



University  
of Glasgow

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James Watt  
School of  
Engineering

PGT

Student handbook

2023-2024



## **About this Handbook**

This handbook is intended to answer many of the day-to-day questions of students in the James Watt School of Engineering. It will be of great practical benefit during your time as a postgraduate student. It will help you understand the organisation of the School and your own degree programme, and it contains invaluable information about examinations and what is required from you to progress towards graduation. It will act as a pointer towards useful sources of help should you encounter any problems. Keep your handbook safe as it will be a useful reference throughout the year.

There will be separate information provided about the individual project on Moodle which will be available in Semester 2.

Further details regarding University and College Regulations can be found in the University Regulations on the web at <https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/>.



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# **Welcome from the Head of James Watt School of Engineering**

Welcome to the University of Glasgow and to the School of Engineering. You are joining – or returning to – one of the oldest and most prestigious Schools of Engineering in the world.

Engineering at Glasgow has a long and proud history going back several centuries. Notable landmarks include:

- James Watt, developer of the steam engine, was mathematical instrument maker to the University. The SI unit of power is named after him.
- The Regius Chair of Civil Engineering and Mechanics was established by Queen Victoria in 1840, and the School is the oldest University School of Engineering in the UK. The Faculty of Engineering followed in 1923.
- The first Engineering Degree programme in the UK which started in 1872.
- The current School was formed in August 2010 from four Departments in recognition of the cross disciplinary nature of engineering.

Engineering is a creative discipline. A fundamental understanding of science is combined with sound principles of design to invent, make or improve things that do not exist in nature. It is concerned with improving the quality of life and advancing technology for the benefit of humanity.

Some of your predecessors at Glasgow have been true pioneers in this exciting field:

- Lord Kelvin (William Thompson) – physicist and engineer, after whom the SI unit of temperature is named
- John Logie Baird – inventor of television
- William Rankine – founder of thermodynamics, who gave his name to the Fahrenheit equivalent of the Kelvin temperature scale.

Nowadays graduates from the School work in all engineering sectors and have been responsible for innovations as diverse as developing the video recorder through to designing schemes for improving the water supply in Africa. In addition several multimillion pound start-up businesses have been launched by Glasgow engineers in the last few years.

As a student in the School of Engineering, your responsibility is to seize the opportunities for learning that you will find here – whether in lectures, tutorials, laboratories, project work, or in discussion with the teaching and technical staff, to strive for the highest classification of degree commensurate with your talents, and to forge for yourself a distinguished engineering career. We really do expect you, as an engineering graduate from the University of Glasgow with its illustrious forebears, to go out and in some way change the world.

The subjects you have chosen to study are at the cutting edge of technology, and we continually update courses and practices to maintain this position and provide a state of the art education. You will find that the more diligent you are in your studies, the more you will enjoy them

We wish you ever success in your postgraduate study.

**Professor Manuel Salmeron-Sanchez**

**Head of the James Watt School of Engineering**

# Introduction

The University of Glasgow, founded in 1451, is the second oldest university in Scotland and the fourth oldest in the UK. With over 35,000 students it is also one of the largest and offers study in a wide range of subjects at all levels in four Colleges. The University is set in the West End of Glasgow, overlooking Kelvingrove Park and the River Kelvin, and close to the Botanical Garden and some areas of delightful Victorian architecture. Glasgow itself is one of the world's outstanding Victorian cities. Although its growth was based on heavy industry and shipping, it now has a quite different cosmopolitan atmosphere. Glasgow hosted the 2014 Commonwealth Games and many venues throughout the city were developed or upgraded including the Sir Chris Hoy Velodrome, Emirates Arena and The Hydro and used to host the 2018 European Championships. More recently Glasgow was the host of COP26 - a critical event in building sustainable future. We are only a short distance from Edinburgh, the Scottish capital, and the spectacular scenery and opportunities for outdoor recreation offered by the Western Highlands are within easy reach.

## The School of Engineering

The University is structured into Colleges and Schools. Professor Manuel Salmeron-Sanchez is Head of the James Watt School of Engineering and the School is part of the College of Science and Engineering, whose Head is Professor Muffy Calder.

Unlike many other Schools, Engineering has separate structures for research and teaching. Prof Scott Roy is Convenor for Learning and Teaching and has overall responsibility for teaching within the School. Dr Steven L. Neale is the Convenor for Postgraduate Taught Programmes and is responsible for the MSc programmes within the School. Teaching has been organised into five Disciplines, each with a Head of Discipline:

- |  |                    |
|--|--------------------|
| • <b>Aerospace Engineering,</b>                  | Dr Ian Taylor      |
| • <b>Biomedical Engineering,</b>                 | Dr Henrik Gollee   |
| • <b>Civil Engineering,</b>                      | Prof Fiona Bradley |
| • <b>Electronics and Electrical Engineering,</b> | Dr Euan McGookin   |
| • <b>Mechanical Engineering,</b>                 | Dr Phil Dobson     |

An obvious question is: whom should I ask if I have problems?

- If you have an academic problem with a particular course, speak to its **Lecturer in charge** in the first instance.
- If the lecturer in charge cannot resolve the problem, or if it concerns the degree programme rather than a single course — a clash in the timetable, for instance — speak to the **Programme Coordinator** (see table on page 12 for contact details) or the **Convenor for Postgraduate Taught Programmes**.
- The next step is to see the **Head of Discipline** if you are still not satisfied. He or she may refer you to the Convenor for Learning and Teaching or the Head of School.
- If the issue is personal rather than academic, see your **Adviser of Studies**. The arrangements for making an appointment are described in this Handbook. *At the time of publication, the intention is for the Teaching Office to be open from October (prior to that, staff are working from home therefore all enquiries will be dealt with via the email address noted below)*
- If you have a question about your MSc project please contact the relevant project coordinator for your discipline (see page 12 for contact details).

Contact details for the School Teaching Office:

- Please send any queries to the Teaching Office via the University Helpdesk. Once you log on search for “Science and Engineering Student Queries”

[Add Ivanti logo here](#)

**This QR code take you direct to the enquiry form**

[Add QR here](#)

- Telephone: 0141 330 7558
- Face-to-face: JWS620, Mon – Fri, 10am – 4pm
- Student Support Officer: Lewis Gibb

## **Student Academic Life**

### **You are Responsible for Your Success**

The University provides staff, facilities and various organised courses to enable you to acquire an education and understanding of the subject you are studying. The quality of this provision is constantly monitored, and we pride ourselves on the high standards maintained. It is **your** responsibility to use the provision made by the university most effectively so as to succeed in your chosen subject. **You** must surmount any perceived shortcomings in the system, for these cannot be used to excuse any failure to apply yourself effectively to your studies. You will be judged by your results, so make sure that they reflect your best effort.

### **Health & Wellbeing**

Studying for a degree can be stressful at times. The work can be challenging, your timetable may be busy and you may have impending deadlines for coursework. Living away from home and/or balancing part time work and study can also add to the stress. It is important that you look after your physical and mental health whilst studying. The University has online help and advice available for students:

<https://www.gla.ac.uk/myglasgow/students/safetyhealth/>

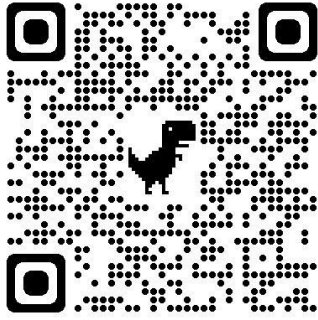
If you do feel stress levels are becoming unmanageable it is important that you seek help as soon as possible. Speak to your friends and family or contact the Student Support Officer (Lewis Gibb) or your Adviser of Studies: [https://www.gla.ac.uk/media/Media\\_792272\\_smxx.pdf](https://www.gla.ac.uk/media/Media_792272_smxx.pdf) . It may be that the online support and advice may be sufficient, but it may be that you should attend the self-help groups or even one to one counselling. You can find out more at:

#### **University of Glasgow Counselling Service**

The University of Glasgow Counselling Service supports students to manage their mental health and to build strategies that will help them successfully complete their course of studies.

The Service also offers a series of Wellbeing Masterclasses on topics such as managing stress and overcoming procrastination.

You can find further information, and self-refer, via the QR code below:



<https://www.gla.ac.uk/myglasgow/counselling/>

### **University of Glasgow Peer Wellbeing Support Service**

The University of Glasgow Peer Wellbeing Support Service is run for students by students. We provide a peer-to-peer listening service to support students to manage their day-to-day wellbeing and to integrate into university life by fostering connection via peer support.

