

SCHOOL OF COMPUTING SCIENCES
Academic Administrative responsibilities in 2018 2019

School Board	Meets bi-annually
Chair	Head of School
Members	<p>School Director of Learning and Teaching, School Director of Admissions, School Director of PGR, School Director of Research. Academic staff members of the School. Representative member of contract research staff. Student representative (PG and UG)</p> <p>Members of other staff groups of the School as recommended by the Head of School to the Pro Vice Chancellor of Faculty for approval.</p>
Terms of reference	<ul style="list-style-type: none"> • To inform the academic strategy of the School in the areas of Learning and Teaching, Research, and Access and Admissions. This will be an iterative process and School strategies will have to be consistent with both Faculty and University strategy; • To make recommendations to the Head of the School; • To give authority to School Officers to conduct the affairs of the School within the parameters of University, Faculty and School strategy; • To receive periodic reports from School Officers; • To meet on a minimum of two occasions in the academic year. • To receive reports from the School Management Committee and Executive.
Secretary	Local Support Administration

SECTION ONE SCHOOL COMMITTEES:

School Executive	Meets monthly
Head of School Deputy Head of School Director of Admissions Director of Innovation Director of Learning & Teaching Director of Employability Director of Research Director of Equality & Diversity School Manager	Prof Gerard Parr Prof Andy Day Dr Rudy Lapeer Dr Steven Hayward Dr Dan Smith Prof Gerard Parr Prof Vincent Moulton Prof Elena Kulinskaya Nadia Mobbs
Secretary	Local Support Administration

Finance Committee	Meets monthly
Head of School Deputy Head of School School Manager Faculty Finance Administration	Prof Gerard Parr Prof Andy Day Nadia Mobbs William Stebbing and Andrea Thompson
Secretary	Faculty Finance Administration takes action notes

Promotions Committee	Meets Autumn, Winter and Spring
Head of School (Chair)	Prof Gerard Parr
Faculty Representative	Dr Steven Hayward
Faculty Representative	Prof Andy Day
Faculty Representative	Prof Elena Kulinskaya
Representative from another School	Prof Tracey Chapman (BIO)
School Manager	Nadia Mobbs
Director of Research	Prof Vincent Moulton
Director of Learning and Teaching	Dr Dan Smith
Secretary	Local Support Administration

Research Committee	Meets monthly
Director of Research (Chair)	Prof Vincent Moulton
Head of School (ex-officio)	Prof Gerard Parr
Director of Postgraduate Research	Dr Katharina Huber
<u>Faculty Representatives</u> from Key theme Areas:	
<ul style="list-style-type: none"> • Faculty Representative • Faculty Representative • Faculty Representative • Faculty Representative 	Prof Graham Finlayson Prof Elena Kulinskaya Prof Andy Day TBC
Secretary	RID

Learning & Teaching Executive	Meets monthly
Director of Learning and Teaching (Chair)	Dr Dan Smith
Deputy Director of Learning & Teaching CMP UG	Dr Ben Milner
Deputy Director of Learning & Teaching PGT	Dr Beatriz de la Iglesia
Deputy Director of Learning & Teaching AS	Esther Glover
Director of Foundation Year	Dr Graeme Richards
Course Directors	Prof Tony Bagnall Dr Pam Mayhew Dr Rudy Lapeer Dr Wenjia Wang
Secretary	Learning and Teaching Service

Extenuating Circumstances Panel (ECP)	Meets as necessary
Chair	Dr Gavin Cawley
Deputy Chair	Dr Pam Mayhew Dr Pierre Chardaire Esther Glover Dr Wenjia Wang
Secretary	Learning and Teaching Service

