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## **Disclaimer**

The information in this handbook was correct in August 2013. 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 College 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 College 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.

## **College 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 College's Programme and General Regulations, and with the Charter, Statutes and Ordinances of the College. In the event of any inconsistency existing between information provided in this handbook, and either the Programme or General Regulations, the Programme and General Regulations shall govern in all cases. The regulations can be found on the web at <http://www.gold.ac.uk/regulations/>.

If you have any queries about apparent inconsistency between information in this handbook and the Regulations, please contact the Senior Quality 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 College 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 College 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 Rose Hepworth (r.hepworth@gold.ac.uk). It is also available on the College's virtual learning environment learn.gold.

## WELCOME TO MSC COMPUTING



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, the postgraduate programme secretary in the Department of Computing ([r.hepworth@gold.ac.uk](mailto: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 the Department of Computing

## OTHER SOURCES OF INFORMATION

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 be sent to you by letter. This 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 notified to Enrolments and Records either via the web interface or by e-mail, [studentrecords@gold.ac.uk](mailto:studentrecords@gold.ac.uk).

**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
<b>Autumn term</b> 23 September - 13 December 2013 <i>Teaching begins on 30 September</i> <i>(Reading week: w/c 4 November 2013)</i>	<b>Autumn term</b> 23 September - 13 December 2013 <i>Teaching begins on 30 September</i> <i>(Reading week: w/c 4 November 2013)</i>
<b>Spring term</b> 13 January - 28 March 2014 (Reading week: w/c 17 February 2014)	<b>Spring term</b> 13 January - 28 March 2014 (Reading week: w/c 17 February 2014)
<b>Summer term</b> 28 April - 20 June 2014	<b>Summer term</b> 28 April - 19 September 2014

## 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 Rose Hepworth 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 Department Secretary.

## 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 interdisciplinary, 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. The Departmental offices are normally open from 10.00 to 13.00 and from 1400 to 16.00 Monday to Friday (except for Wednesday afternoons). The Postgraduate Secretary, Rose Hepworth, or Department Secretary, Isabelle Seale, will help you with any queries that you may have.

**Rose Hepworth:** [r.hepworth@gold.ac.uk](mailto:r.hepworth@gold.ac.uk); 0207 717 2581

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

There is an entry code to 25/27 & 29 St James, and also to the Departmental Computer laboratories (WB300, WB316, HH1, HH15 and HH16). The codes will enable you to gain access to the Department between the hours of 09.00 and 17.00 Monday to Friday. The Postgraduate Secretary will advise you of the codes. 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. It's also on the web site at [www.goldsmiths.ac.uk/find-us/campus-map.pdf](http://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. GDS engages in a number of research projects and provides its own postgraduate teaching through the PhD in Arts and Computational Technology, the MFA in Computational Studio Arts and the MA in Computational Arts.

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](http://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 audiovisual 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 department laboratories containing 60 dual-boot Apple iMacs equipped with a substantial amount of local software and with connections to the College and Department servers. These are used for teaching on all programmes and are open for general use outside of teaching hours (check opening times).

In addition there are several dedicated lab spaces for students on particular programmes and courses. In Hatcham House 2 there are 17 Apple iMacs for the use of students registered on Masters programmes. Students on the MSc Computer Games and Entertainment programme have a lab space in HH16 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 HH15 for students taking the course 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, course 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 Mark Bishop by email: [m.bishop](mailto:m.bishop@gold.ac.uk) (@gold.ac.uk)

### **EXPO 2013/14**

The annual Goldsmiths 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 2014 where, you never know, it might be your work we're showing off! Info about how to get involved will be emailed to students in due course.

For one-off and upcoming events in the department see:  
<http://www.gold.ac.uk/computing/>

## 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:

<b>BPBLT</b>	Ben Pimlott Building Lecture Theatre	<b>ISC</b>	Computer Teaching rooms in the Rutherford Building
<b>RHB</b>	Richard Hoggart Building	<b>LGBCR</b>	Baths on Laurie Grove – Council Room
<b>EB</b>	Education Building	<b>RISB</b>	Rutherford Information Services Building
<hr/>			
<b>NAB</b>	New Academic Building	<b>HH</b>	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 Dept. noticeboard is located in the main corridor of the Richard Hoggart Building.

