Director of Studies
Murray Cole

Amidst the mountain of paper you'll be presented with over the next few days, this piece is worth keeping for reference through the year.

- I am in room 3415 of the JCMB.
- My office phone number is (0131) 650 5154.
- My home phone number (please use this sparingly) is 01968 672400.
- My e-mail address is `M.Cole@ed` (or just `mic` from any Computer Science course computer).
- You should feel free to contact me at any time in my office, either in person, by phone, e-mail or a note under the door! By and large, I will be there, or not too far away, though I may not be free to speak at length immediately.
- Current policy means that the University Health Centre will not give medical certificates to cover absences of less than seven days (unless it involves missing an exam). If you are off for less than seven days, then you should let me know as soon as possible (i.e. when you go to bed with your cold, not two weeks later), so that I can inform course organisers who may make allowances for late practical work and so on. In general, the sooner you tell me of any problems the better. If you are ill for more than seven days, you should obtain and give me a medical certificate. It is **essential** that information on anything which may have affected your performance is with me **before** your marks are considered by the Examiners. Leaving it until you receive disappointing results appear will be **too late**.
- If you can't find me (or I'm away) and you have something urgent to discuss, you can contact any of the other Directors of Studies in the Division. They are Stephen Gilmore, John Hallam, Tim Hopkins, Paul Jackson, Chris Malcolm, Chris Mellish, Helen Pain, Paul Schweizer, David Rees and Alan Smaill. Of course, they won't have access to your detailed file, but they will be able to offer good general advice.
- The other side of this sheet lists information about some of the more common courses, including the time of the first meeting, at which full details of the course will be available.

I hope you have an enjoyable and successful year.

Murray Cole
October 2000.