Examinations Board	Meets as per University requirements
CMP Undergraduate	
Chair Head of School (ex-officio)	Dr Beatriz de la Iglesia Prof Gerard Parr
Deputy Chair of Exam Boards Plagiarism Officer Director of Learning and Teaching	Dr Katharina Huber Dr Aris Nikoloulopoulos Dr Dan Smith Dr Gavin Cawley Prof Andy Day Dr Stephen Laycock Dr Rudy Lapeer Dr Pam Mayhew Dr Graeme Richards
CMP Masters	
Chair	Dr Steven Hayward
Deputy Chair of Examiners Director of PGT Programmes Director of Learning and Teaching (ex-officio) Plagiarism Officer	Dr Rudy Lapeer Dr Beatriz de le Iglesia Dr Dan Smith Dr Kathi Huber Dr Wenjia Wang Dr Pam Mayhew
ACT SCI	
Chair of Examiners (Chair)	Dr Antony Jackson
Head of School (ex-officio) Deputy Chair of Examiners Director of Learning and Teaching	Prof Gerard Parr Esther Glover Dr Dan Smith Will Carpenter Prof Elena Kulinskaya Dr Chris Greenman Dr Aris Nikoloulopoulos Dr Yifan Chen Dr Davide Proment
NBS Rep MTH Rep	
Secretary	Learning and Teaching Service

Staff Student Liaison Committee	Meets twice per semester
Chair	Dr Pierre Chardaire
Senior Advisor Director of Learning and Teaching Library Representative Student Union Engagement Co-ordinator Student Partnership Officer UG Representatives PGT Representative PGR Representative Senior Technician CMP IT Support	Dr Pierre Chardaire Dr Dan Smith Rachel Henderson TBC TBC TBC TBC TBC Peter Trollope Matt Ladd Dr Beatriz de la Iglesia Dr Graeme Richards Esther Glover
Secretary	Local Support Administration

Safety Committee	Meets as necessary
Chair	Dr Michal Mackiewicz
Head of School (ex officio) Deputy Departmental Safety Co-ordinator Department Display Screen Assessor / Electrical Safety Officer and Departmental/ Manual Handling Assessor UG Representative PG Representative	Prof Gerard Parr Matt Ladd Peter Trollope TBC TBC
Secretary	Local Support Administration
Equality & Diversity Committee (Athena Swan)	Meets as per requirement
Chair	Prof Elena Kulinskaya
Head of School School Manager HR Representative HR Adviser Athena SWAN and Equality & Diversity Co-ordinator PGR Representative	Prof Gerard Parr Nadia Mobbs Matthew Gooch (HR) Amy Meyer/Rachel Rogers Katie Large (SCI)/ Siobhan Dorai-Raj Dr Gavin Cawley Dr Lisanne Gitsels Dr Taoyang Wu Dr Pam Mayhew Padma Chutoo
Secretary	Local Support Administration

SCHOOL SPECIFIC COMMITTEES

Policy and Resources Exec	Meets bi-annually
Chair	Prof Gerard Parr
Deputy Head of School/Director of Infrastructure Director of Admissions Director of Innovation Director of Learning & Teaching Director of Research Director of Equality and Diversity Professoriate School Manager	Prof Andy Day Dr Rudy Lapeer Dr Steven Hayward Dr Dan Smith Prof Vincent Moulton Prof Elena Kulinskaya Prof Graham Finlayson Prof Richard Harvey Nadia Mobbs
Secretary	Local Support Administration

Ethics Committee	Business either electronically or by Chair's action
Chair Deputy Chair CMP Research Director (ex officio)	Dr Dan Smith Dr Pam Mayhew Prof Vincent Moulton Dr Graeme Richards Esther Glover
Secretary	Local Support Administration

