
The Best of British Education in Dubai

Programme Handbook

PhD Computer Science

2021/22

LETTER FROM THE HEAD OF PROGRAMME

Dear Student

Welcome to your new Doctoral programme at the British University in Dubai (BUiD). We are very happy to have you join the programme and start your journey towards the highest academic qualification with us. We pride ourselves on being able to offer a high-quality and flexible approach to post graduate education. We look forward to getting to know you and travelling with you till you graduate and receive your PhD Degree. I commend this to you as your goal; our goal is to keep you moving in the right direction so you will achieve your goal in a timely manner.

A PhD degree in Computer Science from the British University in Dubai will give you a deep knowledge in your chosen area of research and position you for new opportunities in academia or higher management. You will learn a broad spectrum of competencies in conducting rigorous and worthwhile research and how to apply the results of your endeavours in a myriad of contexts within the UAE, the Gulf region and more broadly at an international level.

Your supervisors come with a wide range of experience and specialisms – you can focus your research in a particular industry or sector and in areas as diverse as Data Mining, Analytics, Business Intelligence, Software Engineering, Natural Language Processing, Health Informatics, Knowledge Management, E-Government, Smart Cities, Social Computing, Tutoring Systems, and Intelligent Systems.

As well as three modules on research methods, and four advanced specialised elective modules, you will engage in a major doctoral-level research project of your own choosing – with guidance from your Director of Studies. In addition, scholarly workshops are offered throughout the year and all students are expected to benefit from these. A further requirement for all students is to develop publications of their work with members of their supervisory team, leading to joint papers in high calibre academic journals and presentations at international conferences.

In these first days and weeks, enjoy your first steps into this new world, get to know your fellow PhD scholars, your supervisors and module tutors, the administration staff and library staff – and, as a small university, you are sure to also have the chance to meet senior staff of the University. You will get student visitor status for the University of Edinburgh and, in due time, have your own University of Edinburgh Academic Advisor.

Finally, remember your continuing education is only part of a balanced life. Please get to know your Director of Study (DoS) and feel free to chat with him/her about getting the work-study-life balance right for your own wellbeing, especially when your personal circumstances change. You cannot rush a PhD!

Have a great PhD experience!
Best wishes

Prof. Khaled Shaalan

Head of Informatics Department

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1. This document

This Programme Handbook is your guide to the PhD in Computer Science at BUiD. It may be updated and revised from time to time. You will be informed of any changes or updates to this document by the Faculty Administrator. Please keep any and all such updates and revisions with your Programme Handbook. You may request the current version of this document at any time from the Faculty Administrator. In case of an appeal the current version of the handbook at the time the appeal is made shall apply.

The Handbook should also be read in conjunction with the Computer Science PhD Programme Descriptor, current BUiD Policies and Regulations – maintained by the Office of Quality and Institutional Effectiveness.

2. Welcome to the Faculty of Engineering and IT

Welcome to the Doctor of Philosophy (PhD) programme in Computer Science offered by the Faculty of Engineering and IT at the British University in Dubai. This section will briefly explain what the aims of the British University in Dubai are and the way that the PhD programme fits in with these aims.

Broadly, BUiD aims to run high-quality research-based masters and doctoral programmes, serving the entire United Arab Emirates (UAE). This is done in cooperation with leading universities in the UK. The Faculty of Engineering & IT programmes in Computer Science and Informatics are affiliated with the University Of Edinburgh, School Of Informatics, which has an excellent research assessment rating in the UK Research Assessment Exercise (RAE). This means that the modules you are taking have been designed in cooperation with the University of Edinburgh. The degree has also been accredited by the Ministry of Higher Education and Scientific Research (MOHESR) in the UAE to ensure that the qualification is recognised in all UAE Emirates and the GCC countries.

This PhD degree offered by the Faculty of Engineering & IT is designed to meet the needs and interests of aspiring researchers, academics and professionals working within an information technology related environment in any sector. This may be in public or private sector organisations of any size.

3. University Mission

The Mission of BUiD is to provide world class scholarship, education and research that make a distinctive British contribution to supporting the aspirations of the Dubai Government to become a hub for education and research in the region.