You can find further information via the QR code below:



<https://www.gla.ac.uk/myglasgow/peersupport/>

### **University of Glasgow Residence Life Service**

The Residence Life Service provides peer to peer support across our University of Glasgow accommodation providers. The Residence Life team is a support service dedicated to students living in University of Glasgow Halls of Residence. We help you settle into life in halls, get to know Glasgow and can signpost you to the supports, services, and social life that University of Glasgow has on offer.

You can find further information via the QR code below:



<https://www.gla.ac.uk/myglasgow/studentsservices/residencelife/>

## **Managing Your Time**

You decide how much time to spend on your various activities as a student. The way that you allocate your time has an important effect on your success, so make sure that you make conscious decisions. The degree exams at the end of the semester may seem far off, but it is vital to review your lecture notes on a continuous basis, and keep up to date with tutorials and class exercises. Last minute revision is no substitute.

In addition to lectures and laboratories your course also involves a considerable amount of project work. This is interesting, enjoyable, and it may seem like the more time spent on it the better will be the results. It is therefore easy to be drawn into spending too much time on project work to the detriment of your other studies. Strive to achieve the best that you can within the suggested time limits, and resist the temptation to spend more time on trying to improve the project results. As with all assessment, it is



the **quality** of the work and how it addresses the intended learning outcomes which is important rather than the **quantity** of the work produced.

As a rough rule of thumb, in the UK a module worth 10 credits is notionally linked to an average of 100 hours of focussed student work—including labs, lectures and individual study—although of course only you can judge which courses will require more of your time and which less

## Your Responsibility to Attend Classes

Your funder, the university and the staff all require a certain level of commitment from students. The grant awarding authorities, as representatives of the taxpayer, require that you attend the course for which they are paying. If you fail to attend classes regularly then the University is required to notify the grant authority and your grant may be withdrawn.

The university has a formal set of Attendance Requirements, contained in the Absence Policy [https://www.gla.ac.uk/media/media\\_129312\\_en.pdf](https://www.gla.ac.uk/media/media_129312_en.pdf):

1. Students are expected to attend all timetabled classes.
2. Attendance at any examination which contributes to summative assessment is compulsory.
3. Heads of Schools are responsible for ensuring that students are given clear notification of all classes for which attendance is compulsory.

The information on compulsory classes is contained in the section 'Minimum Requirement for Award of Credits' of the Course Specification for each course, which can be downloaded from the Course Catalogue <http://www.gla.ac.uk/coursecatalogue/>. You will be graded CR (credit refused) or CW (credit withheld) for a course if you fail to meet these requirements without good cause. This means that you cannot complete your curriculum and will not be able to progress on to the further stages of your studies.

## Compulsory Classes

Attendance at elements of the course designed to provide learning through experience is compulsory. This includes laboratory, studio work, drawing, computing and design project classes, external visits, lectures by visiting speakers, and lectures setting out the requirements for laboratory and project work. Course instructions will make clear which elements of a course are compulsory. Note that 'attendance' means 'timely attendance'. Late arrival at laboratories etc., so that you miss the instructions given at the start, will be treated as non-attendance. **Note that laboratories will be rescheduled only in exceptional circumstances.**

## Lectures

Different students have different learning strategies for taught courses assessed by examination. However absence from lectures is nearly always a result of your failure to manage your time effectively, and is definitely prejudicial to your chances of success in the examinations. There is a strong correlation between attendance at lectures and tutorials, and performance in exams.

Lecture courses provide additional support for students. Questions can be answered during lectures if the class size is small. Otherwise, the lecturer can be approached outside the lecture to clarify any points, and to help you with tutorials and preparation for exams. If you are regularly absent from lectures this support will not be available – you cannot expect to receive private tuition from the lecturer to compensate for not attending lectures.

While most labs are in the Engineering Buildings, many lectures and tutorials are held elsewhere on campus and a map showing teaching room locations throughout the University is available online at <http://www.gla.ac.uk/about/maps/> or through MyCampus.

Please note that lecture recordings and ALL course materials provided are for your own personal use and can only be used in relation to your studies. Any unauthorised distribution of course materials, including uploading them onto unauthorised web sites and social media sites, such as YouTube or Course Hero, will be considered in breach of the code of conduct and will be subject to disciplinary action.

## Tutorials

Tutorials are the primary method of receiving formative feedback on your understanding of the course material. The amount of preparation for each tutorial varies but you should expect to spend approximately four hours **before** each tutorial working on the questions. In this way you will be able to ask the tutorial support staff questions that have caused you problems. It is not good enough simply to attend tutorials and to start work on the tutorial questions at the scheduled tutorial.

## Laboratories

Attendance at laboratories is an essential and compulsory part of many courses. Your individual timetable is on MyCampus and you must attend at the specified times. Note that these will be different from many other students on your degree programme. If you miss a laboratory for any reason, you must speak to the lecturer concerned with the laboratory as soon as possible to try to complete the laboratory. Labs will be re-scheduled only in exceptional circumstances and failure to attend without good reason may lead to credit being refused or withheld for the course. This may affect your ability to progress to the next stage of the curriculum or to complete your degree.

## Monitoring of Attendance

Attendance at classes may be monitored by the lecturer involved using various methods, including paper-based attendance rolls and displayed QR codes. If attendance is taken by QR code and you do not have an electronic device with you to log in, talk to the lecturer after the session to ensure that your attendance is recorded. It is a disciplinary offence to falsely represent someone as being present at a class when they are absent. As explained above you should log in using your University of Glasgow GUID and GUID password, via course Moodle sites to ensure that your attendance is correctly recorded.

## Feedback

Tutorials and labs are the methods of receiving direct feedback from lecturers and support staff on your understanding of course material and problem solving during both tutorials and labs. The more preparation you put into the tutorials and labs, the more useful the feedback will be to you, even in circumstances where feedback is given to the class as a whole. You should always attempt questions prior to a tutorial and if the lab is problem-based attempt the assignment task before you come to the lab.

Aside from tutorial/lab sessions, individual or group feedback can also be obtained directly from lectures, for example if you are unsure of aspects of a course. Sometimes this only requires a few minutes discussion with a lecturer at the end of a lecture, or for more detailed discussion an appointment can be made (by emailing staff directly) to meet with a lecturer to go over course material. Lecturing staff are always happy to discuss course material with students directly, but it is your responsibility to seek such feedback. Always seek assistance if problems occur, do not wait until the examination period.

You will receive academic feedback on your work in several other ways:

- Feedback is provided by lecturers and demonstrators during laboratories. You will get the full benefit only if you come prepared, and ask questions;
- Some courses require you to submit assignments, which will be marked and returned with comments as feedback;
- During projects, regular meetings with your supervisor provide a high level of immediate feedback;
- Feedback on presentations (poster or oral) can be obtained from the assessors but it is better to wait a day or two, until you are feeling more relaxed;
- Direct feedback on aspects of each course can always be obtained from academic staff, either after lectures or by appointment—it is always wise to bring your own written attempt at a problem, no matter how preliminary, so that you can receive the most useful feedback.

The University aims to return feedback on written assessments within three weeks. You will be notified if a delay is expected.

## Part-time Study

Some PGT programmes allow part-time study. It is important that students undertaking part-time study fully appreciate and understand the time commitment and attendance flexibility required. This will vary between each of the programmes as there is no set or common part-time timetable. This should be fully discussed with an advisor of study and the appropriate programme coordinator.

## Recognition of Excellence

Throughout the degree programmes we offer, we aim to recognise outstanding academic performance through a variety of mechanisms. At graduation, MSc degrees are classified into MSc, MSc with Merit and MSc with Distinction

## Where to get help with your studies

The University offers a wide range of advice and guidance for your studies. These cover general issues, not those associated with a particular course, for which you should see the lecturer. Please visit the following web pages for further information.

- Student Learning Development (SLD) [www.gla.ac.uk/SLD](http://www.gla.ac.uk/SLD)
- University Library <http://www.gla.ac.uk/myglasgow/library/>
- English for Academic Study <http://www.gla.ac.uk/schools/mlc/eas/>
- Student Disability Service <http://www.gla.ac.uk/myglasgow/disability/>
- Student Counselling and Psychological Service <https://www.gla.ac.uk/myglasgow/counselling/>

The Students' Representative Council also runs an informative web site and their advice pages, which go far beyond academic issues, are at <http://www.glasgowstudent.net/advice/>.

## Student Services Enquiry Team

The University has a wide range of student services to help you with non academic issues such as accommodation, money and legal issues etc. They are based in the Fraser Building (opposite the Library) and there is a helpdesk there where you can go for advice. You can also get advice from the website below.