**Intranet** – The Department of Computing's Intranet (requires username and password) contains academic information such as handbooks, timetables and past papers. You can also view your exam and coursework results:

<http://www.gold.ac.uk/computing/intranet/>

**Departmental Webpages** –

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

## 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 (Drive C). **This includes installing unauthorised software.** Changes to the hard disk can have unpredictable affects and causes 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 floppy disks 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 the Secretaries.
- You must not install programs on any of the computers.
- You must not boot any of your own floppies, or 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 alarm system.
- You must not delete any programs, uninstall them or create desktop shortcuts.

If any machine appears not to be working in the proper way, please contact Joe Hall ([joe.hall@gold.ac.uk](mailto: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
Joe Hall	Rm 1, 25 SJ	020 7717 2209	Systems Development and Support Officer
Karen Hodgson	Rm 4, 25 SJ	020 7919 7858	Department Facilities Coordinator
Eamonn Martin	Rm 7, 29 SJ	020 7919 7091	Systems Administrator
Wendy McDonald	Rm 8, 25 SJ	020 7919 7858	Department Business Manager
Isabelle Seale	Rm 3, 25 SJ	020 7919 7850	Department Secretary
Rose Hepworth	Rm 9, 25 SJ	020 7717 2581	Postgraduate Programme Secretary

Dr Freida Abtan	Rm 7, 26 LG	Email f.abtan@gold.ac.uk	Lecturer Programme Leader for BSc/BMus Music Computing
Dr Jenn Barth	Rm 14, 25 SJ	020 7919 7863	Lecturer
Prof Mark Bishop	Rm 2, 29 SJ	020 7078 5048	Professor in Computer Science
Dr Tim Blackwell	1.12 Ben Pimlott Building	020 7919 7859	Senior Lecturer
Prof Simon Colton	Rm 7, 25 SJ	020 7919 7073	Professor in Computational Creativity
Dr Brock Craft	Rm 17, 25 SJ	020 7919 7967	Lecturer in Physical Computing
Dr Sebastian Danicic	Rm 5, 29 SJ	020 7919 7868	Reader in Computer Science Programme Leader for BSc Computer Science International Liaison Officer
Dr Rebecca Fiebrink	Arriving in November 2013		Lecturer
Mr Andy Freeman	Rm 13, 25 SJ	020 7919 7862	Lecturer
Dr Kate Devlin	Rm 18, 25 SJ	020 7919 7256	Lecturer Senior Tutor
Dr Marco Gillies	2.19 Ben Pimlott Building	020 7919 7863	Senior Lecturer Director of Studies and Deputy Head of Department
Dr Jeremy Gow	Rm 8, 25 St James	20 7919 7855	Lecturer Programme Leader for BSc Games Programming
Dr Mick Grierson	2.07 Ben Pimlott Building	020 7078 5139	Lecturer Programme Leader for BSc Creative Computing Programme Leader for MFA Computational Studio Arts
Prof Janis Jefferies	1.13 Ben Pimlott Building	020 7717 2210	Professor of Art Programme Leader -PhD in Arts and Computing Technology
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

<b>Prof Frederic Leymarie</b>	Rm 3, 29 SJ	020 7078 5052	Professor of Arts Computing Co-Programme Leader for MSc Games
<b>Dr Dan McQuillan</b>	Rm 9, 25 SJ	020 7078 5302	Lecturer
<b>Dr Nikolay Nikolaev</b>	Rm 11, 29 SJ	020 7919 7854	Lecturer
<b>Dr James Ohene-Djan</b>	Rm 13, 25 SJ	020 7919 7862	Senior Lecturer Programme Leader BSc Business Computing
<b>Dr Lahcen Ouarbya</b>	Rm 6, 29 SJ	020 7717 2263	Lecturer Deputy Senior Tutor
<b>Dr Ida Pu</b>	Rm 10, 29 SJ	020 7919 7852	Lecturer
<b>Dr Christophe Rhodes</b>	2.06 Ben Pimlott Building	020 7919 7851	Lecturer MSc Computing Programme Leader Postgraduate Director of Studies Employability Coordinator
<b>Dr Daniel Stamate</b>	Rm 20, 25 SJ	020 7919 7864	Lecturer Exams Officer
<b>Prof Atau Tanaka</b>	2 <sup>nd</sup> Floor, Ben Pimlott Building	020 919 7850	Professor in Media Computing
<b>Mr Andy Thomason</b>	Rm 7, 29 SJ	020 7919 7091	Lecturer
<b>Dr Matthew Yee-King</b>	Rm 4, 29 SJ	020 7919 7468	Lecturer
<b>Professor Robert Zimmer</b>	Rm 12, 25 SJ	020 7919 7865	Professor of Computer Science Head of Department