4. University Goals and Objectives

The goals of the University are to:

- Make a distinctive British contribution to the higher educational system in the UAE through the creation of a high quality research-led university
- Develop leading-edge research capabilities in key disciplines
- Offer the highest international competitive level of research-informed education in key modern disciplines
- Interact with regional industry and play a leading role in stimulating a knowledge-based economy in Dubai and the Emirates
- Provide opportunities for study and research for the purpose of gaining degrees in arts and sciences
- Apply the systems of study and research that are used in distinguished British universities with the aim of enhancing the standard of university education in the UAE
- Qualify and educate nationals who are scientifically and practically trained in all fields of knowledge, through advanced educational and training programmes
- Serve the various sectors of society, especially the commercial and industrial sectors, by providing consultation, technical services and research in the various fields of science and technology and the other disciplines, which will be offered by BUiD
- Consolidate educational, scientific and cultural links with distinguished British universities and institutions, and with other internationally distinguished universities.

5. The PhD programme goals

In pursuance of BUiD's goals this PhD programme is designed to:

1. Make a distinctive contribution to the higher education system in the UAE through the creation of a doctoral level programme of equivalent standard to that run in the UK.
2. Develop leading-edge research capability in computer science through the training of doctoral level students who will carry out research in the region.
3. Support the Higher Education institutions in the region by training students at the doctoral level to teach in such institutions in the computer science discipline.
4. Support other research-led organisations and institutions by building their capacity to carry out distinctive research in computer science in the region in order to provide sound policies based on research.
5. Become a centre of excellence for research and the training of researchers in computer science within the wider Gulf and Middle East (ME) region.

5.1 What this means for you is that:

- Your degree will make a distinctive contribution to the higher education system in the UAE and the region.
- The modules are of the same standard as those at the University of Edinburgh. The curriculum is of the same standard in every respect as the UK degree although there will be opportunity to focus on issues of the region rather than the UK in addition to providing a foundation in Western theory and research literature.
- Faculty members are of equivalent standard to those who work at the University of Edinburgh and all are visiting lecturers there.
- The thesis proposal and thesis portion of your work will also benefit from advisors from the University of Edinburgh to provide support and advice to ensure that your research is progressing well.
- The quality of your work and the grades awarded will be moderated by an External Examiner to ensure that your degree awarded is of the same quality as those awarded in the UK.

The guiding principles for a PhD programme are:

- A focus on the use of theories and research literature to critically examine, interpret and understand practice in the field.
- A focus on producing original research in theoretical and/or empirical form that will contribute to the development of knowledge and understanding within the field.
- In some modules there will be colleagues from other faculties allowing for a cross-fertilisation of ideas to create an active research environment.
- Two thirds of the work on the degree is devoted to conducting a major study, your thesis, which gives you the opportunity to develop leading-edge research in an area of relevance to your chosen field and context.
- The emphasis in grading is not on the repetition and display of knowledge but on analytical and critical thinking about module subjects and selected topics for assignments and the thesis.

Overall, the degree aims to provide resources and space for you to grow intellectually and be able to do research in a computer science related area, which is crucial for continued economic prosperity in the region and for your own academic and professional growth. Most sessions will consist of discussions and debate, often based on background readings to complement lecture sessions in modules. These sessions will stimulate ideas and are where the excitement and fun of doing the degree are located. Although the degree will involve hard work, the reward, satisfaction and enjoyment of taking part in intellectual debate is, in the end, the major reward for following the degree. The quality of what you get from the degree is directly related to the work you put in. The degree is for your growth: take the opportunity and we assure you that you will benefit from and enjoy your study to the full.

Once again, welcome to an exciting learning experience.

6. Programme Structure and Duration

The programme consists of 7 taught modules for 180 credit hours plus a thesis of 360 credit hours for a total of 540 credit hours. Detailed Module Descriptors can be found on the university's blackboard system once you have registered.

