



University of
Salford
MANCHESTER

School of Science, Engineering and Environment

**Directorate of Computer Science, Networking and
Mathematics**

MSc Cyber Security, Threat Intelligence and Forensics

Postgraduate Student Handbook

Academic year 2019/2020

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Student support for this degree is also at:

<https://www.firstyearmatters.info>

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1. Message from the Programme Leader

On behalf of the School of Science, Engineering and Environment, University of Salford, I would like to welcome all students to the MSc “Cyber Security, Threat Intelligence and Forensics”. You are starting this programme in a School that is internationally renowned for research and teaching in Computer Science and Software Engineering. Cyber Security practitioners are in considerable demand in the United Kingdom and internationally. Information Security practitioners work in a wide range of organisations including large businesses, computer security consultancies, and government departments. This programme has been designed with the requirements of industry in mind, and we will invite industry to talk to you whenever possible.

Our teaching is driven by 'real world' problems and scenario led approaches that will illustrate how academic principles work in reality. Your enrolment in this programme gives you access to a team of leading academics who have wide ranging experience in research and practice in computer science and software engineering. You will have access to facilities of the School of Science, Engineering and Environment as well as the University of Salford.

The objective of this handbook is to provide both programme specific and general information related to the conduct of the programme at the University of Salford. The handbook also gives information about important regulations as well as how you can benefit from a wide range of facilities available to students.

The University maintains a helpful online site that provides general advice, links to its policies and procedures, information on finance, car parking and many other useful links.

You should familiarise yourself with the site, which is at:

<https://www.salford.ac.uk/askus>

If you are an International Student you should also consult

<https://www.salford.ac.uk/askus/immigration-visas>

and you are reminded of the importance of doing what is needed to preserve your visa.

Finally, the appendices to this document include a quick check list – a kind of 'frequently asked questions' that you can consult when you have specific questions or concerns.

2. The 'Golden Rules' for university study

1. Attendance is necessary

You cannot hope to do well in the assessment unless you know the Lecturer's angle on the subject. Classes provide a regular weekly structured opportunity to talk to them about their angle. There is absolutely no doubt at all that poor attendance leads to poor marks.

If you consider yourself to have prior knowledge of a subject then it is even more important that you pay attention to the Lecturer's angle. It might be rather different than you are expecting!

2. Attendance is not sufficient

Simply being there, or picking up/downloading a copy of the notes will not get you very far. You need to join in, to do the required activities and to think about how they went. Work done between classes is very valuable. More than that, it is essential. Revision should be the culmination of your work, not the start of it.

3. Read your email and check Blackboard every day

If we have something important that we need to tell students then we will send it to your University email account and/or post it on Blackboard. You must be in the habit of reading **this** email account and checking Blackboard regularly.

4. Make sure you notify the University of any changes to your contact telephone number

If we have something **very** important that we need to talk to you about then we will telephone you on your mobile (or at home). It is important for you that we have your correct number, as the consequences of us being unable to reach you are potentially serious ...
for you.

5. Remember that this is 'adult education'

Getting things done is your responsibility. We provide support, but it is your responsibility: to know what needs doing; to plan how or when to do it; to do it, etc.

but...

Enjoy your time with us, work hard, and don't be afraid to make the most of the opportunities presented to you!

2.1 The transition to MSc study

The “Framework for Higher Education Qualifications” (FHEQ) provides a description of how study varies as you proceed through an undergraduate degree (levels 4 to 6) and how they differ for an MSc (level 7) and a PhD (level 8). To understand what an MSc should be trying to be, and what your responsibilities are, see section 4.17 on page 28 of

<https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf>

The following table summarises some of the key differences:

Honours degrees are awarded to students who have demonstrated:	Master’s degrees are awarded to students who have demonstrated	Increased emphasis in a Master’s degree
Cohherent and detailed knowledge, at least some of which is informed by the forefront of defined aspects of their field of study	A systematic understanding of knowledge; and a critical awareness of current problems, informed by the forefront of their field of study	All four of these show a transition from “being able to do difficult things” to
An ability to deploy accurately established techniques of analysis and enquiry within a discipline	A comprehensive understanding of techniques applicable to their own research or advanced scholarship	<ul style="list-style-type: none"> • understanding why things are the way they are • appreciating that there is still more work needing to be done to develop the field
An appreciation of the uncertainty, ambiguity and limits of knowledge	Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline	<ul style="list-style-type: none"> • having your own areas of interest within the wider field
Conceptual understanding that enables the student to solve problems using techniques at the forefront of a discipline, and to comment upon particular aspects of current research in the discipline	Conceptual understanding that enables the student to evaluate critically current research and advanced scholarship in the discipline, evaluating methodologies and, where appropriate, proposing new hypotheses.	<ul style="list-style-type: none"> • critiquing other people’s publications, methods and results • proposing your own ways of tackling problems, that build on the work of others and add value to them.
The ability to manage their own learning, and to make use of research articles and original materials appropriate to the discipline.	Self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level	Independent learning, taking responsibility for identifying what you need to do and coming up with ideas about how to do it.
Critical evaluation of arguments and assumptions, making judgements and identifying a range of solutions to a problem	Dealing with complex issues both systematically and creatively, make sound judgements in the absence of complete data	Decision-making in increasingly complex and unpredictable situations, being able to cope with ambiguous, inconsistent and vague instructions

You should expect an increased emphasis on independent study. The members of academic staff are here to provide advice and feedback, but if you ask a question then you should expect “what do you think?” and “what have you already done?” to be key parts of the ongoing discussion.

