Undergraduate Handbook

2016/17 Academic Year
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Welcome to the Department of Engineering

The Department of Engineering is housed in a world famous bespoke building designed by James Stirling and James Gowan. The main building is a tall red brick tower adjacent to the David Wilson Library and College House and overlooks Victoria Park. A map of the campus can be located at http://www.le.ac.uk/maps/.

There are approximately six hundred undergraduate students in the Department of Engineering, making it one of the largest departments in the University. Academic staff are organised into six research groups: Bioengineering, Control Systems, Electrical Power & Power Electronics, Embedded Systems and Communications, Mechanics of Materials and Thermofluids. Offices are either in the main Engineering building, the Michael Atiyah building, or the Engineering Design Laboratory (often known as R-block). Photographs of staff, with their telephone numbers, are inside the entrance of the Engineering building, and more details (including research areas) are located at http://www2.le.ac.uk/departments/engineering/people/academic-staff.

The Administration Team is available to answer all queries relating to your course including Change of Degree, Change of Module, Timetabling, Mitigating Circumstances and general course queries. The team is located in the Student Administration Centre in College House and is open between 8:30 and 17:00 Monday to Friday. You may also get in touch with the team via email on engineeringug@le.ac.uk or via telephone on 0116 252 2871.

More information is available on the Department’s website: http://www2.le.ac.uk/departments/engineering/.
Important Dates

University Terms

<table>
<thead>
<tr>
<th>2016 - 2017</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>26 September 2016</td>
<td>9 December 2016</td>
</tr>
<tr>
<td>Spring Term</td>
<td>9 January 2017</td>
<td>24 March 2017</td>
</tr>
<tr>
<td>Summer Term</td>
<td>1 May 2017</td>
<td>23 June 2017</td>
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Exams

<table>
<thead>
<tr>
<th></th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>January examinations</td>
<td>9 January 2017</td>
<td>20 January 2017</td>
</tr>
<tr>
<td>End of year examinations</td>
<td>15 May 2017</td>
<td>2 June 2017</td>
</tr>
<tr>
<td>Resit Exams</td>
<td>4 September 2017</td>
<td>9 September 2017</td>
</tr>
</tbody>
</table>

First year students will not have exams in January – they will have computer exams in weeks 7, 12 and 18 (halfway through the autumn term, the first week after the Christmas vacation, and halfway through the spring term).

Third year BEng students may graduate with a small number of failed modules. For those BEng students who cannot graduate, resit exams are taken during the next academic year.

Third year MEng students who fail modules but have been allowed to progress to the fourth year will take resit exams during the September exam period (see above).

Examination dates may be subject to change. Students should not assume that they may leave Leicester after their last exam in the summer – there are assessed activities for students in all years which may occur between the summer exams and the end of the summer term.
Induction

Induction starts from Monday 26th September 2016. Each student year will have induction activities and lectures begin according to the teaching timetables issued for each year.

First Year Induction Timetable 2016

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 26&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>13:00 – 16:30</td>
<td>Welcome and Introduction to the Department</td>
<td>Maurice Shock Building First Floor Lecture Theatre 1</td>
</tr>
<tr>
<td>Tuesday 27&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>10:00 – 12:00</td>
<td>Maths Diagnostic Test</td>
<td>Bennett Lower Ground Floor Lecture Theatre 2</td>
</tr>
<tr>
<td></td>
<td>13:00 – 14:00</td>
<td>University Services and Facilities</td>
<td>Rattray Lower Ground Floor Lecture Theatre</td>
</tr>
<tr>
<td></td>
<td>14:00 – 15:00</td>
<td>Design and CAD Induction</td>
<td>Rattray Lower Ground Floor Lecture Theatre</td>
</tr>
<tr>
<td></td>
<td>15:00 – 16:00</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Year Lab Induction</td>
<td>Rattray Lower Ground Floor Lecture Theatre</td>
</tr>
<tr>
<td>Wednesday 28&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>10:00 – 12:00</td>
<td>Treasure Hunt</td>
<td>Fielding Johnson South Wing Basement Peter Williams Lecture Theatre</td>
</tr>
<tr>
<td></td>
<td>12:00 – 13:00</td>
<td>Departmental Lunch</td>
<td>Foyer of Engineering Building</td>
</tr>
<tr>
<td>Thursday 29&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>10:00 – 13:00</td>
<td>Blackboard, Eduroam and Other Communications</td>
<td>Charles Wilson Building, 3&lt;sup&gt;rd&lt;/sup&gt; Floor CW304/5</td>
</tr>
<tr>
<td>Friday 30&lt;sup&gt;th&lt;/sup&gt; September</td>
<td>11:00 – 12:00</td>
<td>CO1003 – Program Design</td>
<td>Maurice Shock Building First Floor Lecture Theatre 1</td>
</tr>
</tbody>
</table>

First Year and New Students

First years and new students will be given details of induction timetables via email before registration. More details can be found at [http://www2.le.ac.uk/offices/sas2/registration](http://www2.le.ac.uk/offices/sas2/registration). Attendance is compulsory – the induction activities will include an important introduction to the Department and the University’s Careers Service, Library, Sports and Recreation facilities and others.

All Returning Students

You will be contacted by the Department regarding your induction activities. Please check your university email account.
All new International and Home students

If you know that you will arrive for your induction session later than the registration date of Monday 26th September 2016, please contact the Programme Administrator as soon as possible:

Email engineeringug@le.ac.uk or telephone +44 (0) 116 252 2871.

Teaching Timetable

Timetables will be available on MyStudentRecord (https://srs.le.ac.uk/sipr/sits.urd/run/siw_lgn). If a lecturer knows that a forthcoming lecture will have to be cancelled or changed, they will inform you verbally in an earlier session AND in writing via email. All emails will be sent to your University email account. If a lecture has to be cancelled or changed at short notice you will receive an email as soon as the Student Administration Centre staff are informed of the cancellation or change.

University Services and Facilities

Student Services Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistence with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library
Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessible@le.ac.uk |

AccessAbility Centre

The Centre offers a range of services to all students who have specific learning difficulties, such as dyslexia, disabilities or long-term conditions including mental health which have a substantial day to day impact on their studies. Staff offer one to one support, the co-ordination of alternative examination arrangements and assistance with applications for the Disabled Students' Allowance. It is possible to be screened for specific learning difficulties and access to formal assessment is available. Students are means tested to see if they are eligible for assistance with the cost of formal assessments. The open access Centre acts as a resource base for students and staff and is a relaxed place for students to work. Its computers are equipped with specialised software for screen enlargement. Essay planning and speech output software is on the University network. The Centre has some specialised equipment (CCTV, enlarged keyboard, and chairs) and some for loan (chairs, writing slopes and digital recorders). Photocopying and printing facilities are also available. The Centre welcomes self-referrals as well as referrals from academic staff.

Contact: AccessAbility Centre, David Wilson Library
University Library

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- services for distance learners.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about.

To get started, visit www.le.ac.uk/library.

The Library is your gateway to high quality information relevant to your studies. Using it effectively contributes directly to your success.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face and by telephone;
- individual and group study space, including the Graduate School Reading Room exclusively for postgraduate students;
- PCs and wireless networking for your own device throughout the David Wilson Library;
- study and meeting facilities at the Brookfield Postgraduate Teaching Centre;
- services for distance learners and researchers.

The Library is a shared resource for all members of the University. Please respect it and observe the Library regulations available at www.le.ac.uk/library/about.

To get started, visit www.le.ac.uk/library.

For a relevant list of Engineering subject pages, visit http://www2.le.ac.uk/library/find/subjects/engineering?f3737d27 for more information.

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2013 and many specialist programs to help you with your studies.

Visit www.le.ac.uk/it4students for more information about:

- **Student email:** access your email and calendar anywhere; on your laptop or mobile device
- **Printing:** print from any device to a University printer
- **Microsoft Office:** available at no cost whilst you study at the University
- **IT Help:** visit the Help Zone in the Library, phone 0116 252 2253, ithelp.le.ac.uk for IT Self Service, web chat or email ithelp@le.ac.uk
- **IT Training:** attend our workshops in Word, PowerPoint and Excel
- **Wifi**: free access to eduroam wifi on campus, in student accommodation or at other universities
- **PCs on campus**: there are over 900 PCs available, with 350 located in the David Wilson Library (including 24/7 access during exam periods)
- **OneDrive**: the online storage location for all your files
- **Blackboard Virtual Learning Environment**: support and information for all your courses
- **Leicester Digital Library**: access to journals, databases and electronic books online

**Student Learning Development**

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Student Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: [http://www2.le.ac.uk/offices/ld?uol_r=7cd00ee5](http://www2.le.ac.uk/offices/ld?uol_r=7cd00ee5).

**Students’ Union Education Unit (ED)**

Education help and advice is provided by the Students’ Union for all students.