Module Descriptions and Syllabi

Core Research Modules (all are taken)

Research Methodology 1: Research Paradigms and Advanced Qualitative Methods	<i>This module covers the underlying theory and forms of qualitative research approaches, methods and ethics as they apply to the context of the programme. This includes acquiring a critical and interpretive understanding of qualitative research approaches, theories and concepts, as well as methods and techniques that constitute the qualitative research realm. The emphasis in this module will be on an understanding of and rationale for adopting qualitative research, as well as controversies and debates about qualitative forms, the role of the researcher, the rights of the research subject, cultural and social norms, and research practices. The module will also cover the distinctions between qualitative and quantitative research and the role of mixed methods.</i>
Research Methodology 2: Advanced Quantitative Methods and Analysis	<i>This module introduces students to, and familiarises them with, a wide range of methods of data collection, analysis and interpretation. It will consider the strengths and weaknesses of experimental, quasi-experimental approaches, the proposal and testing of hypotheses and the suitability of such methods. It will introduce students to a range of descriptive and inferential statistical techniques used for interpreting numerical data.</i>
Research Methodology 3: Proposal Development	<i>This module concentrates on the development and design of student research proposals, consisting of two main parts: Part I, developing the research question, aims and relevant theoretical approaches; Part II, designing the research methodology, including the approach, methods, instruments, data analysis and project management techniques.</i>

Elective IT Modules (4 are taken)

Advanced Computer Systems	<i>The aim of this module is to allow students understand the core concepts of computer systems, rather than particular implementation details; understand the state of the art in distributed, storage, and operating systems; and understand how to engage in systems research and development. This course assumes a basic familiarity with computer systems and networking concepts.</i>
Advanced Software Engineering	<i>The course aims to present the principals, techniques, and methods for professional and systematic software development. Unified Modeling Language (UML), CASE tools like Rational Rose and programming languages like JAVA, will be used in the context of this course. In order for students to deepen in Software engineering, several software examples will be examined during the course lectures, like operational software etc.</i>
Management Knowledge in IT Organisations	<i>The aim of this module is to teach the principles and technologies of knowledge management in the context of IT organisations. A case study approach, as and where appropriate, will be adopted in introducing the course contents. The module covers the fundamental concepts in the study of knowledge and its creation, representation, dissemination, use and re-use, and management. The focus is on methods, techniques, and tools for computer support of knowledge management, knowledge acquisition and knowledge sharing in organisations.</i>
Advanced Natural Language Processing	<i>This course covers the study of human language from a computational perspective. The objective of the course is to provide students with a thorough understanding of current paradigms in Natural Language processing as well as hands-on experience in developing NLP systems using current paradigms. Students' projects will involve both statistical and symbolic approaches to NLP.</i>
Arabic Natural Language Processing	<i>The objective of the course is to provide students with a broad understanding of current applications in Arabic Natural Language processing such as part-of-speech tagging, chunking, parsing, text summarization, sentiment analysis, information retrieval and extraction, machine translation etc. Students will also have hands-on experience in developing NLP systems using current tools. Students' projects will involve both statistical and symbolic approaches to Arabic NLP.</i>
Intelligent Systems	<i>This course covers the use of intelligent agents for supporting distributed decision making. The objective of the course is to provide students with a wide range of</i>

	<i>theories of relevance to their research and development in distributed decision support systems - from decision theory and naturalistic decision making to models of agent knowledge representation and learning.</i>
Social Computing	<i>This course teaches students how to use computing techniques and artefacts to support, mediate, and understand aspects of social behaviours and social interactions. Wikipedia, Facebook, Twitter, and Flickr are only few examples of how computers changed our social behaviour. The purpose of this course is to obtain deeper understanding about how these technologies influence human behaviours, and to figure out how to improve existing designs and devise new models based on the understanding of human behaviours in technological contexts.</i>
Advanced Topics in Computer Science	<i>This module provides students with an opportunity to gain an in depth understanding of the theories and issues on an advanced topic in CS. The course should cover new technologies that are not offered in the current modules descriptions (e.g Energy Aware Computing, Bioinformatics, Health Informatics, Big Data, etc.).</i>
Systems of Systems Engineering (SOSE)	<i>This research-based module aims to develop students' understanding of the challenges posed by the emergence of SoSE and needed research into concepts and approaches that will be required for the engineering of ultra-large-scale complex, systems of systems such as Smart Cities, The Fourth Industrial Revolution/Industry 4.0, Energy Smart Grids, Global Financial Systems, Global Health Systems, Food Supply Chain, etc.</i>
Big Data Analytics	<i>This module provides students with an opportunity to gain an in depth understanding of the theories and issues on analytics and big data. The course will cover how big data is collected, stored, and analysed. Students will also learn about the main challenges faced when dealing with big data. Practical case studies will be used for illustration</i>

