduct MUST seek clarification from an academic member of staff, or should seek specialist study skills assistance through the Centre for English Language and Academic Writing.

FURTHER INFORMATION

The library maintains a database of past exam-papers and you are encouraged to use this. To look at past exam papers, log on using your University IT username and password. <http://intranet.gold.ac.uk/exampapers>

The copyright in these papers is held by Goldsmiths. Students and staff of the University may print a single copy of any paper or part of a paper for their own personal use. No copies may be sold, or distributed by any means outside the University.

FEEDBACK FORM (2015-2016)

This handbook has been written with you in mind, and we would appreciate your feedback. This will help us when we produce next year's handbooks.

You do not need to give your name and all information will be treated in confidence.

1. Your name (optional)

2. Your degree programme, eg, BA Anthropology, MA Screen Documentary, etc

3. Please indicate which year of study you are in by ticking the appropriate box

1st

2nd

3rd

4th

other (please specify)

4. Are you (please tick the relevant box)

a home/EU student

an international student?

5. Are you (please tick the relevant box)

full-time

part-time

6. Please indicate how you received this handbook

included in a departmental mailing

at departmental induction meeting at the beginning of term

at first lecture

from Personal Tutor

other (please specify)

7. If you are a continuing student, did you receive a copy of last year's handbook?

yes

no

8. If you are a student on a joint degree programme, have you also received a handbook from your other department?

yes

no

9. What information did this handbook not provide which you would have found useful?

10. What do you think this handbook does best?

11. And, what do you think this handbook does least well?

12. Tell us how we can improve this handbook

Thank you very much for your time in filling in this feedback form.

Please return it to your department or post it to:

Quality Office, Goldsmiths, University of London, New Cross, London, SE14 6NW.

APPENDIX 1



AV LAB AND PROJECT SPACE

The following is a summary of the current booking policy and users' responsibilities when using the GDS AV Lab and Project Space. Please be aware that failing to comply with any of the rule below will result in a permanent ban from these facilities.

Booking

- The AV Lab and the Project Space are research facilities. Priority is given to PhD researchers and staff members, except in exceptional circumstances relating to assessment, as agreed by staff members.
- The facilities must be booked through our online booking system.
- A formal induction is required for anyone who wishes to use the facilities. This can be arranged with the studio manager(s).
- Students need permission by their lecturer/supervisor in order to book the facilities. The booking has to be project specific.
- You must not book the facilities if you do not plan to use the equipment. Meetings and talks must be arranged in other spaces.
- The facilities have a high demand. In case you cannot use the time slot you booked you must cancel it in advance through the online booking system.
- Failing to cancel your booking will result in a permanent ban from the facilities.

Usage

- All the equipment is checked regularly. It is responsibility of the users to report all damages and missing items to the GDS studio manager.
- All cables and equipment found in the facilities must not be removed. Removing any item will result in a permanent ban from the facilities.
- Personal equipment can be used in the facilities. The studio manager(s) does not assume any responsibility for its damage or loss.
- No food or drinks are allowed.
- When you have finished, tidy up the room, remove your personal possessions, and leave the space as you found it.