We will be expecting you to be developing your own areas of interest within the broad and varied fields covered by the term “Cyber Security” – these may be defined by the job or research area that you would like to move into. The academic staff will have their own areas of particular interest and expertise that may not be the same as yours. By the time you tackle your MSc project, it is possible that you will be moving into areas outside the specific expertise of the staff. We will still be able to provide feedback on methodology and presentation issues, but we are likely to be learning from

you as much as you are learning from us. This is entirely what is expected at this stage in your education, and it will develop further for those of you who want to continue to a PhD.

3. Academic calendar

Semester dates for current and forthcoming academic years are available at:

<https://www.salford.ac.uk/geo/almanac/trimester-dates>

WEEK NUMBERING SCHEME FOR TIMETABLING - ACADEMIC YEAR 2019/2020			
Week Commencing (Monday)			Week
2019	16 September 2019	Induction week	0
	23 September 2019	Semester 1 (teaching weeks 1 - 12)	1
	30 September 2019		2
	7 October 2019		3
	14 October 2019		4
	21 October 2019		5
	28 October 2019		6
	4 November 2019		7
	11 November 2019		8
	18 November 2019		9
	25 November 2019		10
	2 December 2019		11
	9 December 2019		12
	16 December 2019	<i>Vacation</i>	13
	23 December 2019	<i>Vacation</i>	14
	30 December 2019	<i>Vacation</i>	15
2020	6 January 2020	Exams	16
	13 January 2020	Exams	17
	20 January 2020	INTER-SEMESTER BREAK	18
	27 January 2020	Semester 2 (teaching weeks 19 - 28)	19
	3 February 2020		20
	10 February 2020		21
	17 February 2020		22
	24 February 2020		23
	2 March 2020		24
	9 March 2020		25
	16 March 2020		26
	23 March 2020		27
	30 March 2020	<i>Vacation</i>	28
	6 April 2020	<i>Vacation</i>	29
	13 April 2020	<i>Vacation</i>	30
	20 April 2020	Semester 2 (teaching weeks 31- 33)	31
	27 April 2020		32
	4 May 2020	Exams	33
	11 May 2020	Exams	34
	18 May 2020	Exams	35
	25 May 2020		36
	1 June 2020		37
	8 June 2020		38
	15 June 2020		39
	22 June 2020		40
	29 June 2020		41
	6 July 2020		42
	13 July 2020		43
	20 July 2020		44
	27 July 2020		45
	3 August 2020		46
	10 August 2020		47
	19 August 2020		48
	24 August 2020		49
	31 August 2020		50

4. Staff detail

Dean of School

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Warren Fournier – Student Progression Assistant (SPA) for CSNM

SPA's are an invaluable source for help, guidance & advice, and work to provide relevant and timely assistance for students who are facing issues that affect their studies. You can contact your SPA in person, by phone or by email and their details are listed below. The CSNM SPA is available for all students, including those who are undertaking postgraduate study and can help you get in touch with relevant support and academics to get you back on track.

Advice and guidance are available Monday to Friday (9.00a.m-3.00p.m)

1-2-1's can be booked via email or Advantage or the following link <http://bit.ly/spa121cse>

Email: W.Fournier@salford.ac.uk

Tel: 0161-295-6633



STRUGGLING?

Experiencing issues that are affecting your studies...

- | Attendance & Participation | Adjusting to Academic Life |
- | Money Worries | Anxiety, Stress & Depression | Loneliness |
- | Work, Recreation & Study Balancing | Exams & Deadlines |
- | Family & Home Issues | Bereavement | Feeling Homesick |
- | Health & Well-Being | Disabilities | Diversity | Personal Issues |

People will tell you that university is one of the best times of your life - However, it's not always easy and comes with challenges of its own.

As a first point of contact - not affiliated with a particular academic area of study - for anyone who may be facing difficult situations or issues that are affecting your studies. I provide in-school advice and information on all of the University's support services and can help refer you to those who are most suited to help. As a recent graduate myself, I understand the struggles associated with student life and can provide reassurance and guidance to all students of all levels to help you get back on track.