Duration of the Programme

Mode of Study	Minimum Period of Study	Maximum Period of Study
Full time	Three years	Five years
Part time	Four years	Seven years

Transferable Skills (Non-credit)

During the programme students are expected to successfully complete a number of hours of training through special sessions to develop competence and skills in targeted areas relevant to scholarly activity and project management practice as discussed with your Director of Studies.

The Thesis (360 credit hours)


This element comprises the planning, development and submission of a doctoral research thesis of 60 – 80,000 words. This will draw on a major research investigation that you have carried out. It requires individual work under the supervision of a Director of Studies and second supervisor and critical feedback and oversight from an academic advisor. The PhD thesis will be expected to make a distinct and original contribution to the knowledge of the topic addressed.


Study at the doctoral level consists of a mixture of investigation, enquiry, interpretation and critique, presented in the taught modules, into the latest research findings within an area combined with the ability to criticise and extend this knowledge, leading to a major piece of independent research. Please refer to the Assessment Section below to see how these skills and abilities are distributed across the assessment criteria.

The following diagrams represent the stages of the programme students must successfully complete in order to be eligible for the award of PhD. There are two tracks of study one can undertake: Full Time and Part Time.

Table 1: Full-Time Structure over 3 Years

	TERM 1	TERM 2	TERM 3
YEAR 1	Research Methodology 1 (30 credits)	Research Methodology 2 (30 credits)	Research Methodology 3 (40 credits)
	CS subject elective module 1 (20 credits)	CS subject elective module 3 (20 credits)	
	CS subject elective module 2 (20 credits)	CS subject elective module 4 (20 credits)	Preliminary literature review and outline of thesis methodology
	Scholarly Apprenticeship Workshops		
YEAR 2	Literature review and thesis methodology continued	Thesis data collection	
	Scholarly Apprenticeship Workshops		
YEAR 3	Thesis data analysis and writing up		
	Scholarly Apprenticeship Workshops		

 Formal allocation of University of Edinburgh Academic Advisor

 Oral examination to progress to thesis element



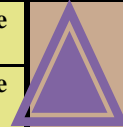



 Final viva voce examination

Table 2: Part-Time Structure over 4 Years

	TERM 1	TERM 2	TERM 3
YEAR 1	Research Methodology 1 (30 credits)	Research Methodology 2 (30 credits)	 Research Methodology 3 (40 credits)
	CS subject elective module 1 (20 credits)	CS subject elective module 2 (20 credits)	
	Scholarly Apprenticeship Workshops		
YEAR 2	CS subject elective module 3 (20 credits)	 Literature review and thesis methodology	
	CS subject elective module 4 (20 credits)		
	Scholarly Apprenticeship Workshops		
YEAR 3	Thesis data collection		
	Scholarly Apprenticeship Workshops		
YEAR 4	Thesis data analysis and writing up		
	Scholarly Apprenticeship Workshops		
KEY	Taught modules	Supervised independent research	Learning support activities
	Formal allocation of University of Edinburgh Academic Advisor		
	Oral examination to progress to thesis element		
	Final viva voce examination		

7 Progression through the Degree

Each student will prepare an **Individual Study Plan** with the allocated Director of Studies. This Plan will be monitored and revised if necessary each term. Students have the option of taking one or two modules per term, depending upon individual circumstances and supervision capacity.

There will be **regular meetings** with your Director of Studies, Second Supervisor and Academic Advisor throughout the programme. A full schedule of the expected meetings, the participants and outcomes are in Appendix 1.

All meetings with supervisors must be documented by students in a Student Log which forms an important source of evidence for the Board of Examiners.