If you would find it helpful to talk to someone outside of your department, we offer a free, confidential service to help and advise you about where to go and what to do. If you wish to come and talk to us about your personal circumstances or academic worries, for example, exams or putting together an academic appeal, we will provide professional and friendly support.

You will find the Education Unit staff in the Students’ Union Building on the first floor, within the West Wing. Opening hours are 10.00 am to 4.00 pm, and you can either pop in or book an appointment by contacting us on the following details:

**Contact**: Students’ Union Education Unit (ED), Students’ Union (First Floor)

+44 (0)116 223 1132 | educationunit@le.ac.uk | [http://leicesterunion.com/support/education](http://leicesterunion.com/support/education)

Online chat facilities are also available for appointments and drop in sessions.

Facebook – [https://www.facebook.com/talktoED](https://www.facebook.com/talktoED) (Drop in on Wednesdays, 3:30pm-4:30pm)

Skype - @ed_uation1 (Drop in on Tuesdays, 9am-10am)

**Learn a New Language with Languages at Leicester**

There are many benefits to learning a new language. Not only could you **enhance your career prospects** and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!

Study with the **Languages at Leicester** Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages, which has been **ranked 3rd in the country in the University League Tables, The Guardian University Guide 2016**.

We offer **16 different languages** including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.
Find out more about Languages at Leicester, including fees and term dates at: www.le.ac.uk/ml/lal.
The successful completion of a Languages at Leicester course will appear on your Higher Education Achievement Report (HEAR) when you graduate. For further details about the HEAR, please visit: www.le.ac.uk/hear.

Contact: Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | www.le.ac.uk/ml/lal

**English Language Teaching Unit (ELTU)**
The ELTU has services for students who are studying at the University now, and who want to study next year.

Contact:
+44(0) 229 7818 | eltu@le.ac.uk | http://www2.le.ac.uk/offices/eltu/student-services

**University Bookshop**
The Bookshop is owned by the University and is located on the ground floor of the David Wilson Library.

All prescribed and recommended texts are stocked, so that students can rely on the Bookshop for the books that they need in the course of their studies. We also sell a wide range of paperbacks and books of general interest. Books not in stock can be quickly provided to order. The Bookshop has a range of deals in the Autumn term which are exclusively for students.

Greetings cards, a wide range of stationery items and University of Leicester branded merchandise and clothing are always available.

The opening hours are:
- Monday to Friday 9.00 a.m. - 5.30 p.m. (5.00 p.m. in vacations)
- Saturday 10.00 a.m. - 2.00 p.m.

Contact: University Bookshop, David Wilson Library
+44 (0)116 229 7440 | bookshop@le.ac.uk | www.le.ac.uk/bookshop

Twitter: @LeicUniBookshop | Facebook: www.facebook.com/UoLBookshop

**University Chaplaincy and Prayer Rooms for students**
Your team of chaplains is here to offer help to everyone, of any faith or none, for individuals, groups and societies, and look forward to meeting you.

Please see http://www2.le.ac.uk/institution/chaplaincy for more details.

**Equal Opportunities**
The Department fully endorses the University’s equal opportunities policies which can be found within the University’s General Regulations:
http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes

We seek to ensure that all students are treated fairly and encouraged to fulfill their potential. If you have any concerns in this area, please contact the Senior Tutor or the Equal Opportunities Officer. The Department’s Equal Opportunities Officer, and can advise on any concerns related to equal opportunities.
The Department Equal Opportunities Officer is Dr Iaonnis Kyriakopoulos.
Engineering Building, Room E804
T: +44 (0) 116 229 7911  |  E: ik104@le.ac.uk

Letters and References
If at any time you need a letter confirming that you are a student at Leicester University (e.g. for visa purposes, or in connection with grants) this is best provided by the University Registry (located in the Fielding Johnson Building) who know the most appropriate form of words and have an official University stamp for such letters. Your Personal Tutor can provide a more personal reference if you need one.

Student Welfare Centre
The Student Welfare Service offers wide ranging practical support, advice, and information for students. Financial advice is offered, with information on budgeting and funding. Specialised staff can advocate over late loans and other financial issues. Students can apply for hardship grants and loans through the Service.

Information, advice and guidance is available on finance issues and budgeting. In addition, students can apply for hardship awards and loans through the welfare service.

For international students, the Student Welfare Service coordinates The International Welcome Week in September and January. Expert immigration advice is available and students are strongly advised to renew their visas through the scheme provided by Student Welfare. Specialised Officers also support students who experience financial or personal problems.

Contact: Student Welfare Service, Student Services Centre, Charles Wilson Building

Counselling and Wellbeing Service
This Service offers a range of expertise and support for the psychological aspects of health and wellbeing.

Services on offer include:

Student Counselling Support
Time-limited, free and confidential one-to-one counselling to help students find ways of dealing with academic-related or personal issues that may be affecting ability to study or engage with student life. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

For information see our website: www.le.ac.uk/counselling

Contact: Student Counselling Service, Student Services Centre, Charles Wilson Building
+44 (0)116 2231780 | counselling@le.ac.uk

Student Mental Wellbeing Support
Practical, emotional and skills based one-to-one support to students managing mental health issues whilst at the University. Helping students to build on their skills to cope with the challenges of study, work and relationships through workshops.
Contact: Student Support (mental wellbeing), Student Services Centre, Charles Wilson Building
+44 (0)116 252 2283 | mentalwellbeing@le.ac.uk
www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

Student Healthy Living Service

The Student Healthy Living Service provides direction to health care and health related activity which will contribute to wellbeing and help students to enjoy a balanced life. Students should register for health care local to the University; The University works closely with the Victoria Park Health Centre where staff have expertise in student health. More information can be found on the Healthy Living Service website.

Contact: Student Healthy Living Service
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving

University Regulations

Senate Regulations

Senate Regulations (www.le.ac.uk/sas/regulations) contain rules and other important information about being an undergraduate or taught postgraduate student at the University of Leicester. The Regulations are part of the
formal contract between you and the University; you will have confirmed when completing registration that you will comply with procedures defined in the University’s Regulations.

The Quick Guide to Student Responsibilities (www.le.ac.uk/sas/regulations/responsibilities) summarises some of your most important responsibilities as a student at Leicester, as defined in detail in the Regulations. These responsibilities relate to:

- attendance
- submission of work by set deadlines
- term time employment (full-time students – Home/EU and International)
- illness or other circumstances impacting upon studies
- maintaining your personal details
- the additional responsibilities of international students

Failure to adhere to student responsibilities can have serious consequences and may lead to the termination of your studies.

**Student Responsibilities**

The University expects its students to behave responsibly and with consideration to others at all times. The University’s expectations about student behaviour are described in:

- the Student Charter
- the Regulations governing Student Discipline
- the Student Code of Social Responsibility
- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination

These can be found at www.le.ac.uk/senate-regulations

**Student Discipline**

Students are expected to show consideration for the feelings and sensibilities of others, to play their part in maintaining a harmonious atmosphere among fellow students and staff and to conduct themselves with propriety at all times when they can be identified as a representative of the University. This includes behaviour both in and around University buildings, in public places and in the use of on-line services. Please see senate regulations http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes.

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- the Code of Practice governing Freedom of Speech
- the University’s regulatory statement concerning Harassment and Discrimination

**Attendance Requirements**

Attendance is an essential requirement for success in your studies. The University’s expectations about attendance are defined in Senate Regulation 4: governing student obligations (see http://www2.le.ac.uk/offices/sas2/regulations/documents/senatereg4-studentobligations.pdf). All students are “normally required to attend all learning and teaching sessions associated with the programme of study on which they are registered” (Senate regulation 4.1). This means that you should attend all lectures, lab classes, seminars, tutorials or any other activity which the Department organises for you. This is in your interest – our
experience is that poor attendance almost invariably results in poor performance in assessments, including exams. The University has obligations to report non-attendance to various organisations including the Student Loan Company, UK Border Force (for international students) and sponsors. We will monitor attendance and may start disciplinary proceedings against you if your attendance record is poor. We have also had examples of where sponsors require us to report attendance figures to them and will remove scholarships from those students with relatively poor attendance even if the student passes the exams. Attendance monitoring is also part of our pastoral care system.

We use a number of methods to monitor attendance. Specific details can be found on the “Engineering Students” Blackboard site. You should refer to the Blackboard site, and to the Senate Regulations above for further details, however some key points are:

- For some events we use an electronic scanner for you to scan your University student card. You must carry your University student card with you at all times and ensure that you are using the scanner properly – this is your responsibility.
- If a student is found to be abusing the attendance monitoring system (e.g. by asking a friend to sign in for them) this will be regarded as an extremely serious disciplinary offence.
- Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester.
- PIAE activities for first and second years and some assessment of third and fourth year projects take place during October.
- You must arrive on-time for all teaching sessions. Students arriving late to teaching sessions significantly disrupt other students learning.
- The Mitigating Circumstances process is available to deal with unforeseen and unpreventable absences, for example due to illness.
- Absences for personal reasons that are not a ‘Mitigating Circumstance’ require the prior authorisation of the Head of Department. This procedure also applies if the absence is required for religious reasons. In this case, students are required to notify the Registry at the beginning of each academic year if there are likely to be religious reasons for any absence during that year. You must also inform your personal tutor and the staff member in charge of the missed session, in advance.