<https://www.gla.ac.uk/myglasgow/students/sset/>

You can also download your transcript from this website, and obtain certifying letters. A full list of services is given here:

<https://www.gla.ac.uk/myglasgow/students/azsearch/>

There are also a dedicated team providing support for international students:

<https://www.gla.ac.uk/international/support/>

In particular, this team provides advice on matters relating to visas.

## Emergency and Crisis Support

The University can provide support for any emergency or crisis situation you might encounter (if you've been victim of a crime or hospitalised, for example). You can call **0141 330 4444** 24hrs/day, 7days/week. If you are concerned about the wellbeing of any of your classmates or friends please report this to the School, or report to the phone number above.

## Where to find further information

This handbook has been kept short so that it contains only the most important information. Here are some pointers to further information that you might need during your studies.

- **Structure of degree programme** – Information on the degree structure is embedded in MyCampus and a brief description is given on the home page for each degree <https://www.gla.ac.uk/schools/engineering/postgraduate/>. The formal document is called the *programme specification* and can be found on the Senate Office web site <https://www.gla.ac.uk/myglasgow/apg/qea/progdesignapproval/programmespecifications/>.
- **Details of individual course** – This is contained in the *course specification*, which can be downloaded from the Course Catalogue [www.gla.ac.uk/coursecatalogue/](http://www.gla.ac.uk/coursecatalogue/).
- **Contact information for staff** – Go to the home page for Engineering <http://www.gla.ac.uk/schools/engineering/> or use the Staff A–Z search from the University’s home page <http://www.gla.ac.uk/stafflist/>.
- **Past examination papers** – These are found via a link on your MyGlasgow account.

Course, programme and School Moodle sites also contain useful information.

## Your Opinion is Important

All courses are subject to continual review and assessment to ensure that the course objectives are being realised, and that student needs are being met. From time to time during the year you will be asked to fill in Student Evaluation Questionnaires for your various courses. Please treat this as a serious exercise. The results are important, and are used to continually improve and update the courses. You should be aware that feedback with insulting or inappropriate comments will be rejected and not considered in the outcome of the feedback.

You will be invited to participate in surveys run by external organisations. In the second semester you will be asked to complete the Postgraduate Taught Experience Survey (PTES), or an equivalent survey run by the University. The School of Engineering takes this survey very seriously and we hope that you will complete it promptly when asked.

## PGT Staff/Student Liaison Committee

The Staff/Student Committee meets once each semester, about the sixth week, to discuss matters relating to courses and the welfare of the student body (NOT individual cases, which should be referred to the appropriate Adviser of Studies).

The student representation on the committee consists of one student from each degree programme where the degree programme has a distinct curriculum. Each representative is required to undertake training before undertaking their duties. Training is provided both by the University and (for PDE students) the SRC at Glasgow School of Art. Details can be obtained from the school teaching office in the JWS building.

Guidelines on the operation of Staff Student Liaison Committees within the University are available online at [http://www.gla.ac.uk/media/media\\_129536\\_en.pdf](http://www.gla.ac.uk/media/media_129536_en.pdf)

## Get Involved

There are numerous extra-curricular degree related organisations that you may wish to get involved in. These can be found under each degree programme on the “Get Involved” link. There are a number of activities with a strong engineering content:

- Glasgow University Civil Engineers (GUCE);

- Formula Student Team, also known as University of Glasgow Racing (UGR);

In addition there are local Young Members sections of the main Engineering Institutions (e.g., ICE, IET, IMechE, IStructE, RAeS) which host regular events in Glasgow where opportunities exist to meet with recently graduated engineers now working in industry.

# Practical Information

## Session Dates

Session dates are published at <https://www.gla.ac.uk/myglasgow/apg/sessiondates/>. You should note that you are expected to be in attendance at the University at all times during each Semester. **It is not acceptable to arrange holidays or other periods of time away from Glasgow during the Semester.** In particular, you should note that exams may take place on weekday evenings and Saturdays during the exam periods.

The MSc Individual Project takes place during the summer (from May until the beginning of September). You must be available throughout the majority of this period in order to meet your project supervisor and progress your project work. If you plan to take vacation time you must consult with your project supervisor and adviser of studies.

Resit Examinations take place during the first three weeks of August. If you have any resits, or are unsure whether you will have resits, you should avoid booking holidays or making other commitments during these three weeks as resits cannot be re-arranged and failure to sit these exams may result in not being able to complete your degree.

## Computers

An important part of your development as an engineer is to learn to use computers as an integral part of your day to day activities. For this reason you have free access to a large number of personal computers, both in the school and in other open access clusters sited around campus. You will receive laboratory classes to show you how to use these with the various software programmes that are available. This will initially involve investing some time to get familiar with the packages, but you will quickly gain an advantage in being able to do better work faster. Report writing is an important part of an engineer's activities and a number of courses will ask you to practise this by submitting written work.

Though word processing software is installed on the computers in the school clusters these machines are primarily provided for running specialist engineering applications which are not available elsewhere on campus. To that end priority will be given to those wishing to use packages that are provided only within the school's computing clusters. Demand for the computers is quite heavy, so you will need to work out the best time for you to use them. Lab timetables are posted at the entrance to the School's clusters to indicate when systems are available for general use.

If you feel you need further training in standard office software, you can undertake the appropriate ITTS course. These are available in both taught (face-to-face) and in online versions. To determine the appropriate level of course that you need to get you to the baseline, help is available at <http://www.gla.ac.uk/services/it/forstudents/>, email [training@glasgow.ac.uk](mailto:training@glasgow.ac.uk) or visit the Student IT Helpdesk in the University Library.

A number of printers are provided to enable you to produce printed output. These operate on a prepaid credit system and credits for this may be purchased from the Library and in Computing Services reception in the James Watt (north) Building or via your MyCampus account.

## MyCampus

MyCampus is the University of Glasgow's student information and management system that is used by students throughout the year. It:

- Shows the courses that make up your curriculum and permit you to select any options;
- Allows you to make up your own timetable for classes where a choice is available (typically laboratories or tutorials) and show your overall timetable for classes;
- Compares your results with the progress regulations so that you can see whether you need to take resits;
- Provides the system for reporting when your studies are affected by illness or personal difficulties.

Please ensure you keep your contact details and those of your emergency contacts up to date throughout the year.

You should have received the information required to log in to MyCampus by email and can find more information at <http://www.gla.ac.uk/students/myglasgow/>.

## Email

Many communications from courses and information concerning, for example, urgent changes to the timetable, will be sent by email. It will be sent to your University of Glasgow student email account. You should therefore ensure that you check your email messages regularly. **You must also ensure that all emails you send to members of staff are from your university email account, rather than private email accounts.** On some occasions a text message may be sent regarding class changes, so please ensure that your mobile number is kept up-to-date on MyCampus.

## Moodle

The University's online virtual learning environment is called Moodle. You log into this from MyGlasgow <http://www.gla.ac.uk/students/myglasgow/> or directly at <https://moodle.gla.ac.uk>. Each course that you are enrolled on has a Moodle page and you will be automatically enrolled on the Moodle course once you have registered for the course within MyCampus. Your username and password are the same as you use to access MyCampus, log in to computers on campus, and access your University email.

You should familiarise yourself as soon as possible with Moodle as important information will be posted there such as tutorial sheets, course notes, links to additional resources, and requirements for coursework. In addition to course Moodle sites, there are a number of other Moodle sites which are organised on a Discipline or Degree Programme basis.

In particular you should make sure you can access the PGT Moodle page and refer to it regularly: <https://moodle.gla.ac.uk/course/view.php?id=1813>

## Staff

The School of Engineering has over 100 academic staff members and a similar number of administrative, technical and support staff. A full list of staff in the School is available on the University website at <http://www.gla.ac.uk/schools/engineering/staff/>.

## Student Support Officer

Lewis Gibb is part of a team of four Student Support Officers (SSO) across the College of Science and Engineering. The SSO is a first point of contact for a whole range of enquiries to guide you through the support offered by the University. This may include financial concerns, personal problems, accessing the counselling service or disability support, preliminary help with careers – or any instances outside academic work when you are not sure where to find help.

Many of these issues intersect with the role of Academic Advisers, but with one key difference: the SSOs are dedicated solely to this kind of support. They have the time to talk through any problems in detail to get a full picture of the support that will benefit you.

When on campus, Lewis is based in the Teaching Office (James Watt South building, Level 6, room JWS620). He is available for confidential one-to-one discussions throughout the working week, whether in person or online.