Students must **pass all taught modules** successfully, as per the grading criteria defined in the Assessment Criteria Section below. Having passed all of the taught modules, students must also successfully **pass the Proposal Defense** before progression to the research element is permitted.

Although the minimum period of study for full time students is 3 years and for part-time students is 4 years, students may have a further period to submit their

thesis if approval is granted after a formal request to the Board of Examiners for an extension of time. Any such requests must have the support of the Director of Studies and must include details of why the extension is being requested, together with an agreed plan and timetable for the remaining work.

Students interrupting their studies must obtain Faculty approval to do so which will include agreement on the arrangements for return to study.

Students whose circumstances mean they will miss classes or submission due dates or reduce their performance significantly should immediately complete a Mitigating Circumstances form with as much detail as possible and documented evidence where available. This will be considered by the Board of Examiners.

8 Expected Workload

Module hours vary depending upon the credit value. Please consult the module descriptors for a breakdown. Typically, a 20-credit module consist of 36 hours for classroom seminars and lectures, plus additional hours for group/meeting work and tutorial study. As a rough estimate, at the graduate level there should be 3 hours of private study for each hour of classroom and tutorial time. Module work includes the following:

- Reading for sessions and assignments
- Preparation of work for sessions (e.g. presentations)
- Face-to-face teaching in lecture and seminar formats
- Post-session follow-up work
- Online discussion with the tutor
- Preparation and research for assignments
- Writing up of assignments
- Group/ meeting work
- Other

Following the initial meeting on entry to the programme, supervisory meetings will be held with the student each term. Furthermore, during the second year, usually in term 2, an Academic Advisor from the University of Edinburgh will be appointed. End of term review reports will be completed by the student and DOS which will be made available to the Dean of the Faculty, the Board of Examiners and to the Head of Programme. Throughout the programme, each student is required to maintain a Student Log. This should record your ongoing evaluation of the contribution to learning and research direction from your modules, supervisory team, notes from your supervisory meetings and general progress notes on your research experience, proposal and, later, thesis.

9. Attendance Requirements and Other Module Policies

A minimum of **70% attendance** in modules is required. The details of attendance policies and related procedures are listed in the BUiD Student Handbook. It is important that you familiarise yourself with the Handbook – please browse through it so that you know what range of policies are included.

10. Residency Requirements

The residency requirements for full-time students are to remain in the UAE throughout the programme in order to allow for attendance at modules and face-to-face supervision and tutorial support. Part-time students should be resident for the full period of modules taken. Additional information is in the BUiD Student Handbook.

11. Assessment

11.1 Criteria of Assessment and Grades

All assignments and work on both the taught elements and in the thesis are assessed using the same criteria appropriate to the doctoral level.

Table 3: Assessment Criteria

<p><u>Knowledge and Understanding</u></p> <p>Identification of key issues and recognition of leading edge ideas</p> <p>Wide range of background reading including classic and contemporary sources; explicit identification of theoretical foundations; explicit identification of significant themes and of areas of dissonance between studies/ authors/domains within the overall field.</p> <p>Awareness of a variety of standpoints</p> <p>Attention drawn to the level of consistency evident within the accounts of leading authors / researchers / commentators; attention drawn to the chronology of ideas and practices; challenges to prevailing views highlighted</p>
<p><u>Application, Argument & Analysis</u></p> <p>Extension and application of theoretical knowledge to generate new understandings</p> <p>Integration and synthesis of accounts of published authors; extrapolation from theory to generate further hypotheses; attention to the ways in which theoretical arguments and / or research findings have been or could be used to inform practice and make an original contribution to knowledge.</p> <p>4. Critical analysis of the sources or evidence bases</p> <p>Depth of background reading with attention to genre and epistemological assumptions; independent critical evaluation of the reliability of ‘evidence’; independent critical evaluation of the validity of claims made; quality of evidence to support claims; attention to features of research and design methodology.</p>
<p><u>Communication & presentation</u></p> <p>5. Suitability and /or potential for dissemination / publication</p> <p>Purpose, audience, message, quality of presentation and communication; overall coherence and attention to detail</p>

Although your final transcript will show only PASS or FAIL, the University may provide information grades and/or percentage values for feedback purposes.