**Neglect of Academic Obligations**

You are expected to attend all learning and teaching events which are timetabled for you. These include lectures, tutorials or practical classes. You are also expected to submit work within the deadlines notified to you. Persistent failure to attend taught sessions and/or to submit work, without good cause, will be considered to be a neglect of academic obligations. Departmental procedures for dealing with neglect are set out within the University’s regulations (see [http://www.le.ac.uk/senate-regulation4](http://www.le.ac.uk/senate-regulation4) ‘Neglect of academic obligations’). In the most serious of cases of neglect the University has the right to terminate a student’s course.

**International students**

Please be aware that an international student’s failure to meet attendance and/or checkpoint requirements could lead to the termination of your course and the reporting of this to the UK Border Agency, in line with the University sponsor obligations.
Degree Programmes and Modules

Degree Programmes

At Leicester, we offer a range of specialist degree courses founded on a unified philosophy of engineering teaching, which ensures you receive the breadth of technical knowledge demanded of a professional engineer. You can find out more about our courses at https://www2.le.ac.uk/departments/engineering/undergraduate-courses.

Normal and Maximum periods of registration

The normal period of registration for a full-time bachelor’s degree is three years and the maximum period is five years. Please see senate regulation 2.24 http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes.

Special Equipment

Data Book

All students must have a copy of “An Engineering Data Book” by J.R. Calvert and R.A. Farrar. It is available for sale in the University Bookshop. Copies will be provided in examinations.

Calculator

All students must purchase a Casio FX-83 or FX-85 calculator (any variant). These are the only calculators permitted in University examinations.

Programme and Module Specifications

View the programme and module specifications for your course via www.le.ac.uk/sas/courses

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

Change of Course/Module

Discuss your options with your personal tutor, or another appropriate member of staff in your department, if you are considering a change of course or module. Changes of course or module require approval by your department and will only be allowed in certain circumstances.

See www.le.ac.uk/sas/courses/transfercourse or www.le.ac.uk/sas/courses/transfermodule for details of the procedures involved and deadlines that apply.

Important note for change of course or change of module:

- You are required to be registered for modules worth 120 credits at the start of the academic year
- You may only change modules during the first two weeks of the semester in which they start.
- You may only change your degree programme during the first two weeks of the academic year (though in practice, we make an exception for students wanting to transfer to or from the “with industry” or “with a year abroad” programmes).
Students wishing to transfer from the BEng to the MEng programme must have exam results which indicate they are likely to achieve a 2.1 or first class degree.

See the pages below for details of the procedures involved and deadlines that apply:
http://www2.le.ac.uk/offices/sas2/courses/transfercourse
http://www2.le.ac.uk/offices/sas2/courses/transfermodule

Withdrawal from your course

Permanent Withdrawal
Before making a decision about permanently withdrawing from your studies you will need to seek advice from your personal tutor. You may also wish to consult with one of our Student Services:

- Student Welfare Service
- Counselling Service
- Careers Service
- Chaplaincy

They may also be able to offer you support with any difficulties, personal or otherwise, that you may have.

Once you have consulted with one of the above mentioned support facilitators and you are certain that you want to permanently withdraw, please refer to webpage
http://www2.le.ac.uk/offices/sas2/studentrecord/withdrawal/permanent

A request for Permanent Withdrawal must be made using the appropriate form accessed at
http://www2.le.ac.uk/offices/sas2/studentrecord/documents/permanentwithdrawal.pdf

Suspension of Studies
Before making a decision about temporarily withdrawing from your studies you will need to seek advice from your personal tutor or supervisor. You may also wish to consult with one of our Student Services:

- Student Welfare Service
- Counselling Service
- Careers Service
- Chaplaincy

They may also be able to offer you support with any difficulties, personal or otherwise, that you may have.

Once you have consulted with one of the above mentioned support facilitators and you are certain that you want to suspend your studies, please refer to webpage
http://www2.le.ac.uk/offices/sas2/studentrecord/withdrawal/temporary

A request for Suspension of studies must be made using the appropriate form accessed at
http://www2.le.ac.uk/offices/sas2/studentrecord/documents/suspensionofstudiesform.pdf

Requests for temporary withdrawal and associated conditions of re-entry require the approval of the College Board/University.

Request forms for either permanent withdrawal or suspension of studies must be signed by the Head of Department – please take your form to the Student Administration Centre.

Erasmus Exchanges

The Erasmus scheme allows students to study at a European university. Due to professional accreditation requirements, Engineering students from Leicester wishing to study abroad may only spend a complete year on
the Erasmus programme, and it will not count towards their degree classification. The Erasmus Exchange Tutor is **Dr Luciano Ost**.

Engineering Building, Room E703: T: + 44 (0) 116 252 5052; E: luciano.ost@le.ac.uk

**Year Abroad**

The Year Abroad Coordinator is **Dr Luciano Ost**.

Engineering Building, Room E703: T: + 44 (0) 116 252 5052. E: luciano.ost@le.ac.uk

**Industrial Placements**

The Industrial Placement Tutor is **Dr Bing Ji**

Engineering Building, Room E705: T: + 44 (0) 116 252 2341. E: bing.ji@le.ac.uk

If you choose a ‘With Industry’ degree you will spend a year on an industrial placement with a sponsoring company between your second and third years at Leicester. You will undertake a programme of training and practical experience that is agreed between the sponsoring company and the University.

Recent placements have included: Rolls Royce, Force India F1 Team, Ford Motors, Intel UK, Network Rail, Porsche Engineering Services, Aero Engine Controls, Babcock International, Auto Electrical Services and Jaguar Land Rover.

A member of staff will be individually assigned to you as your industrial placement tutor, who will be in regular contact with you throughout your placement and will visit the sponsoring company. After successfully completing your industrial year you will be issued with a ‘Certificate of Industrial Studies’.

A year in industry is a great opportunity which can give you first-hand experience of working in an engineering-related career while also enhancing your employability skills and allowing you to network with people in industry.

**Advice to students on a ‘with Industry’ placement.**

**Handling the offer initially**

- If you are made an offer verbally either on the day of, or the day after, the interview, you do not have to accept this immediately or unconditionally. If you are definitely interested in the position, then you can accept verbally but make sure you get the offer in writing and check the details of this before formally accepting. If you are not sure, then express your thanks and interest in the offer but, again, ask for further details of the offer in writing so that you can make a fully informed decision.
- When you receive the written offer / contract, make sure you read it thoroughly and make sure you are happy with the content. If there is anything you are unhappy or uncertain about, then contact the Company for clarification or seek advice from the employability team or other sources of support.
- If you are happy with the offer on the table, then write / email back to accept formally. In doing this you are committing yourself to that position, and it is frowned upon to renege on this acceptance at a later date.
- If you are not sure that you wish to accept the offer, don’t just ignore it! Get back in touch with the employer to acknowledge the offer and let them know that you are considering it. This would be the time to seek further information about the role.
- Employers aren’t naïve enough to think that they are the only company you have applied to, and generally will be quite understanding if you are wanting to wait for the outcome of other interviews or looking to take some time to consider all of your options in order to make the best decision, and they are usually happy to discuss the offer with you in more detail to help you come to that decision.
However, you can’t keep them waiting for ever! You need to be realistic and fair about how long it is reasonable to hold an offer for and ultimately you may need to make the tough decision on whether to go with the definite offer you have on the table or take a gamble on a potential future better offer.

- Don’t attempt to ‘play employers off’ against each other to negotiate a better offer, or accept multiple offers. Some level of negotiation is fine, if based on realistic expectations and an open and honest discussion about your situation.

Handling multiple offers:

- What are your priorities? What are you looking for from employment / placement in terms of the type of company, the role, opportunities, culture, pay and conditions, location, career prospects and so on? If you are considering more than one option, try to be as objective as possible in weighing them up against each other based on what is important to you.

- Make sure you consider the whole package rather than just focusing on one element, such as pay. OK, one company may be offering more money, but what about the wider benefits package, any costs involved in travel or cost of living in different parts of the country etc.? Maybe the company that offers less money initially offers much better career prospects in the long run?

- While you don’t want to just grab the first thing that comes along, there is also a danger of being too choosy in waiting for the ideal opportunity that may not really exist. The real value of a placement is in the experience it gives you; even if you ultimately decide that this isn’t going to be the type of work you want to do after you graduate, it can still provide a useful learning experience. Sometimes it’s about finding an opportunity that is good enough rather than absolutely perfect.