The teaching staff on individual courses 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](mailto:helpdesk@gold.ac.uk).

### Using the College Library

You will be given a tour of the main library with other MA 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](http://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](mailto:s.houston@gold.ac.uk)) can advise on access to these, and you can also check their home pages on the web.

## **MSc COMPUTING**

The Department of Computing is committed to a diverse and stimulating range of learning and teaching methods that ensure the programme outcomes are addressed rigorously and effectively. Learning emphasises a close synthesis between theoretical understanding and practical application that helps you develop an advanced, critical approach to the subject of computing.

The various courses of the programme provide a diverse range of topics across the scope of computing but are designed to form a coherent and cumulative body of knowledge and skills. These are further developed through your independent research and learning activities directed towards course assignments and the large-scale project component. The department is committed to providing a diverse and innovative range of teaching styles across its degree programmes. These include traditional lecture and laboratory sessions but also a range of more interactive and self directed activities focusing on independent, creative work and self presentation. The nature of the learning activities will vary greatly between different courses, but includes programming, building hardware devices, software design, project planning, group activity and creative work. In addition students will be expected to engage in considerable independent reading and practical work for all courses culminating in the final year project. This independent work will be supported by library resources, access to lab space and supervision from teaching staff.

The programme provides a range of courses which provide a network of cross-referenced and cumulative knowledge across diverse areas of computing. All courses provide a weekly lecture, lab, seminar or other session, which reinforces preparatory or follow-up reading, and other related learning activities in both group and individual settings to foster new understandings and skills.

### **LEARNING OUTCOMES**

Upon successful completion of the MSc Computing it is expected that you will have achieved the following learning outcomes:

#### **A. Knowledge and understanding**

1. A systematic understanding of the state of the art of computing technology particularly as used in the arts and creative industries
2. A systematic understanding of the mathematical and computational underpinnings of interactive and audio-visual technology

#### **B. Thinking Skills**

1. Be able to apply research-lead specialist knowledge in the design of software
2. Be able to critically analyze the application of technology to real world problems particularly in the creative industries and arts

#### **C. Practical/subject skills**

1. Be able to Independently research and apply state of the art technologies in the context of concrete problems particularly within the context of the arts and creative industries
2. Design and program advanced computer software

#### **D. Transferable skills**

1. Be able to reflect on and evaluate their work
2. Be able to work effectively in groups

## PROGRAMME STRUCTURE

In order to obtain the MSc Computing you will need to have successfully completed:

### Term 1

Programming Option (to the value of 15 CATS)

Electives (to the value of 45 CATS)

### Term 2

Programming Option (to the value of 15 CATS)

Electives (to the value of 45 CATS)

### Term 3

IS71035A Project in Computing (60 CATS)

PART TIME STUDENTS will need to successfully complete the above courses over two academic years.

Programming Options	TERM 1	Electives
IS71030A: Intro to Programming for Games and Interactive Graphics (15)  IS71014A Workshops in Creative Coding I (15)  IS71044A Digital Sandbox (30 across both terms)** ** Subject to availability of places. Priority given to students for whom this course is a mandatory element of their programme.		IS74017A Advanced Audio-Visual Processing (15) IS71025A Business And Practice (15) IM71010A Innovation Case Studies (15) IS57003B Interaction Design (15) IS71021A Mathematics And Graphics For Computer Games 1 (15) IS71040A Neural Networks (15) IS71043A Data Mining (15) IS71039A AI (15) IM71002A Project Management (15)
Programming Options	TERM 2	Electives
IS71026A Adv. Programming for Games and Interactive Graphics (15)  IS71015A Workshops in Creative Coding II (15)  IS71044A Digital Sandbox (30 across both terms)** ** Subject to availability of places. Priority given to students for whom this course is a mandatory element of their programme.		IS71013A Physical Computing IS71022A Mathematics And Graphics For Computer Games II (15) IS71046B Digital Research Methods (15) IS71055A Social Media Campaigning (15) IS71027B AI For Games (15)
<b>All electives must be discussed with and approved by your Programme Leader.</b>		