11.2 Assignment FAQ

What is the purpose of the assignments? All modules in the programme have written assignments. Few modules also have an examination – see individual module descriptors. The assignments have three functions: to help in the development of critical and compositional skills necessary to the thesis; attaining a critical understanding of the module content at the doctoral level; and provide an opportunity to examine topics that you may wish to research in the thesis.

What can I expect from my module instructor? You will be provided with guidelines on the assignment. This will include help in the development of topics for module assignments. However, module instructors are not expected to supply the ideas for assignments.

Can I expect a tutor to read a draft? Yes, the instructor can read one draft of each assignment, however, drafts need to be given sufficiently ahead of the assignment due dates allowing for comments and guidance that can be used in redrafting. You should allow at least 4 days for the tutor to look at and comment on your draft. No drafts should be given to the tutor later than 10 days before the due date for the assignment. Full details will be provided by the module instructors.

Can I get my language checked? The Academic Success Unit is available to assist with compositional aspects of papers, however, the staff require sufficient time to do this. Please review the ASU's policies and requirements on Blackboard.

What feedback can I expect on my work? Once the work is graded, and a provisional grade is released, you will receive written feedback from the module instructor in about three weeks' time on the quality of the work and suggestions, where necessary, on how work can be improved. The final result will not be released until after the Board of Exam usually held about 6 weeks after the end of the term.

12. The Thesis

The thesis is the major element of your programme. It will be between 60,000 and 80,000 words.

The following are the stages to be undertaken:

- A formal proposal together with an oral defense will form the progression to the thesis stage of the PhD.
- A plan or timetable - indicating how the work is going to be undertaken and flagging deadlines and critical points when the advisory team and student should meet. While the details of the plan will vary, it is of paramount importance in all cases that draft chapters be submitted to the advisory team in enough time for feedback to be provided.

- Regular tutorials will be scheduled with your supervisor(s) for you to discuss the progress of your research, including the gathering of data and to review the writing up of different sections of the thesis.
- At an appropriate point in the last year of study, the supervisory team will meet to discuss the suitability of the work for submission to examination.
- Any thesis submitted must conform to the University's agreed standards for PhD theses.
- Once submitted the thesis will be examined by one internal examiner and one external examiner.
- Following initial consideration of the thesis the student will be required to attend a viva voce examination during which they will be expected to present and defend their research, as detailed in the thesis.
- Following the viva voce examination the examiners, via a joint written report to the Board of Examiners, will make one of 5 recommendations, ranging from satisfying the degree requirements, without or with amendments, to failing.
- Following a recommendation from the examiners that the PhD should be awarded, the University will confirm eligibility for the award following submission of two final, hard bound, copies of the thesis to the University and following the settlement of any debts to the University.

13. Who to go to for help

Head of Programme

Prof. Khaled Shaalan, as Head of Programme, has the ultimate responsibility for programme monitoring, development and review. Any notices concerning the overall programme will be posted on Blackboard or conveyed to individuals by the Faculty Advisor through email.

Director of Studies (DoS)

The DoS takes full responsibility for the overall management and direction of the student's research programme in addition to administrative issues relating to the student's registration and progress and for the pastoral care of the student, providing advice when students encounter problems that may have an impact on their programme. He/she provides guidance about the nature of the research, maintains contact, as well as holding regular meetings, requesting written work or reports, as appropriate, and returning it in reasonable time with constructive feedback. The DoS will ensure that the student is made aware when progress is not satisfactory and give advice and guidance on how to improve it. The DoS also provides first level pastoral support to the student. If the student has any difficulties that they would prefer to discuss with someone other than their DoS, they can approach the Head of Programme.

Second Supervisor

A Second Supervisor will be appointed for every student. A Second Supervisor will be drawn from the staff of BUiD and will normally contribute specific expertise in assisting the Director of Studies throughout the development of the student's research programme and may act as a supervisor of sections of work in progress in consultation with the Director of Studies.

Academic Advisor

The role of the Academic Advisor, appointed by the University of Edinburgh, is to provide general guidance and support to the student. The role of the Advisor is to offer specialist advice on aspects of the work and on general research progress, but not to act as joint supervisor.