Placement students represent the University of Leicester:

In order to help facilitate sufficient placements year on year, University of Leicester staff have to work closely with employers to secure and advertise placement opportunities. Therefore, when making a decision to accept an offer of a placement, you are not just representing yourself but in a way you are also representing the University. If lots of students from a particular course or university decline placement offers, then employers may decide not to continue to recruit placement students from that particular course/university in the future. There is an expectation that students will within reason accept offers of placements that they have applied to in order to make the process of sourcing and getting all students into placement more manageable.

Please remember, this is the start of your career as a professional. Keep employers, the University and the placement team informed about any developments.

For further guidance, please contact
Dr Bing Ji: Industrial Placement Tutor
Department of Engineering
University of Leicester
T: +44 (0) 116 252 2314 E: bing.ji@le.ac.uk

Coursework and Exams

Marking and Assessment Practices

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes marking impractical.
Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.

The External Examiners for your courses are listed at:

www.le.ac.uk/sas/assessments/external/current-undergraduate

**Technical writing**

Technical writing is a core professional skill of an engineer. All employers regard the ability to write good technical reports extremely highly. As a professional engineer, you will be writing technical reports of various forms throughout your career.

The Department has prepared a *Technical Writing Handbook for Students* to help you prepare laboratory and project reports. It is both a guide to help you and a standard to show you what the Department expects. The latest version of the handbook will always be available via the Engineering Students Blackboard site.

You must refer to it both when writing reports and when you are studying the feedback you receive on reports that you have written. This technical writing standard applies to all technical reports you will prepare whilst you are a student in the Department unless you are specifically told to follow other advice for a specific activity.

**Coursework Submission**

You should make sure that you submit your assignments by their due dates to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see www.le.ac.uk/senate-regulation7 or www.le.ac.uk/sas/assessments/late-submission).

If coursework needs to be submitted as a paper copy, this must be done at the Student Administration Centre in College House, during normal working hours (08:30 – 17:00hrs Monday to Friday, or as advertised on the door of the office). The deadline for coursework to the Student Administration Centre is 12 noon on the day of submission. Late work will have submission times and dates written on them so that the marker can apply the correct penalty. Work which is submitted late will be subject to a deduction of 10% for the first day, and an additional 5% for every extra day.

Senate Regulations state that the University no longer allows extensions to deadlines for coursework or other assessed work. All students must submit work on time, and standard penalties will be applied for late work (10% deduction on the first day, followed by 5% deduction on each additional day).

If you miss a coursework deadline or think you may miss a coursework deadline, submit the coursework as soon as possible, and provide the Department with a *Mitigating Circumstances Form* (see the section “Illness and other Mitigating Circumstances”, below).

There is a ‘Submission of Assessed Work’ form (available at the Student Administration Centre and also on the Engineering Blackboard site) that must be completed and signed by you, declaring that the work submitted is your own work – giving you a receipt to confirm your hand-in time. The lower section of the form will be stamped by the Student Administration Centre staff to confirm receipt of your submitted work and handed to you for your record.

If you are ill but still intend to submit work, you must complete the ‘Submission of Assessed Work’ form, located on the Engineering Student’s Blackboard site and sign – then scan and email it to the Student Administration Centre on email engineeringug@le.ac.uk.
You may also request a friend to collect a ‘Submission of Assessed Work’ form from Student Administration Centre well before the deadline to enable you to sign it and send it in time for the hand-in deadline of the work. The ‘Submission of Assessed Work’ form must be signed by you and no-one else. Please note, that the coursework cannot be accepted without your signature on an attached ‘Submission of Assessed Work’ form.

Please ensure that you submit your assignments by their due date to avoid any marks being deducted for lateness. Penalties for late submission of coursework follow the University scheme defined in Regulations governing the assessment of taught programmes (see https://www.le.ac.uk/senate-regulation or https://www.le.ac.uk/sas/assessments/late-submission).

Feedback and the Return of Work from Staff

Coursework

The Department complies with the University’s policy for the return of marked coursework (see https://www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:

- Feedback and provisional grading on coursework will be returned within 21 days of the submission date;
- In exceptional circumstances where this is not possible, you will be notified in advance of the expected return date and the reasons for the longer turn-round time and where possible staff will provide some interim feedback: for example in the form of generic feedback to the class regarding common errors and potential areas for improvement.

Examinations

The Department complies with the University’s policy for the return feedback on examinations (see https://www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work for details of the full policy:

General principles:

- Following the approval of the provisional results by examination boards, departments will make the results available to students within 14 days. Where appropriate this will include a breakdown at the level of the examination and coursework.
- Departments will arrange for feedback on examination performance to be provided.

Examinations

You must ensure that you are familiar with the University’s Examination Regulations (https://www.le.ac.uk/sas/assessments/examregs). These contain a variety of regulatory information and instructions relating to exams, including the rules governing:

- scheduling
- admittance
- student conduct
- permitted and prohibited items and clothing
- use of calculators and dictionaries
- absence due to illness
• cheating

You can also find information about exams in the Students' Guide to Exams (www.le.ac.uk/sas/assessments/examsguide)

Only the following non-programmable calculators are approved for use in examinations: Casio FX83 and FX85 models only. If you turn up with a different model it will be confiscated and you will be left without a calculator for the exam.

All students should note that additional resit revision support will not be supplied over the summer period. It is the student’s responsibility to ensure they have accessed any material made available on the module Blackboard sites and that they have obtained all relevant lecture notes during the academic year.

### Scheduling of Examinations

Examinations are normally scheduled utilising two periods a day for both the First Semester and Second Semester examinations (09:30 and 14:30). Examinations are held on six days a week, Monday to Saturday, and special arrangements cannot be made to accommodate students’ personal preferences, unless these arise from specific religious requirements identified by the student at the commencement of the academic year, or are associated with approved measures to support students with disabilities. Students with disabilities who require special examination arrangements should contact the AccessAbility Centre http://www2.le.ac.uk/offices/ssds/accessability/using-centre/Intro%20to%20AAC

The extent to which the timetabling of examinations can be adapted to meet the specific religious requirements of individual students will vary from case to case, but the University will make such alternative arrangements as are in its power, subject to the overriding requirements that the examinations must be scheduled within the published examination periods, and that alternative arrangements introduced for individual students must not disadvantage the majority. Students making requests for special treatment on religious grounds should recognise that measures designed to meet their needs might therefore involve an unavoidable element of inconvenience (for example, the requirement to remain incommunicado for a period of time).

### Departmental Advice

Departmental advice regarding exams can be found in the “Engineering Students” section of Blackboard. In particular, the Assessment Procedures document gives full details of progression and degree classification rules.

The University’s system for the classification of awards and rules of progression are defined in the General Regulations for Taught Programmes:

http://www2.le.ac.uk/offices/sas/ regulations/general-regulations-for-taught-programmes

Alternatively, refer to the Student and Academic Services website for information about degree classification and progression:

http://www2.le.ac.uk/offices/sas2/assessments/progression-ug

### Exam Board Meetings

After exams have taken place and the scripts have been marked, an Exam Panel will meet to ratify the module marks. Approximately a week after the exam panel has met, an Exam Board will meet to agree progression decisions and awards. Mitigating circumstance agreements will also be applied, which is why it is imperative that all evidence is submitted within the given timescales. Results will then be returned to students using the online Student Record System via an automated email confirming when marks are ready to view. Students are asked not to sign into the system before they have been informed that marks are ready as overloading the system can create technical difficulties and delay the return of marks.
Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in Senate Regulation 5: Regulations governing undergraduate programmes of study (www.le.ac.uk/senate-regulation5) Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/progression-ug

Any specific progression requirements for your course are stated in its programme specification (see www.le.ac.uk/sas/courses/documentation)

Advice is also available in the “Engineering Students” section of Blackboard.

**There are several modules which must be passed at the first attempt in order to progress – these are the first and second year design and experimentation modules, and second year business simulation. In these modules the nature of the assessment means it cannot be repeated. Failure in these modules will normally result in immediate course termination at the next exam board.**

Prizes

There are a number of prizes awarded at the end of the academic year by the Department, the College and various professional bodies and industrial sponsors. These are awarded for distinguished performance in different areas of study, and usually consist of a small sum of money and/or a certificate. A prize is a positive addition to your CV.

Communication

Student Communications and Personal Details

The University keeps a record of your personal details such as your full name, addresses i.e. home address and term-time address, telephone numbers, personal email address and your emergency contact details. It is important to keep your details up to date as this will help you to receive information about your studies and exams and also ensure that official documents are provided to you with the correct name details.

You can check and update your details by logging-in to MyStudentRecord http://mystudentrecord.le.ac.uk using your University username and password. Click on the My Details tab and you will then be able to review and change your personal details. **Please ensure an email is also sent to the Programme Administrator**, to ensure the Department’s records can also be updated.