Meetings can be booked through the Teaching Office appointment system. Alternatively, you can email him at [eng-studentsupport@glasgow.ac.uk](mailto:eng-studentsupport@glasgow.ac.uk), or send a message via MS Teams.

# Academic Support

## Advisers of Studies

Each student is allocated an Adviser of Studies who provides advice throughout the year to students who experience any kind of difficulties which might impinge on their studies. It is thus essential that students should keep their Adviser of Studies fully informed of all academic problems as well as personal or medical problems (including those of near relatives) which might possibly affect academic progress. Your Adviser will treat anything you tell them in complete confidence, and if necessary may refer you to one of the many student advice and counselling services available in the University.

You can find out who your Adviser of Studies is by looking on MyCampus: [https://www.gla.ac.uk/media/Media\\_792272\\_smxx.pdf](https://www.gla.ac.uk/media/Media_792272_smxx.pdf). Your Adviser may make contact with you early in the academic year (either by e-mail or in class). You will most likely find it useful to meet and discuss your course options with your adviser of studies at the start of semester. If you wish to see your Adviser at any point in the year, you should make an appointment directly with them (by e-mail) or through the School Teaching Office (a) in person by visiting Room 620, Level 6, James Watt Building, (b) by send a university help request via "Science and Engineering Student Queries" or (c) by phoning 0141 330 7558. Please give the Teaching Office an indication of the reason you wish to see your adviser, as it is possible that the Teaching Office may be able to help you directly. It is also possible that your Adviser (or other officers from the School or University) may need to contact you. Please keep your contact details on MyCampus up to date, and check your e-mail regularly.

**If you are unable to contact your Adviser of Studies then please contact the Senior Adviser or the Chief Adviser.**

## Main Advisers of Studies

Chief Adviser

Dr Douglas Thomson  
([Douglas.Thomson@glasgow.ac.uk](mailto:Douglas.Thomson@glasgow.ac.uk))

Senior Adviser PGT Programmes

Dr Euan McGookin  
([Euan.Mcgookin@glasgow.ac.uk](mailto:Euan.Mcgookin@glasgow.ac.uk))

## Illness or Personal Problems

The University has a student Absence Policy [https://www.gla.ac.uk/media/Media\\_129312\\_smxx.pdf](https://www.gla.ac.uk/media/Media_129312_smxx.pdf) and a Good Cause policy; <https://www.gla.ac.uk/myglasgow/apg/policies/assessment/goodcausefaqs/>

These explain what you should do if your studies or examinations are affected by illness or personal problems (it does not apply only to absences, despite the title). The main point is that students must complete an absence report as soon as possible on MyCampus for any 'significant' absence. A 'significant' absence is:

1. an absence of more than seven consecutive days during working periods
2. an absence of *any* duration if it prevents a student from:
  - a) attending an examination, or
  - b) fulfilling any other published minimum requirements for the award of credit (e.g. compulsory attendance at a tutorial or laboratory class or meeting a deadline for handing in an assignment).

You must justify the reason for your absence and may be required to upload supporting evidence. You may also wish to explain the circumstances to your Adviser, particularly where the illness or difficulties may be prolonged. The sooner you tell us, the better we can help you.

You are expected to make up for missed classes where practicable. For example, if you miss a compulsory laboratory near the start of a course you can usually arrange with the lecturer to complete it at a later date. It is your responsibility to make such arrangements.



The university has a general rule that you must complete 75% of a course to be awarded credit. This means that it is not possible for you to be awarded credit after a prolonged absence, even for a good cause, because you would not have met enough of the learning outcomes of the course. Discuss your position with your Adviser if there is any possibility of this happening to you; it may be best to withdraw from your studies and until your problems are fully resolved.

### Good Cause Reports

If you are unwell or have encountered adverse personal circumstances which prevent you from attending an exam or other assessment, or you feel that your performance in an exam or assessment has been affected, then you can submit a good cause report through MyCampus. Please use the link to the FAQ above for full details. If your report is approved then you will be given another opportunity to take the exam/assessment without your grade being capped. Note that having a good cause report approved does not mean you are excused from resitting the exam, further, we do not change grades to compensate – you are simply given a second uncapped opportunity. You must submit your report within 7 days of the affected assessment and your case will be strengthened if you can provide supporting evidence (again, see the FAQ for further details). Any information you provide will be treated in confidence.

## Academic Advice

An obvious question is: “where can I get advice and seek further information?”

- If the issue is an administrative matter — a clash in the timetable, for instance — you should contact the **School Teaching Office** Please send any queries to the Teaching Office via the University Helpdesk. Once you log on search for “Science and Engineering Student Queries”
- If the issue is personal rather than academic, see your **Adviser of Studies**. The arrangements for making an appointment are described in this Handbook.
- If you have an academic problem with a particular course, speak to its **Lecturer** or **Coordinator** in the first instance.
- If the lecturer or coordinator cannot resolve the problem, or if it concerns the degree programme or Discipline rather than a single course, speak to the **Programme Coordinator** (list provided below).
- If you believe that the issue is affecting many students then speak with your class representative who will raise it at the **Staff Student Liaison Committee** if it is a widespread problem.
- <https://frontdoor.spa.gla.ac.uk/StudentVoice/classRepsHome.aspx>
- If none of the above approaches are able to resolve a problem then the remaining options are to see the **Convener of Postgraduate Taught Programmes**, Convener of Learning and Teaching or to request an appointment with the Head of School.

## Programme Coordinators

Programme	Coordinator	Email
Aeronautical Engineering	Dr Kevin Worrall	<a href="mailto:Kevin.Worrall@glasgow.ac.uk">Kevin.Worrall@glasgow.ac.uk</a>
Aerospace Systems	Dr Kevin Worrall	<a href="mailto:Kevin.Worrall@glasgow.ac.uk">Kevin.Worrall@glasgow.ac.uk</a>
Biomedical Engineering	Dr Sean McGinty	Sean.Mcginty@glasgow.ac.uk
Civil Engineering	Dr Lukasz Kaczmarczyk	Lukasz.Kaczmarczyk@glasgow.ac.uk
Computer Systems Engineering	Dr Euan McGookin	Euan.McGookin@glasgow.ac.uk
Electronics & Electrical Engineering	Dr Euan McGookin	Euan.McGookin@glasgow.ac.uk
Engineering with Management Aerospace Engineering	Dr Kevin Worrall	

Civil Engineering Electrical Engineering Mechanical Engineering	Dr Lukasz Kaczmarczyk Dr Euan McGookin Prof Steven Neale	
Mechanical Engineering	Prof Steven Neale	Steven.Neale@glasgow.ac.uk
Mechatronics	Prof Steven Neale	Steven.Neale@glasgow.ac.uk
Medical Device Engineering	Dr Sean McGinty	Sean.Mcginty@glasgow.ac.uk
Product Design Engineering	Mr Stuart Bailey	s.bailey@gsa.ac.uk
Nanoscience and Nanotechnology	Dr Euan McGookin	Euan.McGookin@glasgow.ac.uk
Robotics and AI	Dr Euan McGookin	Euan.McGookin@glasgow.ac.uk
Structural Engineering	Dr Peter Grassl	Peter.Grassl@glasgow.ac.uk
Sustainable Energy	Dr Ian Watson	Ian.Watson@glasgow.ac.uk

## MSc project coordinators for each discipline

<b>MSc Project Coordinator</b>		Dr Dave Anderson	<a href="mailto:Dave.Anderson@glasgow.ac.uk">Dave.Anderson@glasgow.ac.uk</a>
MSc Discipline Coordinator	<b>Aero</b>	Dr Hossein Zare-Behtash	<a href="mailto:Hossein.Zare-Behtash@glasgow.ac.uk">Hossein.Zare-Behtash@glasgow.ac.uk</a>
	<b>BME</b>	Dr Sean McGinty	Sean.Mcginty@glasgow.ac.uk
	<b>Civil</b>	Dr Peter Grassl	Peter.Grassl@glasgow.ac.uk
	<b>EEE</b>	Prof Martin Lavery	<a href="mailto:Martin.Lavery@glasgow.ac.uk">Martin.Lavery@glasgow.ac.uk</a>
	<b>Mechanical</b>	Dr Steven Neale	Steven.Neale@glasgow.ac.uk

# Structure & Assessment of Degree Programmes

## Terminology – Programmes, Courses and Credits

Common words such as ‘course’ are used in different ways in other universities so here is a brief list of usage at Glasgow University.