Module Coordinators/Instructors

Module Coordinators or Instructors are responsible for all aspects of a module, and may at times co-teach or collaborate on parts of a module with another faculty member.

The advisory team consists of all the above.

14. Communications with BUiD

You will be registered with Blackboard which is a learning platform that can be accessed from the Internet. You will be registered on

1. the modules you are actually following at any point, and also
2. on the Doctor of Philosophy PM site.

You should check both. Any new announcements will appear on the general screen when you open Blackboard. You will also be assigned a BUiD email address, and will be added to a PhD listserve for additional information outside of module material, such as library news, request for information, organizing events, etc.

Each module instructor will post information about modules (schedule, weekly tasks, assessment guidelines etc.) for student access. Blackboard will also be used to send out emails to the BUiD email address.

15. Library and Access to e-resources

All students will have the right to borrow 10 books at a time. These books are on loan for specified periods but can be renewed on-line. Books already on loan can also be reserved. For general loan policies see the General Student Handbook.

If you need the library to purchase books relevant to your research topic, contact the Programme Coordinator with the relevant information.

Access to full-text journal articles is available through the BUiD library and through the University of Edinburgh online library once you have been registered as a Visitor of the University of Edinburgh.

16 Board of Studies and Programme Evaluation

The programme is governed by a Board of Studies (as are all programmes in BUiD). The Board of Studies consists of all the BUiD staff who teach in the programme, faculty adjunct to the programme who may serve as DoS or second supervisor, a faculty member external to Business, and student representatives. It meets twice a year, discussing all elements of the programme. It is the forum for discussion of any common issues which either the students or faculty wish to raise. Each cohort of students elects representatives who report to the Board on issues that have been raised with your representatives.

We are very interested in hearing your ideas about the programme and there will be opportunities for you to raise issues concerning your modules through student evaluations at the end of each module. There will also be opportunities for you to discuss collectively issues concerning the programme as a whole in the Staff Student Liaison Committee which is usually conducted via a group evaluation session.

17. Members of Academic Staff

Profiles and curricula vitae are available for all BUiD faculty members on the BUiD website through links from the "People" page.

Appendices

Appendix 1: Mandatory Meetings Timetable

Table 4: Timetable Showing Mandatory Meetings with Candidates and Outcomes

	Formal meetings	With whom	Expected outcomes
Years 1 & 2 or until successful proposal defense	<i>Initial meeting</i> To introduce student to DOS, discuss supervisory team, and agree the full taught study plan.	DOS	Supervisory team established Full programme module plan established
	<i>Regular meetings</i> Normally, once or twice a month with DOS and/or Second Supervisor and/or Academic Advisor to discuss progress during terms.	DOS and/or Second Supervisor and/or Academic Advisor	Meeting outcomes recorded by student and referred to in Student Log
	<i>End of term meetings</i> End of Term progress meeting with DOS and Second Supervisor to discuss Student Log	DOS	Completed student log submitted through Blackboard.
	<i>End of year meeting</i> End of year progress meeting in July, August or early September before the start of the new academic year with DOS, Second Supervisor and Academic Advisor to discuss Student Logs submitted throughout the year and end-of-year progress evaluation forms and report from the Academic Advisor.	DOS Second Supervisor AA from UoM	Completed annual progress forms and report from AA go to Faculty Administrator who circulates them to Head of Programme and Dean and makes them available to the first BOE of the new academic year.
Proposal defense	<i>End of taught stage</i> Oral examination to proceed to thesis stage.	DOS Second Supervisor Academic Advisor (attendance else written feedback)	Examination result reported to Board of Examiners
All subsequent years following successful proposal defense	<i>Regular meetings</i> Normally, once or twice a month with DOS and/or Second Supervisor and/or Academic Advisor to discuss progress during terms.	DOS and/or Second Supervisor and/or Academic Advisor	Meeting outcomes recorded by student and referred to in Student Log

	Formal meetings	With whom	Expected outcomes
	<i>End of year meetings</i> End of year annual progress meeting with DOS, Second Supervisor and AA from UoM to discuss progress and advise whether thesis is ready to be presented and arrangements for examination	DOS Second Supervisor AA from UoM	Annual progress report and decisions about continuation submitted to Board of Examiners. If appropriate, plans for submission, examination arrangements, including external examiner arrangements, submitted for agreement.
Final examination	<i>Viva Voce</i> Oral examination to qualify for the award of PhD	One internal examiner (from UoM or BUiD) One external examiner	Result reported to BoE

All meetings with supervisors will be documented by students in the Student Log and will form the core of the progress reports submitted to the Board of examiners. The Board of Examiners will meet at least twice per annum.