SECTION 2 LIST OF SCHOOL ADMINISTRATIVE RESPONSIBILITIES 2018 2019

Administrative Responsibility	Post holder	Committee Representation
Head of School	Prof Gerard Parr	School Executive, Finance, Promotions, Research, Examinations Board, Safety Equality & Diversity, Policy and Resources, Examinations Board (CMP UG), Examinations Board (ACT SCI), Safety Committee, Equality & Diversity,
Deputy Head of School	Prof Andy Day	School Executive, Finance, Policy and Resources
Director of Infrastructure	Prof Andy Day	School Executive
Director of Admissions	Dr Rudy Lapeer	School Executive, Policy and Resources
Director of Employability	Prof Gerard Parr	School Executive
Director of Innovation	Dr Steven Hayward	School Executive, Policy and Resources
Director of Postgraduate Research	Dr Katharina Huber	Research
Director of PGT	Dr Beatriz de la Iglesia	Examinations Board (CMP PG)
Director of Learning & Teaching	Dr Dan Smith	School Executive, Promotions, Learning & Teaching, Examinations Board (CMP UG), Examinations Board (CMP PG), Examinations Board (ACT SCI), Staff Student Liaison Committee, Policy and Resources
Director of Research	Prof Vincent Moulton	School Executive, Promotions, Research, Policy and Resources, Ethics
Director of Equality & Diversity	Prof Elena Kulinskaya	School Executive, Equality & Diversity, Policy and Resources
Director of Foundation Year	Dr Graeme Richards	Learning & Teaching
Director of Computational Biology Laboratory	Prof Vincent Moulton	
Director of Machine Learning and Statistics Laboratory	Prof Elena Kulinskaya	
Director of Graphics, Vision and Speech Language Laboratory	Prof Graham Finlayson	
Head of Graphics Group Head of Vision Group Head of Speech Group	Prof Andy Day Prof Graham Finlayson Dr Ben Milner	
Placement Director	Mr Will Carpenter	
Deputy Director of Admissions: CMP UG CMP PGT CMP PGR ACT SCI	Dr Graeme Richards Dr Beatriz de la Iglesia Dr Katharina Huber Esther Glover	

Deputy Director of Research	Dr Aristidis Nikoloulopoulos	
Deputy Director of Postgraduate Research	Dr Steven Hayward	
Deputy Director of Learning and Teaching: CMP UG CMP PGT ACT SCI	Prof Tony Bagnall Dr Beatriz de la Iglesia Esther Glover	Learning & Teaching Learning & Teaching Learning & Teaching
Student Partnership Officer – Chair Staff Student Liaison Group	Dr Pierre Chardaire	Staff Student Liaison Committee
Senior Adviser	Dr Pierre Chardaire	ECP, Staff Student Liaison Committee
Deputy Senior Adviser	Dr Pam Mayhew	
Disability Liaison Officer	Dr Pierre Chardaire	
Library Liaison Officer	Dr Steven Hayward	
Plagiarism Officer: UG MSc	Dr Aris Nikoloulopoulos Dr Kathi Huber	Examinations Board (CMP UG) Examinations Board (CMP PG)
Deputy Plagiarism Officer: UG MSc	Dr Katharina Huber Prof Vincent Moulton	
School Transitions Officer	Dr Graeme Richards	
INTO Co-ordinator/Lowestoft College Liaison	Dr Graeme Richards	
Industrial and Careers Liaison Officer	Will Carpenter	
Deputy Industrial and Careers Liaison Officer	Dr Stephen Laycock	
Study Abroad Academic Co-ordinator (SAAC)	Dr Dan Smith	
School Placements Director	Vacancy	
Website Manager	Mrs Heidi Prada (SCI)	
Research Staff Representative	TBC	
Health and Safety Officer	Dr Michal Mackiewicz	Safety Committee
School Seminar Organiser	Dr Michal Mackiewicz	
Extenuating Circumstances Chair	Dr Gavin Cawley	ECP
Extenuating Circumstances Deputy Chair	Dr Pam Mayhew	ECP
Ethics Chair	Dr Dan Smith	Ethics
Ethics Deputy Chair	Dr Pam Mayhew	Ethics
Environmental Awareness Officer	Prof Andy Day	
Attendance and Engagement Officer	Esther Glover	
Induction Programme Director (UG)	Dr Graeme Richards	
Induction Programme Director (PG)	Dr Beatriz de la Iglesia	
Visiting Students Co-ordinator	Dr Pierre Chardaire	
Chair of Examiners: CMP UG CMP Masters ACT SCI	Dr Beatriz de la Iglesia Dr Steven Hayward Dr Antony Jackson	Examinations Board (CMP UG) Examinations Board (CMP PG) Examinations Board (ACT SCI)