Your **SPA** for the School is **Warren Fournier**.
Get help & guidance by booking a **1-2-1 appointment**
using the link below

<http://bit.ly/spa121cse>



IN-SCHOOL SUPPORT

1-2-1
ADVICE
&
GUIDANCE

ACADEMIC
PROGRESS



Warren Fournier

STUDENT PROGRESSION
ASSISTANT
(SPA)

CSE School Reception -
1st Floor Newton Building

Contact:

0161-295-6633
W.Fournier@salford.ac.uk

5. Your degree programme

This section is designed to give an overall picture of your modules with a module list, the lecturer taking that module and the assessment regime. Details of each of these modules are on the web at <http://www.firstyearmatters.info/cs/mscprogrammes.html>. Click on the programme that you are undertaking and the current year of entry.

The page then displayed (a Programme Specification Form) will give details such as the modules. You can click on a module title to see further details such as its credit value, the module coordinator, the aims and intended learning outcomes of the module, its assessment regime, its syllabus and any recommended texts.

5.1 Programme structure

Full-time students starting in September 2019 will do the following modules

September 2019 to January 2020	53647 (CF) Cyber Forensics
	40945 (ISIP) Information Security In Practice
January 2020 to May 2020	40949 (CTI) Cyber Threat Intelligence
	55880 (PNS) Privacy and Network Security
June 2020 to September 2020	32668 Project for MSc

Full-time students starting in January 2020 will do the following modules

January 2020 to May 2020	40950 (CTI) Cyber Threat Intelligence
	55881 (PNS) Privacy and Network Security
September 2020 to January 2021	53648 (CF) Cyber Forensics
	40946 (ISIP) Information Security In Practice
February 2021 to May 2021	40941 Project for MSc

Part-time students starting in September 2019 will do the following modules

September 2019 to January 2020	53647 (CF) Cyber Forensics
January 2020 to May 2020	55880 (PNS) Privacy and Network Security
September 2020 to January 2021	40945 (ISIP) Information Security In Practice
January 2021 to May 2021	40949 (CTI) Cyber Threat Intelligence
September 2021 to May 2022	32668 Project for MSc

Part-time students starting in January 2020 will do the following modules

January 2020 to May 2020	55881 (PNS) Privacy and Network Security
September 2020 to January 2021	53648 (CF) Cyber Forensics
January 2021 to May 2021	40950 (CTI) Cyber Threat Intelligence
September 2021 to January 2022	40946 (ISIP) Information Security In Practice
February 2022 to September 2022	40941 Project for MSc

5.2 Aims of the programme

This Cyber Security programme aims to provide graduates with a broad understanding of the field of computing but with a specialism in cyber security. In this, it builds on technical principles of general computer science with an appreciation of the role of theory based security investigation, underpinned by the technical skills in the tools and techniques associated with this.

The programme aims to develop (assuming no prior knowledge in the cyber security domain, but with an appropriate grounding in a computer science related subject):

- An in-depth understanding of methodical approaches to analysis, design, development testing and maintenance of software applications and systems

- Specific knowledge of analytical investigation and development within the cyber security domain
- A broad range of technical skills and critical awareness of how to select and apply the appropriate approach to a wide range of problems
- Knowledge and understanding of how to address cyber threat and forensic issues, and personally, operate within a well formed professional and ethical framework that is central to the cyber security domain.

The programme will provide structured sequences of environments in which students can apply knowledge to solve problems, receive feedback, critically evaluate and reflect on their own performance.

5.3 Intended learning outcomes

Upon successful completion of the programme, students will be able to:

Knowledge and Understanding

- Explain and critically discuss the main concerns of information security (Authentication, Confidentiality, Integrity, Authorization, Privacy, Non-repudiation, Availability, Administration, Trust, Audit-trail) and how they relate to each other;
- Enumerate, explain and evaluate the various types of security threat to which an information system may be subject, covering a variety of attack vectors (vulnerability exploit, malware, insiders, etc);
- Critically assess technologies and techniques used in securing information systems, discussing their relevance and roles, and their relationship to the organizational contexts in which they are applied;
- Define and apply forensic investigation techniques;
- Identify strategies for generating and managing intelligence about different types of cyber threats;
- Critically discuss the ethical, legal, social and professional issues that relate to computer security;
- Demonstrate a critical awareness of research methodologies and professional management issues relevant to working in the computer security industry.

Professional skills

- Compare, contrast and critically evaluate alternative technologies that underlie and impinge upon information security;
- Deploy and implement the key network and host-based penetration testing tools and techniques
- Communicate effectively with users and practitioners;
- Demonstrate their autonomy, initiative and independent learning through the planning, management and delivery of a research-informed individual project or placement.

5.4 Teaching and learning strategies

A variety of delivery methods are adopted to achieve the intended learning outcomes:

- Projects and assignments enable students to: (a) apply what they have learned to a realistic problem; (b) develop independent learning skills; (c) demonstrate an ability make decisions in uncertain situations; and (d) develop their ability to compare and contrast alternative technologies. For the modules in this programme, projects and assignments will have a balance of theoretical and practical aspects.

