The Network of Support for MSc Postgraduate Taught Students in Computer Science Conversion

Programme Director: Dr Oliver Ray (MVB 3.29, csxor@bristol.ac.uk)
Course Administrator: Magda Majdylo (MVB 2.19, Magda.Majdylo@bristol.ac.uk)

Academic and Pastoral support
All students have access to a Personal Tutor (Oliver Ray) with whom they may discuss academic queries.
All students have access to a senior tutor (Steve Gregory) with whom they may discuss queries of a more serious or personal nature.
All students are also allocated an individual Project Supervisor who provides academic guidance for the project-related matters and some pastoral care.
(Note: currently supervisors are allocated in TB2 but from 2016 they will be allocated in TB1 when the research skills unit will be run over two terms.)
In TB1 the student body will elect a Student Representative (through procedures defined by the Student Union).

Review and Student Feedback
The Programme Director will meet the student representative at least twice per term (and on any occasions when the representative has issues to report).
The Programme Director will organise a Staff Student Liaison Committee once per term to which all students are invited along with their representative.
Minutes of these meeting will be taken by the MSc administrator.

Tutoring and Supervision
Once students have been allocated a supervisor they should arrange to meet him/her regularly several times a term until the end of their degree. The list below is a series of guidelines regarding the sort of help students can receive from his/her supervisor and other members of staff in support of their projects. It must be emphasised that these are not rules or rights, and members of staff will vary them according to particular circumstances.

- Wherever possible students are expected to initially discuss potential issues with the relevant unit director(s) or project supervisor. If the issue is not solved then students should consult their personal tutor/programme director. In case of serious issues they may be referred to the senior tutor.
- Note that, according to departmental policy, any academic deadline extensions must be approved by the personal tutor.
- Administrative queries should be referred to the Course Administrator.
- Issues affecting several students should ideally be conveyed to the Student Representative.
- It is the responsibility of students to arrange appointments with their supervisor and to give draft documents to their supervisor for review well in advance of any deadlines.
- Staff who are consulted by students they are not supervising should give advice on their specialism, but are not obliged to provide technical support or services, or to read or write anything.
- If advice from other members of staff other than on an occasional, casual basis is required, this must be arranged by the student’s supervisor. There is no obligation on members of staff to take on formal, regular, or substantial roles other than by agreement.
- In the case of joint project supervision (by RAs, PhDs or externals) there will always be a core staff member of staff responsible for the supervision process.
- Assessment of projects is conducted according to Departmental policies by a marking panel. The project will be initially and independently marked by two members of the marking panel who are not supervisors of the project and the final mark is decided by the panel as a whole.
Computer Science Conversion – Network support Flowchart

This template should form part of the statement made at school or programme level on the network of support available to PGT students. The lighter blue sections in the template relate to the school/programme and the darker blue sections to the faculty, both of which should be modified as required.

Faculty-level guidance for staff:
Graduate Education Director
Faculty Education Manager

Student

Academic Queries

Unit Director(s)

Programme Director (Personal Tutor)

Project Supervisor

Pastoral Issues

Senior Tutor

Designated Professional Service staff in the school

Course Administrator

Hall of Residence (if applicable)
- Warden
- Student Support Administrator
- Senior Resident

Specialist Professional Services
Students can refer themselves to these central services themselves, or they can be referred by staff in Schools and Residences.
- Accommodation Office (www.bristol.ac.uk/accommodation)
- Careers Service (www.bristol.ac.uk/careers)
- Disability Services (www.bristol.ac.uk/disability-services)
- International Advice & Support (www.bristol.ac.uk/international-office)
- Just Ask, Students’ Union (www.ubu.org.uk/justask)
- Multifaith Chaplaincy (www.bristol.ac.uk/chaplaincy)
- Student Counselling Service (www.bristol.ac.uk/student-counselling)
- Student Funding Office (www.bristol.ac.uk/fees-funding)
- Students’ Health Service (www.bristol.ac.uk/students-health)
- Widening Participation Student Support Team (http://www.bristol.ac.uk/sraa/uk-student-recruitment/student-support-team/)

Vulnerable Students’ Support Service
For referral by staff only. This is support for students who are deemed to be at risk, where an emergency or crisis is unfolding, or where it is not clear which other service(s) is most appropriate.
(www.bristol.ac.uk/studentservices/vulnerablestudents)