- A **degree programme** is the complete curriculum that leads to a degree, such as MSc in Mechanical Engineering.
- Each programme is divided into **courses**, each of which is self-contained with its own instruction and assessment.
- Each course has a **level**, which is roughly the same as its year in the curriculum, and is often shown by a number at the end of the name of the course. For example, Applied Mechanics 1 is a level 1 course and appears in the first year of the curriculum for undergraduates. Masters level courses may have an ‘M’ instead of a number.
- The size of courses is measured in **credits**; most taught courses carry 10 or 20 credits but projects may be larger.
- You are **awarded the credits** for a course if you complete all the compulsory work and assessments; typically this means that you must attend laboratories and tutorials, submit assignments and attend examinations (the details are given in the specification for each course and will be explained by the lecturer or convenor). You do *not* have to ‘pass’ the course to be awarded the credits. In other words, credits are a measure of quantity, not quality.
- The usual academic year for undergraduates (September–June) carries 120 credits and the full calendar year for postgraduates (September–September) carries 180 credits.
- We strongly advise you to take 60 credits of taught course in each semester however we do allow a 50:70 credit split with more credits in second semester split if there are more courses you would like to take in the second semester.

Formally 1 credit = 10 learning hours, the total time that a typical student is expected to spend on a course. Thus a 10 credit course demands 100 learning hours. In many cases the timetabled classes (lectures, laboratories, tutorials) come to about 30 hours so you are expected to spend more than double that time working on the material in your own time – reviewing lecture notes, going over difficult points with the aid of a textbook, working through tutorial sheets, writing laboratory reports and revising for the examination.

An MSc programme requires a total of 180 credits, 60 credits in the first semester, another 60 in the second semester and a project which is worth 60 credits during the summer. This is summarised in Table 1 with other postgraduate qualifications.

<b>Qualification</b>	<b>Total credits required</b>
MSc	180 credits (taught courses and project)
Postgraduate Diploma	120 credits (taught courses only)
Postgraduate Certificate	60 credits (taught courses only)

**Table 1 Credits Required for Taught Postgraduate Degrees**

## Project Selection and Assessment

### **Updated information about the project will be available on Moodle in Semester 2.**

The MSc Project take place during the summer (May to September). The selection and allocation of the projects in Engineering take place in Semester 2 (usually during January and February). This should allow some preparatory work to be undertaken prior to the May exam diet. The main activity for the project commences in May.

The project is assessed in three parts. The first is the continual assessment by your first supervisor throughout the project. The second is a poster which is assessed at the Poster Conference at the end of the project (usually in September). The third assessment component is the report or dissertation. The

combined grades for these component parts are combined to give an overall project grade. This grade is considered separately from your grades for the taught elements of your MSc degree.

Note that the students taking the Engineering and Management degree programmes are offered the opportunity of proposing a project through the Adam Smith Business School (ASBS). There are only a limited number of projects accepted by the ASBS (typically a maximum of 20) and this selection depends on the performance in the management courses studied in Semester 1. Students starting their studies in January will not be considered for a management project.

## Guide to the Grading Scheme

You are awarded a grade at the end of each course, following a meeting of the Board of Examiners to approve the results. These results are published only on MyCampus; Please do *not* ask the Teaching Office, Advisers of Studies, lecturers or anybody else because they will not be able to tell you your results.

Assessment is governed by the University's *Code of Assessment*, which is part of the University Regulations <https://www.gla.ac.uk/myglasgow/apg/policies/assessment/codeofassessment/>. This specifies a set of grades from A1 (highest) to H (lowest) with descriptions of each grade shown in Table 2. Some courses, notably projects, are assessed using these grades directly but most examinations in Engineering are marked in percentages. The School converts these to grades using the mappings in Table 2.

Grade		Grade Points	%	Gloss	Primary verbal descriptors for attainment of Intended Learning Outcomes
<b>A</b>	1	22	90–100	Excellent	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures
	2	21	80–89		
	3	20	77–79		
	4	19	74–76		
	5	18	70–73		
<b>B</b>	1	17	67–69	Very Good	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding
	2	16	64–66		
	3	15	60–63		
<b>C</b>	1	14	57–59	Good	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding
	2	13	54–56		
	3	12	50–53		
<b>D</b>	1	11	47–49	Satisfactory	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure
	2	10	44–46		
	3	9	40–43		
<b>Fail grades (E1 and below) should be resat at the earliest opportunity.</b>					
<b>E</b>	1	8	37–39	Weak	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations
	2	7	34–36		
	3	6	30–33		
<b>F</b>	1	5	27–29	Poor	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
	2	4	24–26		
	3	3	20–23		
<b>G</b>	1	2	15–19	Very Poor	Attainment of intended learning outcomes markedly deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation
	2	1	10–14		
<b>H</b>		0	0–9	No credit	No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary

## Table 2 Mapping of percentage marks to grades and verbal descriptors of grades from Code of Assessment

You must have completed a course satisfactorily – been awarded the credits – to gain one of the grades in Table 2. Other results are used if you have not been awarded the credits for a variety of reasons.

- CA — Credit Awarded. This means that it has not been possible to award a grade for the course but you are credited with having completed the course.
- MV – Approved Absence. This means that you had medical or personal circumstances and can take the resit without penalty. For continuing students resits are compulsory.
- CW – Credit Withheld. This means that you have not completed some part of the assessment (exam, laboratory report etc) but can still do so before the next academic year. Contact the lecturer if you are in doubt as to what you need to do. Failure to remove a CW will result in non-progression/inability to graduate.
- CR – Credit Refused. This means that you have not completed some compulsory element of the course (attended laboratories etc) and it is not possible to remedy this in the current academic year. You cannot change CR by taking a resit exam; you would need to repeat the course and the progress committee may not permit this. Contact the lecturer if you are in doubt as to why you were refused credit for a course.
- 07 – Deferred Result. This means a deferred result – we have not been able to give you a grade at the usual time. The reasons range from study abroad to plagiarism so please ask if this is unexpected.

Each grade also has an **aggregation score** on a scale from 0–22. These are used to calculate your average performance, which is needed to check your progress and for graduation.

## Rules for Progression and Graduation

Your results must meet certain requirements for you to progress through your degree programme. In particular, students whose results do not meet the requirements will not be allowed to continue to the project for the MSc. The rules are set out formally in the University Regulations <https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/>. Here is a brief, unofficial summary.

### Progression

The School PGT Progress Committee meets in January and June to consider the progress of all students. They consider your results with any evidence of personal difficulties and decide whether you:

- can make normal progress to the next stage of study
- are offered the opportunity to repeat some courses in order to improve your results; there is no automatic right to any further reassessment beyond the first resit
- should be excluded from further study, in which case you will be considered for the awards of Postgraduate Certificate or Postgraduate Diploma.

Our expectation is that you should obtain a minimum of a D3 in every module you take. At the progress board meeting in June the PGT Progress Committee will decide if students have met the requirements to progress onto the Individual Project element of the MSc. To progress to your MSc project, you must meet the following standard criteria:

- 1) Achieve a minimum grade of E3 in every taught course.
- 2) Obtain a minimum grade of D3 in your highest 100 credits from taught courses.
- 3) Maintain a grade point average (GPA) of D3 across 120 credits of taught courses.

Alternatively, you have two other options:

A. Fulfil the requirements for the PG Diploma (details provided below) and can meet the above standard requirements with no more than 20 credits of resits.

B. Students who commenced their studies in January should meet the criteria for a PG Certificate (further details below).

The progress committee makes decisions with the best interests of the student in mind. Sometimes this may mean the student repeating a year or taking an exams only year to maximise their likelihood of successfully completing their degree. Occasionally, however, it's clear that a student is finding it very difficult to meet the progress requirements and continued study on a programme really is not in their best interests, and their studies will be discontinued. In these circumstances advice on other study options is available.

You have the right of appeal to the College against the decisions of the Progress Committee. The Code of Procedure for Appeals is laid out in the University Regulations: <https://www.gla.ac.uk/myglasgow/apg/studentcodes/academicappealsstudents/>

## Graduation

The University has introduced a set of Assessment Support Measures to take into account, and mitigate as far as possible, the impact of the pandemic assessment this academic year; <https://www.gla.ac.uk/myglasgow/apg/policies/assessment/codeofassessment/covid19regulationchange/s/>

Students should note that in Engineering, as our degrees are accredited by many professional bodies, we will still be requiring a D3 in the dissertation/project. Some of the Engineering regulations vary from the generic regulations described by the Assessment Support Measures website and so will differ from what is written here.