- Examinations are used to assess a student's immediate response to a set of small or medium unseen problems, whereas assignments are used to assess a student's considered and in-depth response to a larger problem.
- Group activities in class are used to develop team working and professional skills, though all assessment is individual.
- Practical modules include supervised laboratories to put into practice principles covered in supporting lectures.
- Research skills are integral to the program: being contextualised in modules focussed on the activities of research centres; being developed and generalised in a specific module on research methods and project management; and being individually addressed through the completion of a research-informed project.
- Presentation skills are developed and assessed by requiring students to present work done as part of the research methods and project management module.
- The issue of professionalism and ethics is explicitly covered in a dedicated module. But it is also woven in throughout the programme using the research-centre-focussed modules, and issues must be identified and addressed as part of the research-informed project. Students are required to critically evaluate case studies, as well as reflect on their own project performance.

The modules are designed to incorporate hands-on activities with face-to-face support, and are not intended for purely distance learning. However, where a student is taking elements of the programme in a CPD mode, it is possible to use a blended approach, with technology used for support and collaboration.

6. Important Regulations

This section explains some of the key university regulations.

6.1 Late submission and extensions

The current university regulations take a particularly strict view on deadlines.

- Deadlines will usually be 4pm on a working day
- Work submitted after 4pm, and up to seven calendar days late, will be capped at the pass mark (which is 50% for MSc courses).
- Work submitted after seven calendar days late will be recorded as a non-submission, and will not be marked.
- No extensions are available (this is true for assignments and for your project).

A good summary is that late submission gives a safety net for people who are struggling, but should be avoided unless absolutely necessary.

So as an example

- If a deadline is 4pm on Wednesday 1st ...
- If you submit at 4:01pm on Wednesday 1st a piece of work worth 65% then you will receive 50%
- If you submit at 2pm on Thursday 2nd a piece of work worth 45% then you will receive 45%
- If you submit at 3:55pm on Wednesday 8th a piece of work worth 75% then you will receive 50%
- If you submit at 4:01pm on Wednesday 8th then it will not be marked, and "non-submission" will be recorded.

If you have a valid reason for late submission, or non-submission, then you can submit a “Personal Mitigating Circumstance” form (see section 6.2) to request that the late penalty is removed.

6.2 Personal Mitigating Circumstances

If you have been unable to meet an assignment submission deadline, or if you miss an assessed event (exam or in-class test), because of illness or some other problem then you must inform the university. Ideally you should tell the lecturer concerned as soon as possible, but what is most important is that you must submit a PMC (Personal Mitigating Circumstances) form detailing the reason for late submission or absence, and you **MUST** provide appropriate documentary evidence of the problem (a doctor's note, hospital admission notice, etc).

You must submit the PMC form and accompanying supporting documentation no later than two weeks after the due date of submission. The PMC form will be considered by the School and, if accepted, lateness or absence penalties can be reduced or not applied.

You should note the following

- PMCs are not accepted for problems with (or loss of) pendrives, computers, printers, Internet access, travel delays, or any similar things. These things should be expected and allowances made (when approaching a deadline you should build some slack into your timetable to allow for something going wrong – aim to hand in work a day early).
- They are not accepted for financial problems or for clashes between your paid working hours and your university hours. Everyone has financial pressures, and (although we accept that many students have to work to be able to afford to study at university in the first place) it is officially a full-time degree course (having an understanding and flexible employer is very useful).
- They are not accepted for term-time holidays, or for holidays arranged over the resit examination period. We know that families can put great pressure on students in this regard, but you must accept that you have one chance at a university education and you need to devote yourself entirely to it (having a supporting and flexible family is very useful)
- PMCs are not the appropriate means to deal with long term medical issues. For these, you need to get an “Assessment of Need” from the Equalities Office (please see <http://www.askus.salford.ac.uk/disability>)

The full PMC procedure can be found at http://students.salford.ac.uk/pmc_guide.pdf with guidance at <https://www.salford.ac.uk/askus/academic-support/pmc>. PMC forms are submitted electronically, via <https://sss.salford.ac.uk>

Evidence must be scanned and uploaded at the same time as the PMC, which must be done within two weeks of the relevant exam or assessment deadline.

6.3 Resits and retakes

For each module, you are provided with three “opportunities” to do the module

1. “sit” – you do all parts of the module during normal delivery in either semester one or semester two.
2. “resit” – you redo *the components of the module where you got a mark of less than the pass mark* (which is 50% for MSc programmes). For the resit, the maximum mark you can get for the resat **component** is 50%
3. “retake” – you redo *all parts of the module* during the next normal delivery of the module in either semester one or semester two. For the retake, the maximum mark you can get for the **module** is 50%

(Note “opportunity” means it is counted, even if you do not submit the required work at the relevant time).