Deputy Chair of Examiners CMP UG CMP Masters ACT SCI	Dr Katharina Huber Dr Rudy Lapeer Esther Glover	Examinations Board (CMP UG) Examinations Board (CMP PG) Examinations Board (ACT SCI)
Deputy Chair of Examiners (CMP PG)	Dr Rudy Lapeer	Examinations Board (CMP PG)
Representatives on University Level forums (as required)		
Representative on IT forum	Mrs Heidi Prada (SCI), Prof Andy Day tbc	
Faculty Academic Appeals and Complaints Committee	Prof Gerard Parr Prof Andy Day	

SECTION 3
LIST OF COURSE DIRECTORS 2018 2019 ACADEMIC YEAR

Course Code	Course Title	Director
U1N324302	ACTUARIAL SCIENCES	Esther Glover
U1N324303	ACTUARIAL SCIENCES	Esther Glover
U1N323404	ACTUARIAL SCIENCES WITH A YEAR IN INDUSTRY	Esther Glover
U1N323405	ACTUARIAL SCIENCES WITH A YEAR IN INDUSTRY	Esther Glover
T1G404101	ADVANCED COMPUTING SCIENCE (MSC)	Dr Rudy Lapeer
T2G404201	ADVANCED COMPUTING SCIENCE (MSC)	Dr Rudy Lapeer
U1G414402	APPLIED COMPUTING SCIENCE (WITH A FOUNDATION YEAR)	Dr Graeme Richards
U1GN54302	BUSINESS INFORMATION SYSTEMS	Dr Pam Mayhew
U1GN55401	BUSINESS INFORMATION SYSTEMS WITH A YEAR IN INDUSTRY	Dr Pam Mayhew
U1G390304	BUSINESS STATISTICS	Esther Glover
U1G405304	COMPUTER GRAPHICS	Dr Stephen Laycock
U1G450305	COMPUTER GRAPHICS, IMAGING AND MULTIMEDIA	Dr Rudy Lapeer
U1G45A401	COMPUTER GRAPHICS, IMAGING AND MULTIMEDIA WITH A YEAR IN INDUSTRY	Dr Rudy Lapeer
U1HG65302	COMPUTER SYSTEMS ENGINEERING (BENG)	Dr Ben Milner
U1HG6M402	COMPUTER SYSTEMS ENGINEERING YEAR IN INDUSTRY (BENG)	Dr Ben Milner
U1GN51302	COMPUTING FOR BUSINESS	Dr Pam Mayhew
U1G511402	COMPUTING FOR BUSINESS WITH A YEAR IN INDUSTRY	Dr Pam Mayhew
U1G400302	COMPUTING SCIENCE	Prof Tony Bagnall
T1G400101	COMPUTING SCIENCE (MSC)	Dr Wenjia Wang
T2G400201	COMPUTING SCIENCE (MSC)	Dr Wenjia Wang
U1G414403	COMPUTING SCIENCE WITH A FOUNDATION YEAR	Dr Graeme Richards
U1G404302	COMPUTING SCIENCE WITH A YEAR ABROAD	Dr Dan Smith
U1G401402	COMPUTING SCIENCE WITH A YEAR IN INDUSTRY	Prof Tony Bagnall
U1G450304	COMPUTING SCIENCE, IMAGING AND MULTIMEDIA	Dr Rudy Lapeer
U1G4X1301	COMPUTING SCIENCES (WITH EDUCATION)	Prof Tony Bagnall
T1G500101	INFORMATION SYSTEMS (MSC)	Dr Dan Smith
T2G500201	INFORMATION SYSTEMS (MSC)	Dr Dan Smith
T2G500301	INFORMATION SYSTEMS (MSC) PT 3 Yr	Dr Dan Smith
T2G49A301	KNOWLEDGE DISCOVERY AND DATAMINING (3 YEAR MSC)	Dr Beatriz De La Iglesia
T1G49A101	KNOWLEDGE DISCOVERY AND DATAMINING (MSC)	Dr Beatriz De La Iglesia
T2G49A201	KNOWLEDGE DISCOVERY AND DATAMINING (MSC)	Dr Beatriz De La Iglesia
U1G413403	MASTER OF COMPUTING IN COMPUTER GRAPHICS	Dr Stephen Laycock
U1G408402	MASTER OF COMPUTING IN COMPUTING SCIENCE WITH A YEAR ABROAD	Dr Dan Smith
U1G407402	MASTER OF COMPUTING IN COMPUTING SCIENCE	Prof Tony Bagnall