The University has general requirements for graduation:

### PG Certificate:

- Average aggregation score of D3 (9) or better in 60 credits
- At least 40 of these credits above D3 (9).

### PG Diploma

- Average aggregation score of D3 (9) or better in 120 credits
- At least 80 of these credits above D3 (9).

### MSc

- Average aggregation score (GPA) of D3 (9) or better for taught courses
- 100 credits at Grade D3 or better ( $\geq 9$ )
- All credits at Grade E3 or above ( $\geq 6$ )
- D3 or better ( $>9$ ) in dissertation (individual project)

### MSc with Merit

- Average aggregation score (GPA) of 14.5 over 180 credits, plus GPA of at least 14 in the taught courses and at least C1 in the dissertation, **at first attempt**
- Between 14.1 and 14.4 classification determined by course grade profile

### MSc with Distinction

- Average aggregation score (GPA) of 17.5 over 180 credits and at least a GPA of 17 in taught courses and at least B1 in the dissertation, **at first attempt**
- Between 17.1 and 17.4 classification determined by course grade profile

## Course Grade Profile

**Course grade profile** of the candidate is detailed in Chapter 2 of the Code of Assessment. If there are more credits, achieved at the first attempt, at or above the threshold then the candidate should be promoted. So for MSc with Merit, if 90 or more credits are at 15 or above then a Merit classification should be awarded. If 90 or more credits are at 18 or above then an MSc with Distinction should be awarded.

## Access to Exam Scripts

Typically, staff will post general feedback on student performance in final degree examination questions on the course Moodle site after the exam and marking period. This feedback is most useful for students who may need to take resits, and for students who have downloaded past papers from the University Library and wish to know how previous students performed in those examination questions.

In addition, some students may wish to see their own marked script, and the School organises exam script viewing. The purpose of this viewing is to give you an opportunity to see where you went wrong in the exam, as a form of feedback—although of course you will only see how you answered each question and the mark given.

Exams scripts for exams that are being taken online via Moodle will be shared with you via Moodle or another online platform. Exams scripts for exams that have been taken on campus will be available to view in the Teaching Office at specific times. This will happen following the publication of results and the Teaching Office will notify you when scripts are available.

Note that exam script viewing is not an opportunity to lobby for extra marks; you cannot question the academic judgement of the marker. Your exam script is always checked by at least two markers, and so it is very rare for arithmetic faults in the marking to be found, but if you find that component marks on your exam script have not been added correctly or if a part of your script does not seem to have been marked then please speak to the Teaching Office staff present who will investigate for you.

## Formal Appeals

Students have the right to appeal against the decision made by an academic body charged with making judgements concerning progress, assessment or awards. The Code of Procedure for University Regulations <https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/#currentedition> and this handbook gives only an informal guide. You should act promptly if you are contemplating an appeal because you must intimate your intention to appeal within 10 working days of publication of the result or decision against which you are appealing.

There are three permitted grounds for appeal:

- i) unfair or defective procedure;
- ii) a failure to take account of medical or other adverse personal circumstances;
- iii) relevant medical or other personal circumstances which for good reason have not previously been presented.

In other words, the School has done something wrong in the way we have administered your course or exams, or we have not made reasonable allowances for a medical or other personal problem which you reported as Good Cause, or there was something affecting your academic performance which you have not told us about before (you must provide a good reason why you didn't tell us before).

If you appeal under any of the above grounds it is essential that you can provide substantive documentary evidence to support your appeal. If you do not provide evidence your appeal will be dismissed.

A student who feels that he or she has grounds for an appeal should first seek advice. The Students' Representative Council (SRC) Advice Centre has written an excellent leaflet on Appeals, available on the web <[www.glasgowstudent.net/advice/academic/appeals/](http://www.glasgowstudent.net/advice/academic/appeals/)>.

Please note that you cannot appeal against academic judgement — in other words, simply because you think that you should have been given a higher grade for your work or you think you should have



been given a better degree classification. It is important that you state clearly the resolution that you are seeking, and that this resolution is reasonable.

It takes a lot of work to assemble the case and the evidence needed for a successful appeal and it would be wise to discuss your position with somebody before starting. Your Adviser of Studies will be happy to help or you might prefer to approach the SRC Advice Centre; you should certainly get a copy of their leaflet.

Prior to submitting your formal appeal it is worthwhile sending a draft copy to the School as often it is possible to resolve the appeal locally without need for the formal process. This is referred to as an “informal resolution”. You should send your draft appeal to the Chief Adviser of Studies, Dr Douglas Thomson ([douglas.thomson@glasgow.ac.uk](mailto:douglas.thomson@glasgow.ac.uk)) for consideration. You will be informed quickly whether the School feels it can resolve the issue for you – if not you can then continue with the formal appeal to College.

In summary there are three things you have to consider:

- Do I have legitimate grounds for an appeal?
- Can I provide the necessary supporting evidence?
- Is the resolution I am seeking reasonable?

If the answer to any of these questions is “no” then there is no point in making an appeal.

You can find further information on Appeals at the Senate Office website:

<https://www.gla.ac.uk/myglasgow/apg/studentcodes/academicappealsstudents/>

## Complaints Procedure

The University has introduced a new Complaints Procedure for 2013–14. If you have a complaint please raise it with a member of staff in the area concerned. We aim to provide a response to the complaint within five working days. This is Stage 1.

If you are not satisfied with the response provided at Stage 1 you may take the complaint to Stage 2 of the procedure. Similarly, if your complaint is complex, you may choose to go straight to Stage 2. At this stage the University will undertake a detailed investigation of the complaint, aiming to provide a final response within 20 working days.

You can raise a Stage 2 complaint in the following ways:

- by e-mail: [complaints@glasgow.ac.uk](mailto:complaints@glasgow.ac.uk)
- by phone: 0141 330 2506
- by post: The Senate Office, The University of Glasgow, Glasgow, G12 8QQ
- in person: The Senate Office, Gilbert Scott Building, The University of Glasgow

Complaints do not have to be made in writing but you are encouraged to submit the completed Complaint Form [https://www.gla.ac.uk/connect/complaints/#/howtomakeacomplaint\\_downloads](https://www.gla.ac.uk/connect/complaints/#/howtomakeacomplaint_downloads) whether it is at Stage 1 or Stage 2. This will help to clarify the nature of the complaint and the remedy that you are seeking.

Remember that the SRC Advice Centre is available to provide advice and assistance if you are considering making a complaint. (Tel: 0141 339 8541; e-mail: [advice@src.gla.ac.uk](mailto:advice@src.gla.ac.uk))

## **Withdrawal and Refund Policy**

Withdrawal is the formal process for leaving your programme of study and the University. If you are considering withdrawing from your programme of study then please discuss your decision with your Adviser of Studies. They will be able to provide advice and guidance on the best course of action for you.

Once you have discussed your decision with your adviser then please refer to the University's withdrawal procedure, which is provided at: <http://www.gla.ac.uk/services/registry/withdrawal/>

Part of the withdrawal process is the consideration of tuition fees. The Refund Policy for the University can be found at: <https://www.gla.ac.uk/postgraduate/feesandfunding/policies/refund/>

## **Academic Conduct**

### **Conduct in examinations**

Examinations are the major assessment for most courses and it is essential that they take place under fair conditions for all students. The University has therefore drawn up rules to prevent cheating and will take severe action against any student who breaks these rules. The full regulations on exam conduct are set out in the University of Glasgow Calendar and the following key points have been summarised by the Registry examinations team:

1. You are under examination conditions at all times in the examination and from the moment you enter the examination room.
  - You must follow the instructions given to you by invigilators.
  - You must not talk to or use any other form of communication with anyone other than an invigilator during the examinations and may not communicate until you have left the examination room at the end of the examination.
  - You must not begin writing before the invigilator announces the start of the examination and must cease writing when the invigilator announces the end of the examination.
2. You must have your University of Glasgow Student ID Card with you in the examination. It must be on your desk and in clear view at all times. No other form of ID will be accepted by the invigilators. If you forget to bring your ID Card, this will be recorded on your Attendance Form and you will be reported to your Head of School after the examination.
3. The use of mobile phones and other electronic devices, such as personal music players is not permitted during examinations. You must switch off and remove all such items, including headphones, prior to the start of the examination and place them in a closed bag or container away from your person. The owners of mobile phones that ring during the examination will be reported.
4. The use of unauthorised materials, such as revision notes and books, is not permitted during examinations – unless your School have specifically stated that they are permissible in the rubric (rules) for the particular examination being undertaken. If you have any prohibited materials on your person prior to the examination, please remove them and place them in a closed bag or container away from your person once you enter the examination room. Invigilators will make random checks on materials being used in the examination and will confiscate prohibited materials. Candidates found in possession of prohibited materials will be reported to the Clerk of Senate.
5. No part of any answer book shall be torn out or removed from the examination room.
6. You must leave outdoor coats and any bags containing personal possessions in the designated area of the examination room. Invigilators and Janitorial Staff will direct you on where to leave these items. Small, valuable personal items, such as purses or mobile phones, may be kept in a closed bag or container under your seat.
7. In the event of a fire alarm, you must leave all examination materials and personal belongings and proceed quickly but quietly to the nearest designated Fire Exit. You will be instructed at the start of the examination on what to do in the event of a fire alarm. Please make sure you listen to and follow the instructions given to you by the invigilators.
8. Invigilators will report any breaches of the rules or the Instructions to Candidates on their Conduct in Written Examinations that occur during examinations. If you are at all unsure of the rules or Instructions or any part of your commitment to them, please either speak to your School before the examination or speak to an invigilator in the examination room.