“Resit” and “retake” work is done “at the next available opportunity” (in other words the next time there is a natural opportunity to set/submit/mark work. The university calendar is designed around full-time students working within a September-to-September academic year. The regulations around resitting therefore work best for these students.

- For “resit”, the “next available opportunity” is the summer resit period (resit assignments will be set in late June and handed in in the middle of August to be marked by early September)
- For “retake”, the “next available opportunity” is the next delivery of the failed module in the next academic year
 - If the syllabus, delivery or assessment of the module has changed then you retake the new version of the module
 - If the module has been replaced by a different module then you retake the new module.

For a full-time student starting in September, the academic year can be summarised as

- Semester one (Sept to Jan) – you will do two modules
- Semester two (Jan to May) – you will do two more modules
- The “board of examiners” will meet in June to decide what happens next
 - If you have passed all four modules then you **must** do the project (June to September)
 - If you have passed three modules and are eligible for “compensation” of the failed module then you **must** do the project (June to September)
 - If you have passed three modules and are not eligible for “compensation” of the failed module then
 - You **must** resit the failed module (June to September)
 - You **can choose** to do the project at the same time (June to September) or you **can choose to** defer the project until after you have completed the failed module. You must decide in June, and you cannot start the project and then retrospectively decide to defer it if you make poor progress.
 - If you have passed two (or fewer) modules then
 - You **must** resit the failed modules (June to September)
 - You cannot start the project until you have completed the failed modules.
- The “resit board of examiners” will meet in early September to decide if students resitting modules can start their project in September, or whether they must retake modules that they have still failed
- The “dissertation board of examiners” will meet in October to decide if students who have submitted their dissertations can be awarded their MSc, and can graduate at the December graduation ceremony.

For January starting students life is a little more complicated, as the “summer resit period” occurs in between their first two modules and their second two modules. This means that the “board of examiners” is not able to make an official decision on whether you need to do the resit or not until the February of the next year, and this can seriously delay your progress through the course. Part-time students (particularly those starting in January) have the same problem but magnified (in extreme cases, it could be two years between “sitting” and “resitting” a module!).

Therefore, we operate the following policy, which is designed to get you through the course as quickly as possible:

- If you fail a module in the “January to May” semester (officially “semester two”, but your first semester”) then you would “resit” in the summer resit period (before you do your second pair of modules) and (if necessary) “retake” in the “January to May” period in the following academic year.
- If you fail a module in the “September to January” semester (officially “semester one”, but your second semester) then you would “resit” in the summer resit period, and (if necessary) “retake” in the “September to May” period in the following academic year. Note that this

can mean you end up doing your project in the “January to May” period, followed by your “resit” in the summer (or even followed by a “retake” in the next academic year).

Your programme team will provide guidance at the relevant times.

6.4 Plagiarism

“Plagiarism” is a term used to describe a number of examples of what is also known as “unfair means”. This covers a range of issues from “bad academic practice” through to “cheating in your assessed work”. We believe it is reasonable to assume that a postgraduate student has received instruction about the issue of plagiarism (and its consequences) at the institution where they did their first degree. We will provide some guidance here, but we also expect you to proactively seek further support from any member of the programme team if you feel you need it.

Plagiarism, which is one of the categories of academic misconduct, is the act of passing off another person’s work as your own, whether this is intentional or not. The most common types of plagiarism include (but are not restricted to):

- Copying another individual’s work, with or without their consent/knowledge, and presenting this as one’s own work.
- Working with another student on a piece of work and then one or all of them submitting the results as an individual assignment (when it is actually a piece of groupwork)
- Quoting or summarizing the work of another author without acknowledgement and appropriate referencing.

Other categories of academic misconduct are:

- Buying or commissioning a piece of work from another individual and presenting this as one’s own work.
- Collusion (working with someone else on what is supposed to be an individual assignment)
- Falsifying experimental or other investigative results
- Taking unauthorised material (including electronic devices) into an examination; copying from or communicating with another person during an examination

The University takes academic misconduct offences very seriously and all suspected cases will be subject to investigation.

When you write your reports, essays or computer programs, you must acknowledge any books, papers or articles you have used, and any ideas that are not your own. Any serious piece of academic writing will include some dependency on previous work, and providing a clear audit trail in the form of citations and references is required to make this dependency clear, and to give your work academic strength. In all cases, you must acknowledge the sources that you have used – this applies to ideas as well as facts, techniques or phrases; also to diagrams, graphs and statistics; to code fragments and software designs. If you do not acknowledge your sources then this is an example of plagiarism.

It is not usually acceptable to put whole paragraphs of text from other sources into your work, even if you do acknowledge your source. You are expected to adapt it in your own words. However, rewording someone else’s work does not make it yours, and you must still use citations and references.