## **COURSE OUTLINES**

Included here are brief descriptions of the courses you will study. Full course outlines are available on learn.gold. For further information, contact the course convenor or email the Postgraduate Administrator, Rose Hepworth [r.hepworth@gold.ac.uk](mailto:r.hepworth@gold.ac.uk)

Please note that the following list is accurate at the time of writing (August 2013) but this list is subject to change. Demand and timetabling restrictions may mean that courses do not run or are not available to all students.

A course to the value of 15 CATS can be taken with another department subject to the approval of your programme leader and the host department. Please contact Christophe Rhodes <c.rhodes@gold.ac.uk> or Rose Hepworth <r.hepworth@gold.ac.uk> for further information.

### ***IS71030A: INTRO TO PROGRAMMING FOR GAMES AND INTERACTIVE GRAPHICS (15) & IS71026A ADV. PROGRAMMING FOR GAMES AND INTERACTIVE GRAPHICS (15)***

Pre-requisites/Co-requisites: Students taking IS71026A in Term 2 must take Intro to Programming for Games and Interactive Graphics in Term 1

Gives students a strong basis in programming development in the context of the Games and Entertainment industries. From Z-buffering to lighting calculations, weather effects, curved surfaces, multiple layer Internet gaming, network programming, many of the major techniques needed to develop a competitive game engine shall be covered. Object Oriented programming represents the core methodology upon which the course is based using the C++ programming language, scripting (Python or Lua) and other technologies (such as Android or iPhone dev. for mobile, casual, on-line games; assembly for debugging). The course also puts an emphasis on special topics of current (and future) concern to the industry: procedural programming, multicore parallel processing and design, computer vision for gesture recognition and tracking

Assessment: 1 x group project and 2 x coursework (across both terms)

### ***IS71014A WORKSHOPS IN CREATIVE CODING I (15) & IS71015A WORKSHOPS IN CREATIVE CODING II (15)***

This course aims to offer students at masters level the opportunity to develop skills in applied audiovisual computing through a series of workshops, project sessions and tutorials. The course comprises a series of sessions that aim to assist students in the creation of a pilot project of their own devising including appropriate documentation. It is recommended that students sitting this course have completed Workshops in Creative Coding I or equivalent.

Assessment: 1 significant pilot project in either C++ for desktop OS's, iPhone/iPad or similar, Motion capture, Computer Vision, or related area including written project research report and full documentation.

### ***IS71044A DIGITAL SANDBOX (30 ACROSS BOTH TERMS)***

**\*\* SUBJECT TO AVAILABILITY OF PLACES. PRIORITY GIVEN TO STUDENTS FOR WHOM THIS COURSE IS A MANDATORY ELEMENT OF THEIR PROGRAMME.**

This course has a strong practical component with an emphasis on building digital skills across a range of current technologies. As well as practical demonstrations by leading industry professionals students will explore topics including software principles and programming, data mining and analysis, mapping, visualisation, practical media production, web and mobile apps, micropublishing, database software, search technologies, social network analysis, online marketing and presentation skills. The lecture program is supplemented with weekly surgeries in the CAST labs where students can obtain detailed help with projects and work with other students. Assessment is based on three practical assignments that will require the student to create media and software components as well as demonstrate analytical skills.

**\*\*\*Term 1 Electives\*\*\***

### ***IS74017A ADVANCED AUDIO-VISUAL PROCESSING (15)***

Advanced Audiovisual Processing aims to enhance student's skills and experience in the development of software for the creation and manipulation of sounds and images, both in real and non-real time. The course extends the principles of creative engineering for use in arts, games, and more general interaction scenarios so that students can develop their own projects through the use of computational approaches to audiovisual processing.

Assessment: 1 substantial completed audio-visual research/practice project.