Appendix 2: Extension Guidelines

The Faculty of Business will operate the following policy as regards extensions/late submissions.

1. The Mitigating circumstances procedure (see General Student Handbook, Section 4.10) will be used for short-term lateness (up to 5 working days) which could not be foreseen.
2. However, an extension procedure will be used to grant longer term extensions which can be foreseen further in advance.
3. Such negotiated extensions should first be discussed with the Module coordinator for whom the work is going to be presented. If the Module tutor is in agreement, then the student should write formally to the Dean explaining the reasons for the request who will formally grant the extension. Evidence should be provided where possible.
4. Each case should be considered on its merits and below are examples of acceptable/unacceptable circumstances.

Acceptable	Unacceptable
Major computer problems (e.g. failure of university IT systems, such as network or server failure) Significant medical problems Personal problems Compassionate, (for example, family bereavement)	Minor Computer problems (e.g. lost or damaged disks, printer breakdown) Lost assignments Desired books not in library Unverifiable travel difficulties Not realising deadline imminent

Such extensions will not normally be granted for overwork, but special circumstances should be considered: Special consideration will be given to students who have had to re-submit earlier assignments.

Late submissions will be noted on your student progress reports and communicated to the Board of Examiners who will recommend whether or not you should continue.

Appendix 3: Useful information

Referencing Guide

In your academic writing you will be using information from a variety of sources, mostly books, journals, and websites, but also lectures, handouts, official documents, magazines and possibly emails and unpublished dissertations and theses. All these sources from which you have gathered information and ideas must be acknowledged, both in the text and at the end of your essay or dissertation in a reference or bibliography. Certain conventions are used in writing bibliographies and references (including the Harvard Referencing System, APA, and MLA) – the style guide required at BUiD is Harvard. There are some differences between them. For example, the Harvard System does not use footnotes but incorporates the information into the main text using direct or indirect quotations. However the underlying principle is the same for all systems. You must name your sources. Not doing so is plagiarism. It is stealing someone else's work and ideas and therefore dishonest. If you have any doubts about what to do, it is always better to provide a reference.

Please download from Blackboard the BUiD Harvard Guide for Referencing.

General points to remember

1. the authors in a reference or bibliography must be listed in alphabetical order by their surname
2. titles such as Dr. and Prof. are not used
3. all sources must be acknowledged
4. underlining or italics is used for the name of a book or journal
5. the year of publication is required, not the date the book was reprinted
6. a reference lists the sources we used, whereas a bibliography includes sources we read but did not use. Sometimes both are required. Find out from your dissertation supervisor.
7. the information you need from a book will usually be found on the first page inside the cover
8. if you use an author's ideas or words you found in another book, in your text you write both names, but in the reference you only write the details of the second book (the secondary source).

Study Skills

Writing a bibliography or reference can be a tedious process. To make it easier make sure you remember to use the following study skills

1. note the details of the book, article or journal you are reading before you return it to your lecturer or the library
2. note the details of a useful website before you leave it
3. when you make notes for an assignment take down the details of the book you are reading including the page numbers
4. clearly date your notes from lectures, adding the name of the lecturer

5. note the details of books, articles or journals you make photocopies from
6. consult your department and follow the guidelines they require
7. use templates provided if available
8. build your reference or bibliography as you write your essay

Assignment cover page template

See overleaf.

Doctor of Philosophy
Computer Science

<<Insert Module code and Title>>

<<Insert Assignment Title>>

<<Insert Tutor Name>>

Date submitted:

No. of words (excluding appendices):

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