It is important that you check your University email account frequently to ensure that you do not miss any important communication from the University. The University and the Department will expect you to use your University email address for all official communication.

Student ID/Library Card

You will be given your student / library ID card with a lanyard when you first register as a student. This card will also act as your access card. Please wear this at all times so that you can be identified as one of our students.
Email

Email help: [http://www2.le.ac.uk/offices/ithelp/my-computer/email/students](http://www2.le.ac.uk/offices/ithelp/my-computer/email/students).

It is your responsibility to check your University email account frequently to ensure that you do not miss any important communication from the University or your Department. You should aim to check your emails at least twice a day for important messages from the Department.

Email is now the main form of communication used in professional engineering contexts. As student Engineers it is extremely important that you develop the skills to write a good professional email. These skills will be essential in your job hunting and future career. Outside work, we all use informal language in electronic communication, but a more formal approach is required for professional communication. We expect you to develop these skills by making the effort to communicate professionally with staff in the Department during your degree. Some guidance is provided below, if you require further advice please ask your tutor.

- Do always start an email with a greeting e.g. Dear Professor X, Dear Dr Y
- Do consider carefully how to address staff. Some members of staff feel more comfortable being addressed by their title and surname. Many members of staff are happy to be on ‘first name terms’ with students reflecting that we consider you professionals in training. The best advice is start more formal, e.g. Dear Dr X, and then adapt depending on how staff sign off their reply to you – if they use their first name it is reasonable for you to do the same!
- Don’t use text message shorthand.
- Do include a meaningful subject – it helps everybody deal with the large daily email load typical of the modern workplace.
- Do think carefully about the tone of your email. It is easy for the tone of a message to come across differently from how you intend. This is especially the case if attempting to use humour or sarcasm (which are very rarely appropriate in professional communication anyway). In the best case, the only problem may be that your message is unclear, in the worst case, offence may be caused. If in doubt, err on the side of being more polite and less confrontational; for example never capitalise whole words for emphasis.
- Don’t forget to read through your message for errors before you press send; spelling, punctuation and grammar are critical for communicating the meaning of your message and reflect upon the calibre of your work and professionalism more generally.
- Do end your message with an appropriate signature, for example: Best regards, X.
- Do include a “sent via mobile email” signature on emails send from a mobile ‘phone. This is not to boast that you have the latest ‘phone, but to indicate to the reader that you may be using short, more direct phrases and may not be able to send or receive all attachments.
- Please don’t expect staff to respond to all emails immediately; all staff aim to respond as quickly as possible. In particular, if you have not attempted to follow the guidance above then we hope that you appreciate it is not reasonable for you to expect a positive response from staff!

Blackboard

Blackboard ([https://blackboard.le.ac.uk](https://blackboard.le.ac.uk)) is the University’s Virtual Learning Environment (VLE).

You will find an “Engineering Students” site on Blackboard as well as sites for individual modules. If you have completed registration and have selected your option modules you will automatically be registered on the Engineering Student site and on each of the sites for your modules. If you are not enrolled on Blackboard please make sure you have completed registration in full and wait a further 24 hours. If you are still not enrolled after this please email the Programme Administrator or enquire at the Student Administration Centre in College.
House. Once you are enrolled on Blackboard please take time to familiarise yourself with the various sites and the useful information which is there specifically for students.

**Post**

The Department has student pigeon holes and noticeboards. The student pigeon holes are used by Academics and Administration staff to return student lab books, reports and for issuing notices and letters to students. You are advised to check your pigeon hole at least twice a day.

The student pigeon holes are located outside on the 5th Floor of the Engineering tower. The pigeon holes are ordered using the first letter of your surname (family name).

Post for members of academic, academic-related, technical staff and PhD students can be left with the Student Administration Centre team.

**Noticeboards**

The Department has student noticeboards located in the entrance hall foyer and outside the laboratories on the ground floor of the Engineering building. Urgent information will be communicated to you by email, but other important information (e.g. lab rotas) may be posted on the noticeboards.

**Telephone**

Telephone numbers given in this document are the four-digit internal numbers. The dialling code for Leicester is **0116** from within the UK, or **+44116** from outside the UK. To telephone from outside the University, you need to add these prefixes (depending on the first digit of the internal number):

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>223</td>
<td>(0116) 223 1234</td>
</tr>
<tr>
<td>252</td>
<td>(0116) 252 2345</td>
</tr>
<tr>
<td>229</td>
<td>(0116) 229 7890</td>
</tr>
</tbody>
</table>

The University staff telephone directory can be accessed at: [http://www.le.ac.uk/directories/tele.html](http://www.le.ac.uk/directories/tele.html)

**Locating Departmental Staff**

Staff offices are in the main Engineering tower (room numbers start with E), the far end of the Engineering building (known as South block, room numbers start with S), the Michael Atiyah building (room numbers start with MA), or the Engineering Design Laboratory (often known as R-block, room numbers start with R). Most staff will expect you to communicate by email in the first instance, and will then arrange an appointment to see you in person, if necessary.

**Staff List and Key Contacts**

There is a full list of staff with particular responsibilities on the webpage: [http://www2.le.ac.uk/departments/engineering/people/people-by-role](http://www2.le.ac.uk/departments/engineering/people/people-by-role).

The staff information below will be of particular interest to undergraduate students. Contact details for other staff will be found in sections below.

<table>
<thead>
<tr>
<th>Role</th>
<th>Member of Staff</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Prof Sarah Hainsworth</td>
<td>Please email Charlotte Watts</td>
</tr>
<tr>
<td>PA to Head of Department</td>
<td>Ms Charlotte Watts</td>
<td><a href="mailto:cw252@le.ac.uk">cw252@le.ac.uk</a></td>
</tr>
</tbody>
</table>
Special Lectures

From time to time members of the department and local sections of professional institutions organise lectures on research or on subjects of general interest. In particular, the department organises an Annual Industry Lecture given by prominent engineers. You are encouraged to attend these lectures.

Personal Support for Students

Tutors and Personal Support

Every student is allocated a personal tutor. From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: www.le.ac.uk/sas/quality/personaltutor
Your Personal Tutor will be the same person in your first and second year and then in your third and fourth years (for MEng students) this role will be taken over by your Project Supervisor. If your Personal Tutor is not available and you want to discuss something urgently, please contact the Year Course Director, the Senior Tutor, or (if you particularly want to talk to a female member of staff) the Deputy Senior Tutor.

**Concerns or issues relating to teaching and learning**

During your studies you may feel you need some extra help with academic work. All academic staff in the Department are keen to help you develop your academic skills. However, this does not mean staff can study for you, and we make no apology for setting work that is challenging in order to help you excel. If you feel you need extra help, your first step should be to seek advice from the person teaching the module concerned.

It is important that you feel you should be above to bring issues or concerns about teaching and learning to the attention of the Department. We are committed to resolving issues that are brought to attention quickly and to continuous improvement of our programmes. The process for you to raise these issues or concerns is detailed in the flow chart below.
How do I raise an academic issue or concern e.g. one related to teaching and learning.

Course reps
Course reps are elected each year from each programme. You can raise issues or concerns about teaching and learning (or any other aspect of your life as a student) with your course reps. He or she will know if others are raising similar concerns and can then take these to Student Staff Committee (SSC). Course reps may also be able to talk to staff on your behalf.

Lecturer or Module Convenor
If you need help with the taught material, or have issues or concerns related to teaching these can almost always be quickly resolved by talking to the person teaching module and/or the Module Convenor. The Module Convenor is the member of staff with overall responsibility for the module.

Director of Learning & Teaching
If you are not satisfied by the response from Module Convenor or the issue is too urgent for Staff Student Committee to consider then the appropriate person to contact is the Director of Learning & Teaching. She/he will first check that you have already tried to resolve the issue via the Module Convenor. They will then consider the situation in consultation with the Year Course Director and others, take any appropriate action and respond to you as soon as possible to explain any action taken, or why no action is appropriate. The Director of L&I will report back on issues and decisions at every Staff Student Committee meeting.

Head of Department
If, for any reason, you are not satisfied by the response from the Director of Learning & Teaching you can raise this with the Head of Department. The HoD will expect you to have followed the process above before they will consider the issue further.
Complaints and Academic Appeals Procedures

The University has robust systems in place governing the quality and standards of its degree programmes and your experience as a student here. We are confident that, like the vast majority of students here, you will enjoy and be satisfied with your course. In most instances your department will be able to resolve any issues that do occur but we recognise that this will not always be possible. For this reason, the University has official procedures that allow eligible cases to be formally reviewed.