### ***IS71025A BUSINESS AND PRACTICE (15)***

This course will give students a basic understanding of the industries of computer games and interactive entertainment, inclusive of special effects for films and animations. This course gives an overview of the industries and teaches students the main management methods used in practice. During the course selected external industry speakers will be invited in to speak on specific topics in the syllabus. Main topics covered include: How the industry works across all the domains. How games are made: Games development from concept to shrink wrap to digital distribution. How development is different for different domains. Approaches to developing games, the use of middleware and tools. Basics of entrepreneurship: The use of Excel as a business planning tool.

Assessment: Coursework 1 : Games Industry Booklet  
Coursework: Coursework 2 : Games start-up

**IM71010A INNOVATION CASE STUDIES (15)** Course in the Institute of Management Studies

You'll have access to executives from industry, who'll discuss and debate the merits of different approaches to the management of innovation.

- Learn about a variety of innovation approaches and challenges
- Translate conceptual and theoretical implications of innovation to practical applications
- Understand current and future potential issues reshaping commercial and non-profit practices
- Critically evaluate debates on the value and potential of intersections between disciplines and emerging innovation practices, particularly as these relate to transformation and change
- Understand the challenges and opportunities for applying or piloting early stage digital, media, and marketing in commercial and non-profit organisations

Assessment: 1 x 3500 word essay

**IS5733B INTERACTION DESIGN (15)**

This course provides an understanding of the theoretical and methodological issues that can be applied to the design and evaluation of interactive computer-based systems. yllabus 1. Major issues, concepts, and definitions. 2. Human and organisational aspects. 3. Characteristics of interaction. 4. Design approaches and methods. 5. Tools and techniques that support interaction development. 6. Design guidelines. 7. Evaluation of interaction design.

Assessment: tbc

**IS71021A MATHEMATICS AND GRAPHICS FOR COMPUTER GAMES 1 (15)**

Pre-requisites/Co-requisites: Must be taken with IS71022A Mathematics And Graphics For Computer Games II

This course will give students a strong basis in the mathematics and theory which is fundamental to the development of modern games, special effects, and entertainment systems. The course is focused on mathematics fundamentals for 3D graphics in computer games and entertainment systems, including Linear Algebra (vector, matrices and applications), a Calculus refresher, a Differential Geometry primer, a Topology primer. Basic intro to maths for computer graphics is covered and maths needed for ray tracing, rendering, (incl. Radiosity, BRDFs, etc.) is studied. Maths to prepare for physics and animation is also introduced including: tangents vs. speed, curvature vs. acceleration, optimisation techniques.

Assessment: Coursework; group project and in-class test

### ***IS71040A NEURAL NETWORKS (15)***

The course introduces the theory and practice of neural computation. It offers the principles of neurocomputing with artificial neural networks widely used for addressing real-world problems such as classification, regression, pattern recognition, data mining, time-series prediction, etc.. Two main topics are covered: supervised and unsupervised learning. Supervised learning is studied using linear perceptrons, and non-linear models such as probabilistic neural networks, multilayer perceptrons, and radial-basis function networks. Unsupervised learning is studied using Kohonen networks. Recurrent networks of the Hopfield type are briefly covered. There are offered contemporary training techniques for all these neural networks. Knowledge and tools for the specification, design, and practical implementation of neural networks are also provided.

Assessment: tbc

### ***IS71043A DATA MINING (15)***

Pre-requisites: one programming course on a Java like language

This course covers machine learning and statistical techniques applied in the discovery of knowledge or hidden patterns in potentially large volumes of data, field known as “Data Mining”. The course also offers pointers towards new developments of the field as those concerning the multimedia data mining, in particular the text, web, and music data mining.

Upon completion of this course students will possess theoretical and practical knowledge regarding a broad collection of Data Mining algorithms and Data Mining practices, and will be able to code such algorithms in a programming language and to use them with specialised machine learning software in concrete applications.