The penalties for misconduct in examinations are severe and may result in expulsion from the University. Section 17 of the Fees and General Information in the University Calendar concerns student conduct in written examinations, and you should pay particular attention to points 3, 4, 5, and 6 on pages Gen.22 and Gen.23.

Where an invigilator reports to the Senate that a student has been found with prohibited material, the student concerned is interviewed by the Senate Assessors for Student Conduct (under the provisions of the University's Code of Student Conduct). The Senate Assessors can impose a range of penalties and these can have very severe consequences for the student involved — for example, a common penalty is to award Grade H for the examination in question, with no opportunity to resit. **In some cases, this can have the effect of preventing students from completing their degree, or from graduating.**

In order to avoid consequences such as this, you are asked to be particularly aware of the items in your possession as you enter the examination room. Please ensure you have no revision notes in pockets or inside permitted material such as dictionaries or pencil cases - these can sometimes be forgotten.

## Use of Script Books in Examinations

For exams at the University, printed script books are provided for you to write your answers in. In addition to places to write your name, student number, the course name, date, time and your desk number, there are a number of instructions written on the front of the script book that you are required to follow:

- (a) Write in ink what is to be read by examiners;
- (b) All writing must be on the right hand page;
- (c) Leave the margin clear;
- (d) Rough work must be clearly crossed out;
- (e) No other script, unless supplied by the Invigilators, is to be used during the examination;
- (f) No part of this book is to be torn off or removed from the Examination Hall. It must be handed back to the Invigilator whole and entire.

After the examination it is important that you fill in the front of the script book correctly:

- (a) You must enter the question numbers you have attempted in the left hand column of the grid;
- (b) Check you have entered your matriculation number on every supplementary book or sheet;
- (c) Enter the number of books/sheets submitted in the box at the bottom of the grid.

If you are in any doubt about how to use the script books, please ask an Invigilator.

For A3 'Teleforms' you receive a separate A3 sheet for each exam question. Details of exam date and time are already filled in, along with compulsory questions. You will be required to:

- (a), write in your student number, date of birth and answer the questions asked. **It is particularly important that you write your student number and date of birth neatly and legibly as the scanning software will not be able to pick up writing that is unclear. Please note you should write your student number on both side of the Teleform.**
- (b) Make sure that you only answer the question asked on each sheet and use black ink. Do not answer other questions on the same sheet.
- (c) If you need more paper than that provided, you can request a continuation Teleform sheet from the Invigilators, which will require both your student number, date of birth and question number to be clearly added. Continuation sheets are usually pink. When answering multiple choice questions, you will be provided with blue paper for working on – this will not be collected or marked.

## Penalties for late submission of coursework

Please ensure you are familiar with section 16.25 to 16.28 of the University Fees and General Information for Students section of the University Regulations which set out the full regulations <https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/#currentedition> . A key point to note is that: Except as modified by §16.27 - §16.28, the primary grade and secondary band awarded for coursework which is submitted after the published deadline will be calculated as follows:

- a) in respect of work submitted not more than five working days after the deadline:
  - i) the work will be assessed in the usual way;
  - ii) the primary grade and secondary band so determined will then be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late.
- b) work submitted more than five working days after the deadline will be awarded grade H.

If a deadline for submission of coursework is approaching and you encounter personal adverse circumstances likely to cause you to be late with your submission, then you can ask for an extension. Note that “personal adverse circumstances” refers to illness or other unforeseen events in your life affecting your ability to study. You cannot ask for an extension where late submission is due to your own mis-scheduling or poor execution of the required work. If you are seeking an extension of less than 5 working days then you should speak to the staff member who set the assignment and they will decide if an extension can be granted, and if so, for how long. An extension of up to 5 days does not require supporting evidence. If you are seeking an extension of 5 or more working days then you will have to complete a Good Cause Report (see above) and provide supporting evidence. The School Mitigating Circumstances Committee will decide whether to approve your extension on the basis of the information and evidence in your report

# Plagiarism

In most courses you will be asked to submit work for assessment, sometimes individually and sometimes in prescribed groups. It is expected that this work has been undertaken by those who submitted it. This is no more than straightforward honesty, and you agree to abide by the University's statement on plagiarism each year when you matriculate. The submission of any other person's work is plagiarism, a form of cheating defined by the University below. Both the School and University take a serious view of such dishonest behaviour and will take action against any student found to have plagiarised. There are good reasons for this. One is that the work is part of your programme of study and you learn nothing if you do not undertake the work yourself. Secondly, the University upholds the quality of its academic qualifications and cannot tolerate having them lowered through dishonesty. There may be occasions, when you work in groups and are required to submit work individually, where the 'ownership' of material is questionable. Please discuss this with the staff concerned if you are unsure how to submit joint work. You learn a great deal by discussing problems with fellow students and we do not wish to discourage this valuable activity.

A range of penalties may be applied when plagiarism is detected depending on the severity of the plagiarism. In all cases your Adviser will be informed and may have to report the cheating in references written for you. A severe view is taken of plagiarism in levels 3 and above, where marks contribute to your final degree classification. Cheating in examinations is also treated very seriously. The Introduction to the University's statement on plagiarism, part of the University Regulations <https://www.gla.ac.uk/myglasgow/apg/policies/uniregs/#currentedition> is as follows.

31.1 The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

31.2 Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using his or her own previous work (termed auto-plagiarism or self-plagiarism). Auto-plagiarism includes using work that has already been submitted for assessment at this University or for any other academic award.

31.3 The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- a direct quotation;
- a close paraphrase;
- an unacknowledged summary of a source;
- direct copying or transcription.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Schools should provide guidance on other appropriate use of references in examination conditions.

31.4 Plagiarism is considered to be an act of fraudulence and an offence against University discipline. Alleged plagiarism, at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.

31.5 The University reserves the right to use plagiarism detection systems, which may be externally based, in the interests of improving academic standards when assessing student work."

Also, see <https://www.gla.ac.uk/myglasgow/sld/plagiarism/> for guidance on how to avoid plagiarism.

# **APPENDIX A: Postgraduate Taught Programmes**

## List of Postgraduate taught degrees

You are required to gain a total of 180 credits which means that you have to study a total of sixty credits in Semester 1 and a further sixty credits in Semester 2. In the summer session (June to September) you are also required to complete a project which is worth 60 credits.

### **Electronics & Photonics Manufacturing**

Manufacturing at small length scales is fundamental to modern industrial systems and consumer products in electronics, mechanics, avionics, communications, medicine and biotechnology. The Masters in Electronics Manufacturing will provide you with both practical skills and knowledge of the science and theory underpinning traditional electronics manufacturing techniques, along with more novel techniques in nanofabrication and microforming. The programme is ideal for you if you are keen to pursue a career in the development of integrated electronic, MEMS and photonic components for anything from biomedical implants to the latest consumer phone.

<https://www.gla.ac.uk/postgraduate/taught/electronicsmanufacturing/>

### **Aerospace Engineering**

The Masters in Aerospace Engineering is a multi-disciplinary programme that covers all aspects of modern aircraft design. This involves developing essential knowledge and skills in advanced aerodynamics and aerospace systems. By choosing specific options in the second semester the degree programme can be tailored to provide specialisations in either Aeronautics or Systems.

<http://www.gla.ac.uk/postgraduate/taught/aerospaceengineering/>

### **Biomedical Engineering**

This programme offers a wide exposure to the philosophy and practice of Biomedical Engineering whilst simultaneously enabling the students to deepen their knowledge of specific areas of biomedical engineering disciplines, which have been chosen on the basis of the research strengths of the Discipline. The choice includes Biomaterials and Biomechanics including their application in Tissue Engineering and Regenerative Medicine, Rehabilitation Engineering includes applied within Glasgow hospital and bioelectronics and diagnostic systems, designed to be applied from advanced hospitals to out-in-the-field situations.