LIST OF MODULE ORGANISERS 2018 2019 ACADEMIC YEAR

Module Code	Module Title	Organiser
CMP-3001B	INTRODUCTION TO COMPUTING FOR BUSINESS	Dr Graeme Richards
CMP-3002A	FOUNDATIONS OF COMPUTING 1	Dr Graeme Richards
CMP-3005A	INTRODUCTORY PROGRAMMING	Dr Pierre Chardaire
CMP-3006B	FOUNDATIONS OF COMPUTING 2	Dr Graeme Richards
CMP-4002B	COMPUTING PRINCIPLES	Dr Pierre Chardaire
CMP-4003A	INTRODUCTION TO FINANCIAL MATHS & MODELLING	Esther Glover
CMP-4004Y	MATHEMATICS FOR COMPUTING A	Dr Pierre Chardaire
CMP-4005Y	MATHEMATICS FOR COMPUTING B	Dr Steven Hayward
CMP-4008Y	PROGRAMMING 1	Dr Jason Lines
CMP-4009B	PROGRAMMING FOR APPLICATIONS	Dr Taoyang Wu
CMP-4010B	DATABASE SYSTEMS	Dr Beatriz De La Iglesia
CMP-4011A	WEB-BASED PROGRAMMING	Dr Graeme Richards
CMP-4011B	ACTUARIAL SKILLS 1	Esther Glover
CMP-4013A	SYSTEMS DEVELOPMENT	Dr Pam Mayhew
CMP-5003A	SYSTEMS ANALYSIS	Dr Pam Mayhew
CMP-5006A	FURTHER MATHEMATICS	Dr Steven Hayward
CMP-5009A	FINANCIAL MATHEMATICS	Esther Glover
CMP-5010B	GRAPHICS 1	Dr Stephen Laycock
CMP-5012B	SOFTWARE ENGINEERING 1	Dr Rudy Lapeer
CMP-5013A	ARCHITECTURES AND OPERATING SYSTEMS	Dr Michal Mackiewicz
CMP-5014Y	DATA STRUCTURES AND ALGORITHMS	Prof Tony Bagnall
CMP-5015Y	PROGRAMMING 2	Prof Tony Bagnall
CMP-5017B	APPLIED STATISTICS A	Dr Chris Greenman
CMP-5019B	APPLIED STATISTICS B	Dr Chris Greenman
CMP-5020B	PROGRAMMING FOR NON-SPECIALISTS	Dr Taoyang Wu
CMP-5027A	ANALOGUE AND DIGITAL ELECTRONICS	Dr Ben Milner
CMP-5031Y	CONTINGENCIES AND MODELLING	Esther Glover
CMP-5034A	MATHEMATICAL STATISTICS	Dr Aris Nikoloulopoulos
CMP-5036A	INFORMATION RETRIEVAL	Dr Dan Smith
CMP-5037B	NETWORKS	Dr Ben Milner
CMP-5040Y	FINANCIAL ACCOUNTING FOR ACTUARIES	Esther Glover
CMP-5041B	COMPUTING FUNDAMENTALS	Dr Pierre Chardaire
CMP-6001B	ACTUARIAL MODELS	Esther Glover
CMP-6002B	MACHINE LEARNING	Prof Tony Bagnall
CMP-6003B	SYSTEMS ENGINEERING	Dr Pam Mayhew
CMP-6004A	ADVANCED STATISTICS	Prof Elena Kulinskaya
CMP-6006A	GRAPHICS 2	Prof Andy Day
CMP-6010A	SOFTWARE ENGINEERING 2	Dr Oliver Buckley
CMP-6011Y	YEAR IN INDUSTRY	Will Carpenter
CMP-6012Y	BUSINESS INFORMATION SYSTEMS PROJECT	Dr Pierre Chardaire
CMP-6013Y	COMPUTING PROJECT	Dr Pierre Chardaire
CMP-6014Y	INDUSTRIAL PROJECT REPORT	Will Carpenter
CMP-6015A	LEVEL 3 STUDY ABROAD PROGRAMME 1	Dr Dan Smith
CMP-6016B	STUDY ABROAD (SPRING SEMESTER)	Dr Dan Smith
CMP-6017A	LEVEL 3 STUDY ABROAD PROGRAMME 2	Dr Dan Smith
CMP-6018B	LEVEL 3 STUDY ABROAD PROGRAMME 5	Dr Dan Smith