Information about these procedures, including the relevant forms, can be found on the Student and Academic Services website: see [www.le.ac.uk/sas/regulations/appeals-complaints](http://www.le.ac.uk/sas/regulations/appeals-complaints). These pages should be read in conjunction with the University’s Regulations governing student appeals ([www.le.ac.uk/senate-regulation10](http://www.le.ac.uk/senate-regulation10)) and Regulations governing student complaints ([www.le.ac.uk/senate-regulation12](http://www.le.ac.uk/senate-regulation12)).

Normally, especially in the case of complaints, the University will expect you to have followed the Department’s processes (as described above) before raising a formal appeal or complaint.

Student Staff Committees

The Academic Policy Committee considers student/staff committees (SSCs) to be of fundamental importance as the main formal channel of communication between students and staff in academic and related matters. As well as providing students with the means of raising matters of concern, SSCs should afford an effective forum for discussing matters of interest to students and staff, and allowing departments to feed student-informed views into University committees. Please see the code of practice for student/staff committees at [http://www2.le.ac.uk/departments/english/studentresources/societiesandcommittees/student-staff-committee-ssc/code-of-practice](http://www2.le.ac.uk/departments/english/studentresources/societiesandcommittees/student-staff-committee-ssc/code-of-practice)

The main functions of SSCs are to:

- Provide a clear channel of communication for students to raise issues for discussion with their Departments/Schools
- Provide an opportunity for students to give feedback, both positive and negative, regarding their learning experiences.
- Discuss matters of relevance to students and staff in the Department/School, including formal documents such as the outcomes from the National Student Survey and Annual Developmental Review, as well as – when appropriate – putting on record a summary of informal discussions which may have occurred via other fora (e.g. module discussion boards and e-mail)
- It is a formal requirement of the QAA Quality Code that External Examiners’ reports are shared with students. The SSC is an obvious avenue for this dissemination
- Foster the development of close and constructive Student/Staff relationships
- To allow (where possible) student contribution to future curriculum developments

There is a Student Staff Committee for each year of the undergraduate courses. Membership of the Committee consists of staff and students. Students act as the Chair of each Student Staff Committee. Students are represented by one or more student/s from each year of each degree programme

Online voting for election of student members takes place at the beginning of term and you will receive emails regarding nomination and voting.

The Education Unit, based in the Students’ Union, can provide training and support for student members

The Chair of the Student Staff Committee will arrange the first meeting and the Committee agrees the dates of the next meetings. It is important that all members are fully engaged with the work of the Committee and attend regularly. Reasons for absence should be conveyed to the Chair of the Committee in advance of the meeting.
Written agendas and minutes are prepared for all meetings. Student and staff members are invited by the Chair of the Committee to submit items for the agenda in writing some two weeks prior to the meeting. Agreed agendas are circulated to all members.

The taking of minutes is a staff responsibility. Minutes are circulated to all members of the Committee as soon as is practicable after a meeting.

A set of agendas/minutes will be posted on Blackboard. Minutes are forwarded to the next staff meeting for discussion and action as necessary. The Chair of the Student Staff Committee is responsible for ensuring that the outcome of such discussion is conveyed back.

**Student Feedback Questionnaires**

Module feedback is collected at regular intervals, and is posted on Blackboard once lecturers have had the opportunity to consider the feedback. Student feedback on modules is also considered by the Department’s Learning and Teaching Committee, which oversees the whole of the Department’s teaching provision.

**Societies**

**University of Leicester Engineers Association**

This Association exists to encourage closer relations between members of the Department and past members. It includes an undergraduate Engineering Society that organises lectures, visits and social functions from time to time. The society provides opportunities to socialize and engage in extra-curricular activities and in recent years has organized trips to engineering firms, paintballing, talks by prospective employers and robot competitions. The Association is run by students – so why not get involved and stand for election as a committee member yourself? You can contact them on Facebook or via noticeboards in the laboratory areas.

**University of Leicester Student Union Societies**

The University of Leicester Student Union support almost 200 societies; they campaign about issues that matter to you and care about your safety and welfare.

Their mission is to ensure that your experience at the University of Leicester is the best it can possibly be - they want your experience to be exceptional.

http://leicesterunion.com/groups#club-society#all

**Safety**

The Department is normally open from 08:30 to 18:30, Monday to Friday. For safety reasons undergraduate students should only work in laboratories during timetabled periods.

A Departmental Safety Booklet is issued to each student. You should familiarise yourself with the emergency procedures it contains. Work in laboratories should only commence after consultation with the relevant laboratory safety supervisor or supervising technician.

Safety is an important consideration in all engineering activities and it is the responsibility of the Engineer to create systems which are safe as well as functional. The development of a lively awareness of safety issues and the ability to recognise potential hazards is therefore an essential part of your professional formation.

Third year students may have read the Departmental Safety Manual in the past, but please ensure that you re-read it. Some details may have changed, and your role in the Department, particularly your involvement in original work, certainly has changed since you first arrived here. As a third year student, you will be regarded by younger students as a source of expertise and knowledge and as an example, please ensure that you take an appropriately responsible attitude to safety issues. Work in laboratories should only commence after consultation with the relevant laboratory / supervising technician. Completion of a “Declaration of Compliance
with Safety Procedures” form, signed by your supervisor and by the relevant Lab technician, is essential before you start work in the laboratory: http://www.le.ac.uk/eg/safety/forms/formsindex.html

As with all members of the Department, you should report any dangerous incident or potential hazard you come across to a member of staff. Such reporting is one of the main ways in which the Department can be kept safe, and is welcomed.

Security and Personal Belongings

Your personal belongings are not covered by the University’s insurance. You are therefore advised to check whether your parents’ or family policies provide adequate protection. If not, private insurance arrangements should be made.

A lost property service operates from the Security Lodge, which is situated at the far end of the Fielding Johnson Building on Wyggeston Drive, University entrance No. 1.

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme visit: www.le.ac.uk/estates/facilities_&_services/security/CodedCycleScheme.html

Immobilise

Immobilise is a free property register which allows you to create a secure record of personal possessions such as laptops, mobile phones, cameras and various other items. Protecting personal property is extremely important and registering it on Immobilise can assist in reuniting you with your possessions if stolen and acts as a deterrent to a possible offender.

Benefits of Immobilise

- It’s free of charge and very easy to create your personal portfolio on-line
- Almost any item of property can be registered within minutes
- You can add specific details relating to items of property – i.e. serial numbers, photographs or individual features
- If an item of your registered property is stolen you simply inform the Police and then log on to your account on Immobilise and update the status of the item
- The system is linked to the National Mobile Property Register, which enables the Police to enter serial numbers of stolen items that they have recovered against the property registered. This can then result in items of stolen property being returned to their rightful owner and offenders being brought to justice for their crimes

Using Immobilise and awareness stickers to inform people that your property has been registered on the system can assist in preventing and reducing crime, increasing an offender’s chance of being caught and protecting your property and the sentimental or important documents that are sometimes stored on electronic items.

http://www.immobilise.com/ | www.leics.police.uk/immobilise
https://www.immobilise.com/index.php
Personal Development Planning (PDP)

Personal Development Planning (PDP) is designed to enable you to think about, and plan for, your own personal, academic and career development. Throughout your degree you will be encouraged to reflect on your progress and achievements, and to identify areas you wish to develop and improve on. PDP will help you to:

- Recognise the skills and abilities you are developing;
- Identify areas for improvement and development; and
- Think about how you can improve your employability and career prospects

To find out more about how the Department supports PDP, visit [http://www2.le.ac.uk/offices/ld/personal-development-planning-pdp/pdp-for-undergraduates](http://www2.le.ac.uk/offices/ld/personal-development-planning-pdp/pdp-for-undergraduates) or chat with your personal tutor. In addition, Learning Development provides some more general information about what PDP is, and how you can engage with it: [http://www2.le.ac.uk/offices/ld/personal-development-planning-pdp](http://www2.le.ac.uk/offices/ld/personal-development-planning-pdp).