As a student of the University, you should ensure that you know and understand what is meant by plagiarism and the requirements of your own School for referencing and citation. Your academic tutors will provide you with detailed advice and training about good academic practice (i.e. how to avoid plagiarism) at the start of the academic year and during modules. In addition, you can seek further guidance about what constitutes good academic practice from your module tutors and the following resources:

- <http://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information> for more information about referencing;
- <http://www.salford.ac.uk/library/help/academic-support> for “information literacy” skills

Penalties for plagiarism are needed to ensure the issue is taken seriously (and therefore to protect the reputation and integrity of the university’s qualifications and awards). They generally increase in severity from first year undergraduate to final year undergraduate to postgraduate:

- Cases of “poor use of citations and references” can be penalised directly through the assignment marking scheme, with the criteria being written in such a way that the inclusion of blatantly unreferenced material will inevitably result in a mark that makes it impossible to pass the module, and will therefore require you to do the assignment again (assuming university regulations permit you another opportunity).
- More serious cases, including collusion and purchase of assessed work, will be referred to the Academic Misconduct Panel, who will conduct an independent investigation. They have the power to impose significant penalties that include: zeroing entire modules (so extra work needs to be redone), capping other modules (making it impossible to get any mark other than a bare pass) and, in the most serious cases, expulsion from the university.

We hope it will never come to any of these penalties, and we strongly encourage you to talk to the academic staff team for the programme if you are in any way uncertain about how you should be doing your research or presenting your findings.

6.5 Complaints

If you are not happy with any aspect of the course, we hope you will be able to discuss your problem either with the module leader or with the programme leader. If you feel you cannot talk to either of these people, or if you are not satisfied with the response you receive, then in the first instance you can talk to:

- Professor Nigel Linge (Director of Computer Science, Networking and Mathematics)
- Professor Pankhurst (Dean of Science, Engineering and Environment)

All relevant contact details are in section 4 of this document.

If you want to make a formal complaint, the procedure is outlined at

<https://www.salford.ac.uk/qeo/StudentPolicies/student-complaints-procedure>

7. Assessments

This section is very important. It explains how you are assessed, how your module marks are calculated and how your results and qualifications are graded.

7.1 Rules for the Award of MSc/PGDip

Programmes at postgraduate level are based on credits as follows:

Masters degree	180 credits at level 7
Postgraduate Diploma	120 credits at level 7
Postgraduate Certificate	60 credits at level 7

Additionally, the award of MSc with Distinction may be made to students who have achieved exceptional performance and MSc with Merit to students who have achieved above average performance.

7.2 How you will be assessed in subject modules

To pass a subject module you must obtain a module mark of not less than 50%. The module mark may be made up of a number of different components, whose relative weightings are shown the modules specifications. You do not have to get a pass mark in each component of a module, but if you fail to hand in coursework you give yourself the problem of having to achieve the required overall percentage on the basis of the remaining coursework or examination component(s). Please note that a student is allowed a maximum of three opportunities to pass their assessments.

7.3 The MSc Project module

The MSc projects provide an opportunity to carry out a substantial piece of work demonstrating practical and academic skills such as: (a) project planning and management, (b) specifying, analysing and developing solutions, (c) evaluating and comparing alternative techniques and approaches, (d) reviewing literature, (e) report writing and presentation.

Students can select a project from a given list or can propose their own project provided that it is considered suitable by the Projects Co-ordinator. The assessment process is intended to provide a measure of the student's overall competence in carrying out the project work, of the technical content of the project, and their communication ability in presenting their findings and describing the work done, the objectives, and any problems encountered. No extensions are available for MSc dissertations.

8. Criteria for the Progression and the Award of the Postgraduate Qualifications

8.1 Progression from Semester 1 to Semester 2

This is an automatic process for all students. Where a module mark of at least 50% has been obtained the student is deemed to have passed the module and credits for the module are awarded. Students whose mark in any module falls below the minimum standard required are identified and asked to discuss their work with the Programme Leader. No other action is taken at this stage.

8.2 Progression beyond Semester 2

Your module marks are considered by a meeting of the Board of Examiners late June who make a recommendation to the University about progression on to the project stage of the MSc programme. The dissertation project should be submitted by the end of September.

Students who have achieved not less than 50% in all subject modules

Students registered on the MSc who have achieved not less than 50% in all subject modules will be allowed to continue with their studies, complete their projects and submit their dissertations for final assessment.

Students registered on the Postgraduate Diploma who have achieved not less than 50% in all subject modules will be offered the award of the Postgraduate Diploma or allowed to transfer to the MSc and then continue with their studies, complete their projects and submit their dissertations for final assessment.

Students who have achieved an average of not less than 50% over all subject modules but have failed 30 credits with a module mark of not less than 45%

Students registered on the MSc who have achieved an average of not less than 50% over all subject modules but have failed 30 credits with a module mark of not less than 45% will be given

automatic compensation for the failed module and allowed to continue with their studies, complete their projects and submit their dissertations for final assessment.