Assessment: tbc

### ***IS71039A ARTIFICIAL INTELLIGENCE (15)***

The course introduces the essential principles of artificial intelligence as part of computer science. The emphasis is on heuristic problem solving methods. The course material includes the following topics: heuristic search techniques, knowledge representation, rule-based systems for deductive problem solving, search-based planning, and inductive machine learning. The covered heuristic techniques are: depth-first search, breath-first search, iterative deepening, bidirectional search, hill climbing, and adversarial search. There are provided guidelines for implementing practical expert systems, planning systems and empirical learning systems with version spaces using the candidate elimination algorithm.

Assessment: tbc

## ***IM71002A PROJECT MANAGEMENT (30)***

- Find out about project management and its application to a range of project environments
- Critically evaluate project management theories as they relate to practical application
- Understand and act upon the role of the project manager in relation to project stakeholders
- Develop an understanding of appropriate project management methods, tools, and techniques, and their application for problem-solving and decision-making in project environments

\*\*\*Term 2 Electives\*\*\*

## ***IS71022A MATHEMATICS AND GRAPHICS FOR COMPUTER GAMES II (15)***

Prerequisites/Co-requisites: Must be taken with IS71021A MATHEMATICS AND GRAPHICS FOR COMPUTER GAMES 1 (15)

This course builds on the basis established in MGCG-1, and presents more advanced maths and graphics material useful for designing systems and features in games (e.g. the maths needed to perform motion and shape tracking). This course will be taught between members of the teaching team.

Assessment: 2 x courseworks

## ***IS71046A DIGITAL RESEARCH METHODS (15)***

Digital Research Methods examines current digital research technologies, the process of conducting research and evaluating results, techniques for conducting advanced research of online and offline social life, and tools and techniques for finding and analysing big and small data. It covers qualitative and quantitative approaches to dealing with data and analysis. It aims to create hybrid social researchers capable of moving seamlessly across online and offline spaces to access and analyse data.

Assessment: includes - Group based presentation on methodology and findings + submission of individual piece of writing (35%); 1,500 word essay + research output summary (35%); A piece of writing and/or practice-based work reflecting methods used (30%).

## ***IS71013A PHYSICAL COMPUTING (15 CATS)***

Physical Computing is of increasing interest to artists, musicians, choreographers and other creative practitioners for the creation of novel artworks and also for forms of computational interaction between these objects and people. There are many other applications of Physical Computing, for example in museums, ubiquitous and embedded computing, robotics, engineering control systems and Human Computer Interaction. A physical environment may be sonic, tangible, tactile, visually dynamic, olfactory or any combination of these. The course will explain and demonstrate how the environment, which is essentially continuous can be monitored by analogue electrical and mechanical sensors. Computers, however, are digital machines programmed by software. A focus of this course, therefore, is the interface between the digital and the analogue. This study encompasses basic physics, electronics, programming and software engineering. The practical objective of this course is the development of the skills needed for designing and building interactive physical devices. The course will be taught as a series of seminars and practical sessions oriented around the popular Arduino platform and development environment.

Assessment: Coursework and in-class participation

### ***IS71055A SOCIAL MEDIA CAMPAIGNING (15)***

This course immerses participants in the latest developments around social media campaigning. Instead of a shallow approach to social media, it explores the underlying dynamics of change that emerge from networks, sharing & crowds in the age of the internet, and their impact on society, business and government. This is a participatory module which mixes up-to-the-minute case studies with a hands-on exploration of the tools and concepts. Students will become familiar with the affordances of digitally-enabled crowdsourcing and participation, and new practices of prototyping and agile campaigning. This course will be relevant to students from a range of disciplines including political science, media & communications, and social entrepreneurship. It will engage with external communities and take a connectivist approach to learning.

Assessment: 2 x coursework – 50% each

### ***IS71027B AI FOR GAMES (15)***

This course will give students a grounding in the theory, technologies and techniques required to leverage and adopt classic academic AI theory and apply it into video games and casual / serious games.

Assessment: tbc

## FEEDBACK AND PROGRAMME MONITORING

### Departmental Student Coordinators

The Students' 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's Representation and Democracy Manager and the College's Quality Office. The Students' 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](mailto:r.hepworth@gold.ac.uk) with the subject 'Student Reps' by 54October 2013.**

## **COMPLAINTS**

### **Goldsmiths Complaints Procedure**

One of our aims is to provide a supportive environment including academic and welfare services, and to be responsive to concerns when they are raised. Goldsmiths recognises there may be occasions when you have cause to complain about a service you have received. When this happens, the complaints procedure is intended to provide an accessible, fair and straightforward system which ensures an effective and appropriate response.