**PPD Summary**

**Summary of co-curricular activity**

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Cohort</th>
<th>Rationale</th>
<th>Timing</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Induction to Year 1 student</td>
<td>All Year 1 students</td>
<td>Guidance regarding the course and career prospects</td>
<td>Semester 1, Week 1</td>
<td>Timetabled</td>
</tr>
<tr>
<td>2.</td>
<td>1st Year ‘Make and Break’ Challenge</td>
<td>All Year 1 students</td>
<td>A team building, design and project management exercise to start students thinking like engineers</td>
<td>Semester 1, Week 1</td>
<td>Timetabled</td>
</tr>
<tr>
<td>3.</td>
<td>Induction to Year 2 student</td>
<td>All Year 2 students</td>
<td>Guidance regarding the course and career prospects</td>
<td>Semester 1, Week 1</td>
<td>Timetabled</td>
</tr>
<tr>
<td>4.</td>
<td>Professional and Industrial Aspects of Engineering I (PIAE I) (2 weeks)</td>
<td>All undergraduate Year 1 students</td>
<td>Providing personal &amp; professional development activities and exposure to practical engineering work</td>
<td>End of Semester 2</td>
<td>Professional and Industrial Aspects of Engineering I (PIAE I) (2 weeks)</td>
</tr>
<tr>
<td>5.</td>
<td>Talent Academy (PIAE I)</td>
<td>All undergraduate Year 1 students</td>
<td>Promote early engagement and First years thinking about what they need to do to plan ahead and position themselves</td>
<td>Semester 1, Week 7</td>
<td>Compulsory attendance Timetabled space</td>
</tr>
<tr>
<td>6.</td>
<td>Careers and Employability Event for First Years (1)</td>
<td>All undergraduate Year 1 students</td>
<td>Promote early engagement and First years thinking about what they need to do to plan ahead and position themselves</td>
<td>End of Semester 2; one morning session of PIAE1</td>
<td>Compulsory attendance Includes presentations by employers and a talk by the Head of Department</td>
</tr>
<tr>
<td>7.</td>
<td>Year in Industry Event for First years (PIAE I) (3 hours)</td>
<td>All undergraduate Year 1 students</td>
<td>Raise awareness of year in industry, benefits of this option, placements &amp; information on how to look for them</td>
<td>Beginning of Semester 1 and End of Semester 1</td>
<td>Compulsory attendance</td>
</tr>
<tr>
<td>8.</td>
<td>Professional and Industrial Aspects of Engineering II (PIAE II) (2 days)</td>
<td>All undergraduate Year 2 students</td>
<td>Provide practical engineering skills, induction to Year 3 project and address career development.</td>
<td>End of Semester 1 and 2</td>
<td>Compulsory attendance</td>
</tr>
<tr>
<td>9.</td>
<td>EG2005 Engineering Design 2 – Year 2 module</td>
<td>All second year undergraduate students</td>
<td>Includes the students writing a CV and covering letter to bid for a role in their group and being interviewed for that role</td>
<td>Both semesters, 20 credits</td>
<td>Timetabled Ends with a competition, in which the best team is selected. Very beneficial in terms of developing transferable skills and</td>
</tr>
</tbody>
</table>
### Summary of extra-curricular activity

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Rationale</th>
<th>Timing</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Induction to Year 1 student</td>
<td>Guidance regarding the course and career prospects</td>
<td>Semester 1, Week 1</td>
<td>Timetabled</td>
</tr>
<tr>
<td>15.</td>
<td>Induction to Year 2 student</td>
<td>Guidance regarding the course and career prospects</td>
<td>1st week, semester 1</td>
<td>Timetabled</td>
</tr>
<tr>
<td>16.</td>
<td>Festival of Careers</td>
<td>Career guidance</td>
<td>2nd week</td>
<td>Festival of Careers</td>
</tr>
<tr>
<td>17.</td>
<td>Careers briefing to Second Years (15 min)</td>
<td>Career guidance to second year students</td>
<td>Beginning of the 1st semester</td>
<td>Takes 15 minutes of a timetabled lecture.</td>
</tr>
<tr>
<td>18.</td>
<td>Careers briefing to 3rd Year (15 min)</td>
<td>Career guidance to 3rd year students</td>
<td>Beginning of the 1st semester</td>
<td>Takes 15 minutes of a timetabled lecture.</td>
</tr>
<tr>
<td>19.</td>
<td>Careers briefing to 4th Year (15 min)</td>
<td>Career guidance to 4th year students</td>
<td>Beginning of the 1st semester</td>
<td>Takes 15 minutes of a timetabled lecture.</td>
</tr>
</tbody>
</table>

### Summary of communication activity

<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Rationale</th>
<th>Timing</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Personal Tutorials at all levels – Year 1, Year 2 and final year</td>
<td>Communicating to students personal &amp; professional development</td>
<td>2-3 times per semester</td>
<td>•</td>
</tr>
</tbody>
</table>
Referencing and Academic Integrity

Principles of academic integrity apply to the work of everyone at the University, staff and students alike, and reflect the University’s commitment to maintaining the highest ethical and academic standards. A key part of this is acknowledging where and when, in the process of producing your own work, you have drawn on the work of others. In practice, this means that the ideas, data, information, quotations and illustrations you use in assignments, presentations, reports, research projects etc. must be credited to their original author(s). This process of crediting the work of others is achieved through referencing (see the section below on ‘Referencing styles’). Failure to do this properly is to risk committing plagiarism: the repetition or paraphrasing of someone else’s work without proper acknowledgement.

What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’

Plagiarism is used as a general term to describe taking and using another’s thoughts and writings and presenting them as if they are our own. Examples of forms of plagiarism include:

- the verbatim (word for word) copying of another’s work without appropriate and correctly presented acknowledgement;
- the close paraphrasing of another’s work by simply changing a few words or altering the order of presentation, with or without appropriate and correctly presented acknowledgement;
- unacknowledged quotation of phrases from another’s work;
- the presentation of another’s concept as one’s own;
- the reproduction of a student’s own work when it has been previously submitted and marked but is presented as original material (self-plagiarism).

Collusion is where work is prepared or produced with others but then submitted for assessment as if it were the product of individual effort. Unless specifically instructed otherwise, all work you submit for assessment should be your own and must not be work previously submitted for assessment either at Leicester or elsewhere. For more detailed information on how the University defines these practices, see also: www.le.ac.uk/sas/assessments/plagiarism

The University regards plagiarism and collusion as very serious offences and so they are subject to strict penalties. The penalties that departments are authorised to apply are defined in the Regulations governing student discipline (see www.le.ac.uk/senate-regulation11 ‘Plagiarism and collusion: Departmental penalties for plagiarism and/or collusion).

Resources and advice to help you study with integrity and avoid committing plagiarism

Negotiating these various rules, regulations and conventions can sometimes be a challenge, especially if they are new or different from previous experiences of studying. Check the Student Learning Development website for guidance on how to manage your studies so that you meet the required standards of critical scholarship and academic integrity: www2.le.ac.uk/offices/ld/resources/study/plagiarism-tutorial
If you are in any doubt about what constitutes good practice, ask your personal/academic tutors for advice or make an appointment with Student Learning Development for individual advice. You can book an appointment online by visiting: www.le.ac.uk/succeedinyourstudies.

One of the most important practices in ensuring the academic integrity of your work is proper referencing. The following section contains details of how to ensure your work meets the specific referencing requirements for the discipline(s) you are studying.

**Referencing style**

You must use a consistent referencing style when referring to books and other publications that you have read for your coursework. In the Department of Engineering, we allow three styles of referencing but you must follow the instructions on referencing formats in the Technical Writing Guide for Students, available on the Engineering Students Blackboard site.

**Illness and Other Mitigating Circumstances**

**Mitigating Circumstances**

The University recognises that students may suffer from a sudden illness or other serious event or set of circumstances which adversely affects their ability to complete an assessment or the results they obtain for an assessment. In such cases the mitigating circumstances regulations and procedures may be applied. These regulations are designed to ensure the fair and consistent treatment of all students.

**You must keep your department(s) informed at all times** of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your department(s) or Distance Learning Hub about any such circumstances at the time they occur. **You need** to supply supporting documentation (e.g. a medical certificate) as soon as possible and no later than the deadline relevant to the assessment(s) affected. Normally, the deadline for submission of a mitigating circumstances claim will be no later than five working days after the assessment deadline to which it relates.

See www.le.ac.uk/sas/regulations/mitigation for full details of the mitigating circumstances regulations and procedures, including the University’s definition of a mitigating circumstance.

**Mitigating Circumstances Procedure**

You must keep the Department informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments – this is called a “Mitigating Circumstance”. If you are ill, or experience any other unforeseen event which seriously affects your studies, go to the “Mitigating Circumstances” area of Blackboard. Under this heading you are able to fill out an online form and upload supporting evidence. You should also email your personal tutor.

You should tell the Department about any such circumstances at the time they occur and supply supporting documentation / evidence (e.g. a medical certificate) as soon as possible and no later than the relevant deadline. Normally, the deadline for submission of a mitigating circumstances claim will be no later than seven working days after the assessment(s) deadline(s) to which it relates.

The University defines mitigating circumstances as follows. A mitigating circumstance is a serious event which is unforeseen and unpreventable and could have significantly impaired the academic performance of a student in one or more assessed activities, possibly over a period of time. Mitigating circumstances may include medical matters or events directly affecting someone other than the student (for example the illness of a close relative).
The Department will accept attendance at a job interview or similar activity as a mitigating circumstance, but only if it affects a minor assessment which could only be completed on the day of the interview.