CMP-6019A	LEVEL 3 STUDY ABROAD PROGRAMME 3	Dr Dan Smith
CMP-6020B	LEVEL 3 STUDY ABROAD PROGRAMME 6	Dr Dan Smith
CMP-6021A	DIRECTED STUDY 1	Dr Rudy Lapeer
CMP-6022B	DIRECTED STUDY 2	Dr Rudy Lapeer
CMP-6024B	EMBEDDED SYSTEMS	Dr Edwin Ren
CMP-6026A	AUDIOVISUAL PROCESSING	Dr Ben Milner
CMP-6028Y	STATISTICS PROJECT	Dr Pierre Chardaire
CMP-6029Y	ACTUARIAL SKILLS 2	Esther Glover
CMP-6032B	FURTHER FINANCIAL MATHEMATICS	Dr Marta Wisniewska
CMP-6033A	FURTHER ACTUARIAL TOPICS	Esther Glover
CMP-6034B	ALGORITHMS FOR BIOINFORMATICS	Dr Steven Hayward
CMP-6035A	FINANCIAL MARKETS	Dr Antony Jackson
CMP-6035B	COMPUTER VISION	Dr Michal Mackiewicz
CMP-6037B	FURTHER CONTINGENCIES	Esther Glover
CMP-6039A	HUMAN COMPUTER INTERACTION	Dr Dan Smith
CMP-6040A	ARTIFICIAL INTELLIGENCE	Dr Pierre Chardaire
CMP-7000A	APPLICATIONS PROGRAMMING	Dr Wenjia Wang
CMP-7002Y	DIRECTED STUDY	Dr Beatriz De La Iglesia
CMP-7003A	INTERNET & MULTIMEDIA TECHNIQUES	Dr Dan Smith
CMP-7004B	SYSTEMS ENGINEERING ISSUES	Dr Pam Mayhew
CMP-7008B	APPLIED STATISTICS	Dr Chris Greenman
CMP-7009A	ADVANCED PROGRAMMING CONCEPTS AND TECHNIQUES	Dr Rudy Lapeer
CMP-7013A	COMPUTER GRAPHICS	Dr Stephen Laycock
CMP-7014B	COMPUTER GAMES LABORATORY	Dr Rudy Lapeer
CMP-7016A	AUDIO AND VISUAL PROCESSING	Dr Ben Milner
CMP-7017Y	MMATH PROJECT	Dr David Aspero
CMP-7018A	HUMAN COMPUTER INTERACTION	Dr Dan Smith
CMP-7022B	INFORMATION VISUALISATION	Dr Dan Smith
CMP-7023B	DATA MINING	Dr Beatriz De La Iglesia
CMP-7024Y	MCOMP PROJECT	Dr Pierre Chardaire
CMP-7025A	DATABASE MANIPULATION	Dr Beatriz De La Iglesia
CMP-7026B	COMPUTER VISION	Dr Michal Mackiewicz
CMP-7027X	DISSERTATION	Dr Wenjia Wang
CMP-7028A	ARTIFICIAL INTELLIGENCE	Dr Pierre Chardaire
CMP-7029B	MODERN EMBEDDED TECHNOLOGY	Dr Edwin Ren
CMP-7030Y	RESEARCH TECHNIQUES (RESEARCH METHODS)	Dr Wenjia Wang
CMP-7031B	MACHINE LEARNING	Prof Tony Bagnall
CMP-7032B	SOFTWARE ENGINEERING	Dr Dan Smith