<http://www.gla.ac.uk/postgraduate/taught/biomedicalengineering/>

### **Civil Engineering**

Those who study the Masters in Civil Engineering will gain advanced knowledge and associated analytical and problem-solving skills in a range of key sub-disciplines of Civil Engineering, and develop the ability to apply this knowledge in engineering design and to the solution of open-ended and multi-disciplinary problems. The MSc in Civil Engineering is intended for students with a first degree in Civil Engineering or a closely related discipline who wish to extend their expertise to a higher level in preparation for a professional career.

<http://www.gla.ac.uk/postgraduate/taught/civilengineering/>

### **Computer Systems Engineering**

As computer systems have reduced in size, and are increasingly mobile with more complex functionalities, they are now a fundamental component of smart device technology. This Masters in Computer Systems Engineering will allow you to acquire the complementary hardware and software knowledge and skills required for understanding and designing such systems.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/computersystemsengineering/>

## **Electronics & Electrical Engineering**

This Masters in Electronics & Electrical Engineering is designed for new graduates and engineers. It covers a broad spectrum of specialist topics with immediate application to industrial problems, from electrical supply through systems control to high-speed electronics.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/electronicselectricalengineering/>

## **Engineering & Management**

## **Aerospace Engineering & Management**

This innovative Masters in Aerospace Engineering & Management introduces you to contemporary business and management issues while increasing your depth of knowledge in your chosen aerospace engineering specialism.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/aerospaceengineeringmanagement/>

## **Civil Engineering & Management**

This innovative Masters in Civil Engineering & Management introduces you to contemporary business and management issues while increasing your depth of knowledge in your chosen civil engineering specialism.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/civilengineeringmanagement/>

## **Electronics & Electrical Engineering & Management**

This innovative Masters in Electronics & Electrical Engineering & Management introduces you to contemporary business and management issues while increasing your depth of knowledge in your chosen specialism of electronics and electrical engineering.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/electronicselectricalengineeringmanagement/>

## **Mechanical Engineering & Management**

This Masters in Mechanical Engineering & Management offers you the opportunity to develop the knowledge and skills needed for modern engineering or technology management. This programme has content in common with the MSc in Mechanical Engineering, including design engineering and other mechanical engineering disciplines.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/mechanicalengineeringmanagement/>

## **Mechanical Engineering**

This Masters in Mechanical Engineering places a strong emphasis on the central role that design takes in both innovation and the integration of the engineering disciplines.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/mechanicalengineering/>

## **Mechatronics**

The Masters in Mechatronics is a fusion of mechanical, electrical, electronic and control engineering. Modern manufacturing industry depends for its success in global markets on its ability to integrate these subjects into a range of innovative products and systems.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/mechatronics/>

## **Medical Device Engineering**

The MSc in Medical Devices Engineering is aimed at students who have undergraduate degrees in various branches of engineering and wish to apply their background knowledge and skills to the development of medical devices. The programme is interdisciplinary bringing in and developing both engineering knowledge and the biomedical applications of this knowledge. The programme will equip graduates for immediate employment within the biomedical engineering sector, both in the UK and internationally. Device regulatory aspects and biomedical ethics will be taught as underpinnings to the engineering and biomedical elements.

<https://www.gla.ac.uk/postgraduate/taught/medicaldevicesengineering/>

## **Nanoscience and Nanotechnology**

There is an ever increasing requirement in modern industrial research, development and production for scientists and engineers with the practical skills necessary to fabricate systems of sensors, actuators, functional materials, and integrating electronics at the micro and nanoscale; and with the necessary insights in nanoscience to develop new products using these skills.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/nanoscienceandnanotechnology/>

## **Product Design Engineering**

Taught jointly with the Glasgow School of Art (GSA), this PGT programme seeks to add to the conventional understanding and application of design engineering as a tool for driving technological and economic innovation. It achieves this through a concentration on the user as the fundamental driver of the Product Design Engineering process. One of the PDE programme aims is to respond to the industry demand for confident and skilled design engineering graduates who can apply a creative process to the development of products to meet user needs. The programme also aims to inspire students to become the developers, facilitators and leaders in the development of products and related services.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/productdesignengineering/>

## **Robotics and AI**

The Masters in Robotics & Artificial Intelligence introduces you to the main technologies underlying the development of robotic and intelligent systems that sense and interact with their physical environment. This programme is designed to provide you with a strong foundation through the core topics, while offering the flexibility to tailor your selection of optional courses so that you focus on particular specialist subject areas. A key strength of this programme is the team and individual project work, which gives you the necessary experience of implementing algorithms and design concepts in the context of practical robotics.

<https://www.gla.ac.uk/postgraduate/taught/roboticsai/>

## **Structural Engineering**

The goal of structural engineering is to predict the performance of structures under every imaginable extreme event: earthquakes, hurricanes, avalanches, fires and explosions. This Masters in Structural Engineering provides you with a range of methods to analyse and design structures with quantifiable reliability over their design life.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/structuralengineering/>

## **Sustainable Energy**

Energy is a wide subject encompassing physical and social sciences, engineering and business-based subjects which also requires considerable familiarity with traditional and emerging technologies.

Please go to the following link for further information:

<http://www.gla.ac.uk/postgraduate/taught/sustainableenergy/>



# **APPENDIX B: School and University Policies**

## Health and Safety Policy

### Aim

The School of Engineering oversees the health and safety of all students while studying degree programmes within the School of Engineering.

### Organisation

The Head of the School of Engineering is responsible for safety within the school. He has appointed a Safety Committee to take care of the day-to-day implementation of safety matters.

The maintenance of protection for hazardous equipment and the condition of the laboratory environment is the responsibility of designated school technicians. The provision of local safety instructions and anything particular to any laboratory exercise is the responsibility of the relevant course leader or supervisor as appropriate. Staff who are running laboratories or directly supervising postgraduate students are responsible for safety in the laboratory. The Safety Committee carries out a monitoring function to ensure that appropriate safety information and procedures are available.

### Objectives

The school undertakes to provide or specify the following in so far as is reasonably practical:

- Provide safety instructions for students;
- Provide protection for hazardous equipment;
- Provide local safety instructions;
- Provide instructions for labs;
- Specify safety clothing;
- Specify supervision required and provided;
- Inform students and staff of emergency services, e.g. first aid;
- Provide instruction on use of mains services;
- Provide instruction to staff about how to deal with problems which could arise during laboratory.
- 

## Safety Instructions

### General

- Student must watch the Health and Safety video on the moodle page <https://moodle.gla.ac.uk/course/view.php?id=21643>
- Students must read the School of Engineering Safety Handbook, available online via [https://www.gla.ac.uk/media/Media\\_392787\\_smxx.pdf](https://www.gla.ac.uk/media/Media_392787_smxx.pdf)
- Food must not be brought into laboratories;
- Clothing worn in laboratories must be appropriate, e.g., no trailing scarves;
- Students should behave in a calm manner while in the laboratories, e.g., no running;

- Students should not undertake any experiment without proper guidance and instruction from academic or technical staff;
- Local safety signs must be obeyed.

## Fire Discovery

If you discover a fire:

- warn anybody in the immediate vicinity;
- use one of the “break glass” boxes to sound the alarm;
- only attempt to fight the fire if doing so does not threaten your chance of escape should the fire get out of control.

There are fire extinguishers throughout every university building.

## Policy on Smoking

In accordance with the law, smoking is not permitted in any University building or official vehicle. All areas in all buildings are non-smoking.

## Equal Opportunities

The University has adopted a code of practice on Equal Opportunities for students and staff. The University aims to ensure equality of opportunity for all its students in teaching, learning and assessment, and in the provision of services. The University aims to create conditions whereby students are treated solely on the basis of their merits, abilities and potential, regardless of age, socio-economic background, religious belief, ethnic origin, gender, marital or family status, sexual orientation or disability.

## Disability

The University is committed to developing an environment in which students with special needs can pursue their intellectual and personal development with appropriate support. If you have special needs, please contact the Student Disability Service <http://www.gla.ac.uk/services/disability/> so that appropriate support can be arranged.

The disability co-ordinator for the School is Natalie McIntyre ([natalie.mcintyre@glasgow.ac.uk](mailto:natalie.mcintyre@glasgow.ac.uk))