### **Before making a complaint**

The majority of complaints can usually be sorted out informally by discussing the issue you wish to complain about with the member of staff or person concerned. It's best to do this immediately wherever possible.

However, it may be that you wish to discuss your complaint with somebody else, and there are a number of sources of help within the institution. Your Personal Tutor is there to provide welfare support and help as well as academic advice. You can find out who your Personal Tutor is by contacting Isabelle Seale on 0207 919 7850. You can also contact the Head of Department Professor Robert Zimmer on [r.zimmer@gold.ac.uk](mailto:r.zimmer@gold.ac.uk). If you'd rather discuss your complaint with a member of staff outside of your academic department, you can get in touch with Student Services (Room 124, Richard Hoggart Building, tel 020 7919 7757), or the Students' Union Advice Centre (tel 020 8692 1406, e-mail [suadvice@gold.ac.uk](mailto:suadvice@gold.ac.uk)).

### **Making a complaint**

If you feel discussion hasn't resolved your complaint, and you want to pursue it formally, then you must put this in writing and send it to the Complaints and Appeals Manager (16 Laurie Grove). You will need to explain in your letter what steps you have already taken to try and resolve the matter, for example, discussing it with the person the complaint is about, and with your Head of Department.

Your complaint will be investigated, and you'll receive a letter explaining the decision taken by Goldsmiths. If you are dissatisfied with the outcome of this investigation, you can write to the Complaints and Appeals Manager and ask for your complaint to be referred to a Pro-Warden, who may decide to set up a complaints committee. Your complaint will not be considered unless stage one and stage two of the Complaints Procedure has been completed. Please see the 'General Regulations' (number 14) linked from [www.goldsmiths.ac.uk/regulations](http://www.goldsmiths.ac.uk/regulations).

### **Help and support**

If you need help with understanding this process, then get in touch with your Personal Tutor, Student Services, or the Students' Union.



## 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/course/view.php?id=2458>

The Assessment Handbook for Session 2012-13 will be updated during the Autumn Term 2012.

Assessment Regulations:

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

Programme Regulations:

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

### **Assessment Confirmation Forms**

All students must complete an Assessment Confirmation Form. Your department will send this to you and you will need to check the information it contains very carefully, sign it and return it. It is VITAL that you do this by the advertised deadline in December. If you fail to meet it you are liable for a late fee charge of £30. Finalists should note that their name, including the spelling, as it appears on the Assessment Confirmation Form, is as it will appear on their degree certificate.

### **Marking and Grading Criteria**

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

#### *Masters Degrees*

<b>Mark</b>	<b>Grade</b>	<b>Descriptor</b>	<b>Generic Grading Descriptors</b>	<b>Specific Grading Criteria (Marking Criteria)</b>
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	n/a
1-9%	F	Very Bad Fail	A submission that does not even attempt to address the specified learning outcomes (shall be deemed a non valid attempt and unit must be retaken).	n/a

10-29%	E	Bad Fail	Represents a significant overall failure to achieve the appropriate learning outcomes	Departments should still continue to list specific grading criteria in each generic grading band in order to allow an assessment of the level of achievement of the appropriate learning outcomes.
30-49%	D	Fail	Represents an overall failure to achieve the appropriate learning outcomes.	As above
50-59%	C	Pass	Represents the overall achievement of the appropriate learning outcomes to a threshold level.	As above
60-69%	B	Good (threshold for merit)	Represents the overall achievement of the appropriate learning outcomes to a good level.	As above
70-79%	A	Excellent (threshold for distinction)	Represents the overall achievement of the appropriate learning outcomes to an excellent level.	As above
80-100%	A+	Exceptional	Represents the overall achievement of the appropriate learning outcomes to an exceptionally accomplished level.	As above

### **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.

You must make a valid attempt! What constitutes a valid attempt is at the discretion of your examiners but the following definitely do not count:

- If you submit a blank or worthless script or other piece of work
- If you fail to submit coursework or don't turn up for an exam

Late summer retakes will not be offered to students who are absent from an examination, do not submit coursework as required and who do not make a valid attempt at a course unit.