Students registered on the Postgraduate Diploma who have achieved an average of not less than 50% over all subject modules but have failed 30 credits with a module mark of not less than 45% will be offered the award of the Postgraduate Diploma or allowed to transfer to the MSc and then continue with their studies, complete their projects and submit their dissertations for final assessment.

In either case students may resit the failed module to achieve a true pass in the module.

Students who have failed to meet either of the above criteria

Students are offered reassessments in all failed modules to try and improve their position. Where a student is re-assessed he/she can obtain a maximum mark of 50%.

Please note that it is possible to do examination reassessments overseas. However, there is a deadline for informing the Assessments Office that this is what you wish to do. Please see the information at <http://www.mystudentinfo.salford.ac.uk/page/overseas>.

Dissertation Extensions

There are no extensions available for your project. You must meet the given deadline, unless you have mitigating circumstances.

Award of the MSc

The final award of an MSc can only be made to those students who are permitted to progress beyond Semester 2. In these cases, students complete their project work and submit a written dissertation for assessment. This is assessed by two members of academic staff (the main supervisor and a nominated second reader) and the associated External Examiner. To be accepted, this dissertation must be deemed to have satisfied the minimum standard required for the MSc (an overall mark of at least 50%). In such cases, an MSc degree will be awarded.

Award of the Postgraduate Diploma

The Postgraduate Diploma can be awarded to students who have passed all subject modules (either directly, or via automatic compensation) but who fail to either submit a dissertation or a dissertation of the correct standard. In the case of MSc students their MSc candidature is terminated and the Postgraduate Diploma awarded.

Award of the Postgraduate Certificate

The Postgraduate Certificate can be awarded to students who have passed 60 credits-worth of subject modules. In this case their MSc or PGDip candidature is terminated and the Postgraduate Certificate awarded.

Award of the MSc with Merit

The requirement for the award of a merit is an overall (i.e. average) mark across the whole programme (i.e. 180 credits) of at least 60% and a mark for the Dissertation element (i.e. final 60 credits) of at least 60%.

Award of the MSc with Distinction

The requirement for the award of a distinction is an overall (i.e. average) mark across the whole programme (i.e. 180 credits) of at least 70% and a mark for the Dissertation element (i.e. final 60 credits) of at least 70%.

9. Conclusion

This document attempts to answer some of the questions that are common to most students. If you feel that other issues should be covered then please mention this to your Programme Leader, as we can then answer any questions and amend this document for next year.



If you have problems, please contact your Programme Leader. Don't just hope that it will all go away!



APPENDIX A: QUICK CHECK LIST

The following table provides a quick A to Z check list of what to do in various situations. If you have problems that do not fit any of these situations talk to your Programme Leader or Personal Tutor.

Absence: due to illness or other circumstances	See the information on PMCs in section 6.2. Note that PMCs are only to be used where illness or unavoidable absence affects your assessment. At other times, the university simply expects you to work hard, and independently study, to catch up.
Academic problems: difficulties with your work	Talk to your Module tutor in the first instance. Also, talk to your Programme Leader.
Appeals: against decisions	See http://www.salford.ac.uk/geo/StudentPolicies/academic-appeals-procedure
Assessment: how will you be examined?	Each module will provide details of how it will be assessed. If you are unsure about any particular module, just ask your module tutor or programme leader.
Car Parking	See http://www.salford.ac.uk/estates/car-parking
Change of address or contact information	You must do this via the online self-service system (https://cd.salford.ac.uk).
Change course: if you are thinking about changing course	Discuss this with your Programme leader. You will need to notify the university via http://students.salford.ac.uk/selfservice.php , but the request will be denied unless the programme leaders for the course you are changing from, and the course you want to change to, both agree to allow the change. Sometimes you may need to wait until the start of the next academic year. You will also need advice about the effect on tuition fees and on student finance.
Complaints: you wish to complain	You should aim to resolve any complaints as quickly as possible, first by discussion with the module tutor, the programme leader or the director of the subject area. If there are more general issues that affect other students, you should raise these with your Student Representative. Also see the information on Complaints in section 6.5
Deadlines missed	If you have valid reasons for late submission, then you must complete a PMC as described in the information on Illness and Absence in section 6.2
Email	Staff only send email to your formal University email account so you must check this regularly
English	See http://www.askus.salford.ac.uk/page/leap for sources of help.
Exam techniques	Information about workshops and support are available via the Study Skills module, or via http://www.salford.ac.uk/skills-for-learning
Graduation	Graduation takes place at the Lowry, in Salford Quays, in the July after you complete your degree (though you become a graduate as soon as you complete the course). For details about collecting certificates, see http://www.salford.ac.uk/graduation and https://www.salford.ac.uk/askus/work-and-careers/graduate-gateway/certificates-and-transcripts
Handing in work	Submit electronic copies of your work via BlackBoard, or via TurnItIn, as required by your course. PDF format is best. Make sure you keep a copy of your receipt and your work.