### **Results**

Postgraduate student results will be posted 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.

### **Progression**

If your programme is more than one academic year long then there will normally be progression requirements you must fulfil before proceeding to the next year. For instance: continuing full time students enrolled for undergraduate credit framework degrees must pass a minimum of 90 credits, which may include compulsory core units, each year before proceeding.

For exact progression requirements for your programme, please consult the programme regulations.

### **Note to Debtors!**

Every year there are some students who are in debt to the college. 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. This might be a library fine or part of your tuition fees. You need to make sure you have settled up with 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 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 course units you have studied. Your department will be able to tell you the mode of assessment for each course and how the assessments on that course are weighted. For example, 100% coursework or 80% exam and 20% coursework.
- 2) Whether you have passed all your courses and whether you have been penalised for any assessments.
- 3) The overall weighting of the courses 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 course 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.

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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/submit the coursework in late summer.

### **Late Summer Re-sits**

Students who have failed courses to the value of 45 credits or more, (2 or more course units for those first registered on the course unit degree before 2010) and cannot therefore progress to the next level of study, will be offered late summer retakes for the current session (this is decided at the meeting of the Examiners in June). You will be informed in writing in July if you are to be offered late summer retakes. You will be required to return the entry form by the deadline given and pay the required retake fees.

Students who fail courses to the value of 15 or 30 credits (.5 or 1cu on course unit degrees), will not be automatically offered a late summer retake, but may, if they so wish, apply in writing by email to the Assessments Team ([assessments@gold.ac.uk](mailto:assessments@gold.ac.uk)). Requests must be submitted by the deadline date detailed in their results letter; late requests will not be accepted as there is not enough time to make appropriate arrangements before the exams take place.

## **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 Co-ordinator in room RHB 129.

All applications for assessment adjustments must be made via the Disabilities Co-ordinator to reach the Assessments Team by 22 March 2013. 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.

## **Appeals Against Assessments Awarded**

### **Goldsmiths' Appeals Procedure**

An appeal is different from a complaint, because it is an application for a decision to be reconsidered or changed. These are the procedures to do with appealing about examination results.

You have the right to appeal on the following grounds:

1. That the examiners were not aware of circumstances affecting your performance
2. That there was some form of administrative error or procedural irregularity in the way in which an examination or assessment was conducted
3. That there is evidence of prejudice or of bias on the part of one or more of the examiners

You can't appeal against the academic or professional judgement of the examiners, nor can you appeal on the grounds that you didn't know about certain assessment requirements or submission deadlines.

### **How to appeal**

Before you appeal, you are strongly advised to seek help and advice, either from your Personal Tutor, the Departmental Senior Tutor, or the Students' Union.

If you wish to appeal, you must complete a form (available from the Complaints and Appeals Manager or on the web at <http://www.gold.ac.uk/student-services/assessments/> or available from the Students' Union) and submit this to the Complaints and Appeals Manager within 21 days of the publication of the results, against which you're making the appeal.

You should receive an initial response within four weeks of submitting the appeals form; if it's likely to take longer, you'll be told about this.

### **Outcome of the appeal**

If your appeal is successful, the outcome will depend on the details of your individual case. If your appeal is unsuccessful, and you are dissatisfied with this, there is a further step you can take, which involves taking your appeal to the Office of the Independent Adjudicator.

## **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/regulations/approved-by-academic-board/assessment/>

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, the Head of Assessments, or should seek specialist study skills assistance through the College Language Studies Centre.**

### **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 college IT username and password. <http://intranet.gold.ac.uk/exampapers/>

The copyright in these papers is held by Goldsmiths. Students and staff of the college 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 college.

## Feedback form (2012-2013)

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. All information will be treated in confidence.

1. Your name (optional)

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

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

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

other (please specify)

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4. Are you (please tick the relevant box)

a home/EU student

an overseas 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)



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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?

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10. What do you think this handbook does best?

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

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12. Tell us how we can improve this handbook

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Thank you very much for your time in filling in this feedback form. Please return it to your department or post it to Quality, Planning and Governance, Goldsmiths, University of London, New Cross, London, SE14 6NW.