Illness: affecting your work or making you absent	See the information on Personal Mitigating Circumstances in section 6.2
Interruption of studies: if you need a gap in your studies	Discuss this with your Programme leader, so you are aware of the various options for when to interrupt and when to return. You will also need to discuss the associated implications on tuition fees and on student finance. Once you and your programme leader agree that this is the best course of action for you, you will need to notify the university via http://students.salford.ac.uk/selfservice.php where you will need to explain the reasons and either provide explanation/evidence of your reasons or provide a letter of support from your programme leader.
Leaving: withdrawing from your course	Discuss the circumstances with your programme leader. If you are sure this is what you want to do then you must notify the university via http://students.salford.ac.uk/selfservice.php . If you do not notify the University quickly then you will find you remain liable for payment of tuition fees.
Letters (council tax, banks, student status, etc)	See https://www.salford.ac.uk/askus/our-services/self-service/letter-requests Note that letters take time to produce, so don't leave it to the last minute.
Loneliness: dealing with this problem	Talk to your programme leader, or see https://www.salford.ac.uk/askus/our-services/wellbeing-and-counselling for other sources of help.
Maths problems: if you struggle with maths.	Talk to appropriate lecturer and use MathScope.
Mobile Phones: good manners and University regulations	Switch them off during classes and in laboratories. Switch them off and leave them with your belongings in an examination (don't forget this since it is a disciplinary offence to have a phone on your possession in an exam, and the senior invigilator will take a particularly dim view if it rings).
Modules: what you study and how you are assessed	See section 5.1 for details of what you will study. The BlackBoard page for each module will be made available in the first week of each module.
Money problems	See http://www.askus.salford.ac.uk/money for sources of help.
Part-time work	See http://www.careers.salford.ac.uk
Passwords	To reset your university password (the one you use in the computer labs, for BlackBoard or for FirstYearMatters) or your Office365 password (used for your email) go to https://identity.salford.ac.uk/StudentPasswordSelfService Make sure you use a password that is not easy to guess. A mixture of upper case, lower case, numbers and symbols is good, with eight or more characters in total, is good (though use of a password manager with a truly random and complex password is better). Use it regularly to help you remember it (so you don't need to write it down).
Plagiarism	Don't do this, the consequences are very serious! See in the information on Plagiarism and How to avoid plagiarism in section 6.4.
PMC (Personal Mitigating Circumstances)	A way of providing the university with timely and evidenced notification of special problems affecting your assessment. See section 6.2
Printer Payment	See https://printercredits.salford.ac.uk

Qualification: the rules for your degree	See Section 8 of this handbook for details of the classification boundaries and progression regulations.
Representation: on School Committees	The Staff-Student committee ensures that your views and problems are taken seriously. You will be asked to elect a representative early in the year.
Resit Assessment	See Section 6.3 for details of resit arrangements.
Results	You will be notified of your marks and grades following the Board of Examiners, which meets in June and which also meets shortly after each project deadline. This is normally done in writing to your contact address, so make sure you notify the School Office of any change of address immediately.
Semesters (Trimesters)	See Section 3 for the calendar.
Special Needs	Get in touch with the Equalities Office. Do this during Induction Week, via the AskUS Helpdesk in University House. Or as soon as possible. See http://www.askus.salford.ac.uk/disability
Stress: if it affects you	Talk to your Programme Leader, though remember they are not trained to counsel. See the Health Centre.
Student Loans	See http://www.askus.salford.ac.uk/money for sources of help.
Study Skills	See http://www.salford.ac.uk/skills-for-learning for sources of help.
Travel	See http://www.salford.ac.uk/about-us/travel/travelling-to-the-university For travel to MediaCityUK, see http://www.salford.ac.uk/about-us/travel/mediacityuk . The number 50 bus is free between the main campus and MediaCityUK on production of a valid University ID card.
Trouble: with police, etc.	See http://www.askus.salford.ac.uk for sources of help.
Unfair Means: what is it?	Cheating, such as collusion, plagiarism – don't do it, consequences are very serious. See in the information on 'Plagiarism' and 'How to avoid plagiarism' in section 6.4.
Vacations: dates of	See Section 3 for the calendar.
Web Sites	www.salford.ac.uk for the University's site. www.see.salford.ac.uk for the School's site. www.salford.ac.uk/students for the University's Student Channel www.firstyearmatters.info for specific support for your course www.facebook.com/CSSalford for our social media site (this is mirrored at www.twitter.com/CSSalford , but it is only a one-way mirror and new content will always be added via FB) blackboard.salford.ac.uk for the BlackBoard VLE https://login.microsoftonline.com/ for your student email (you need to log in using your University login id and password, not any Windows id that you may already have)