**Illness During Exams**

If you are ill during the exam period, or miss an exam for any other reason, you must do the following:

- Contact your tutor and the Student Administration Centre/Programme Administrator immediately.
- Refer to the Engineering Student’s Blackboard site [https://blackboard.ac.uk/](https://blackboard.ac.uk/) under ‘Mitigating Circumstances’.
- Complete a Mitigating Circumstances Form (available on Blackboard under ‘Mitigating Circumstances’) and submit your form via the online portal within seven days of the missed exam.
- Obtain a doctor’s note (or other evidence, as advised by your tutor). If you cannot provide the actual mitigating evidence within seven days, you should still submit the form but say why you cannot provide the evidence, and when you will be able to provide it.
- Forward this evidence to the Student Administration Centre staff to refer on to the Programme Administrator promptly, following the mitigating circumstance procedure.

**The Mitigating Circumstances Panel**

The role of the Mitigating Circumstances Panel (MCP) is to consider evidence submitted by students, and to make recommendations to module convenors and/or the Exam Board as appropriate. The MCP will consider the evidence and make a recommendation of appropriate action. Until that recommendation is made, the standard University penalty for late work will apply (see Senate Regulation 7 [http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes](http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes) for further information).

The MCP will consider your evidence, and if it decides that there is proof of mitigating circumstances, it may:

1. Ask the module convenor to remove any penalty applied for late submission,
2. Ask the module convenor to allow you to repeat the assessment or do it for the first time if it was missed completely, with no penalty (this includes repeating missed or failed exams – there is no possibility of repeating exams which have been passed),
3. Ask the module convenor to ignore that piece of work when calculating the module mark (so if a module mark is normally the average of ten experiments and you missed one, the mark in your case will be the average of the nine experiments you completed),
4. Ask the exam board to take the mitigating evidence into account when working out your final degree class, or when making decisions about progression at the end of the year.

If actions 1-3 are taken, the mitigating circumstance will normally be considered to have been compensated for, and no further action will be taken by the exam board. If action 4 is taken, the exam board cannot change your module mark – it will be recorded as having mitigating circumstances associated with it.

The Mitigating Circumstances Panel should communicate its decision to you within 48 hours of the MCP reaching a decision on your case with the panel meeting weekly.

**Health Care and Registering with a Doctor**

Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre ([www.victoriaparkhealthcentre.co.uk](http://www.victoriaparkhealthcentre.co.uk)) has expertise in student health and has provided medical care to the University’s students for many years. The Health Centre is located conveniently close to the main-campus and registration is free.
If when you come to University you are already under the care of a ‘specialised team’, have a known medical condition including mental health or waiting for an appointment it is still advisable to register at the Victoria Park Health Centre. Soon after arrival, make an appointment to discuss with one of the doctors who will then be in a better position to communicate with the relevant doctors and help you to manage your condition to avoid any unnecessary disruption to your studies. Please take with you information from your current doctor or consultant which includes diagnosis, current management, including medication (provide a certified English translation if the original is not in English). This is essential for international students as some conditions may be managed differently in this country, particularly in relation to medication which may be licensed differently and may need changing to something which is available to prescribe in this country. If you take medication for your condition you must bring 12 weeks supply with you to ensure continuity until the registration process is complete.

More information about registering with a doctor and other health and well-being services can be found at: www2.le.ac.uk/students/info/new/undergrad/health

It is important that you register at the Victoria Park Health Centre when you become a student at Leicester. They are linked to the University and so understand our processes for mitigating circumstances and the need for medical evidence.

## Information for First Year Students

### General Information

First year courses provide the foundations of our engineering degrees and therefore they have some particular requirements when it comes to assessment and progression:

- **EG1001 Mathematics with Computation, EG1101 Mechanical Engineering and EG1201 Electrical Engineering** must be passed at ‘Honours level’ with the final exam acting as a ‘qualifying element’. What this practically means, is that students must achieve a mark greater than 40% overall, with a final written exam mark greater than 40%, in each of these three modules, in order to pass. Failure to pass these modules at first attempt will result in resits according to University Regulations.

- **Failure of either EG1002 Engineering Design and/or EG1003 Experimentation or EG1024 Electrical Design and Experimentation** will result in course termination. These modules are practical and cannot be re-taken.

The remainder of the Summer term after the examinations is occupied by Professional & Industrial Aspects of Engineering (PIAE1). **You must be available to attend all PIAE1 sessions as they are compulsory for an accredited degree.** Failure to attend shall result in your degree being unaccredited. Attendance in compulsory classes is monitored using a scanner system. **Scanners are present in all rooms used for teaching and it is the student’s responsibility to ensure they scan their student card correctly.**

### Personal Tutors and Tutorials

A member of the academic staff is appointed as your Personal Tutor for the whole of your period of undergraduate study. You will have the opportunity to meet your Personal Tutor during the Induction activities. Thereafter, you will meet with your tutor in weeks 5, 9, 11, 15, 21 and 23. The purpose of these meetings is to review, discuss, and plan progress.

You can also arrange to see your tutor privately at any time. He or she can:

- Provide advice, guidance on your academic progress, personal concerns and professional development aims;
- Refer you to others with more specialised skills when appropriate;
- Act as an advocate or intermediary on your behalf when necessary;
• Provide references, if required, for employment or postgraduate study.

It is important to let your tutor know of any personal problems which may affect your work. Special consideration may be given by the Examination Board, where circumstances justify it, if the Department is informed in a timely manner and appropriate evidence provided. If, for any reason, you cannot get the help you need from your tutor, or you would prefer to discuss a particular problem with someone else, you should contact the First Year Course Director or the Senior Tutor. If you need advice urgently and no one else is available you should contact the Student Administration Centre.

Example & Feedback (E&F) Classes

Each module has associated Example & Feedback classes where you work on problems and materials related to that module. You will normally complete problems in each class with other students, with the support of Teaching Assistants, although arrangements can vary between modules.

Office hours

All lecturers hold office hours at various times and are available for student consultation during these times. Office hours are advertised on Blackboard, and each lecturer has different advertised office hours. If you are having difficulties in understanding course material it is useful to use this time to consult the lecturer for assistance. There is no need to feel self-conscious about using this facility. Lecturers expect students to have difficulty with some of the material and feedback obtained from students, which helps us to pitch course material in the most understandable and useful way. Out of courtesy, lecturers will expect you to email them well in advance of your office hour that you would like to attend requesting a meeting and briefly outlining your queries. Not only does this give us time to prepare, if necessary, but it means that, for busy sessions, we can schedule specific appointments in advance. Please ensure that you arrive at the start of the office hour or specified time slot agreed with your lecturers.

Engineering Data Book

All students must have a copy of “An Engineering Data Book” by J.R. Calvert and R.A. Farrar. It is available for sale in the University Bookshop. The Engineering Data Book aims to provide a ready reference for commonly required formulae and data, for use in coursework and examinations (where permitted) and in professional practice. It is not a textbook and the students are expected to when to use a particular formula. Copies will be provided in examinations.

Learning-Skills Development

Studying for a degree is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the University of Leicester provides a wide range of resources and services to support and enhance your academic development in areas such as essay-writing, critical thinking, independent learning and time-management. The Learning Development Team is here to help you develop the skills and abilities you need in order to succeed in your studies. To find out more about how we can help you develop your academic skills and abilities, visit our website: www.le.ac.uk/succeedinyourstudies.

Information for Second Year Students

General Information

Second year students should note that failure of either EG2005 Design, EG2017 Business Simulation and/or EG2003 Experimentation will result in course termination. These three modules are practical and cannot be retaken.
The University year comprises of two semesters. Second year lectures start in week 1 after the induction activities and carry on throughout the Autumn term. Blackboard assessments and an exam for EG2001 take place in week 12. Lectures for the second semester begin in week 13. The midsummer examination period of 3 weeks in weeks 25-27. During October Professional & Industrial Aspects of Engineering (PIAE2) sessions will be running. **You must be available to attend these sessions as they are compulsory for an accredited degree.** Failure to attend could result in your degree being unaccredited. PIAE2 events will also take place during the year and you will be informed of these as they arise.

**You are expected to make contact with your third year project supervisor before you leave at the end of term** to organize what you need to work on over the summer in preparation for the project in the third year.

**The Teaching System**

In your first year, your lecture courses were backed up by an Example and Feedback class/tutorial scheme. In the second year the onus is much more on you to organise your own learning. The purpose of this is to encourage you to become an independent learner and you will find that in the third year, and the fourth year (for MEng students), you have to organise your own learning completely. In the second year however we provide encouragement through a five-part teaching system that is integrated with your lecture courses. This teaching system comprises: surgery hours, personal tutoring, and Example & Feedback/revision classes.

**Office Hours**

All lecturers of second year courses hold “office hours”. They will arrange to be in their offices at the start of a specified hour each week for consultation by students. If you have any issues with a lecture course (or marked assignment) you should, in the first instance, see the lecturer concerned and not your personal tutor. Don’t be concerned - lecturers expect students to have some difficulties and discussion of these difficulties is helpful to both sides. Appointments are not needed but please arrive at the start of the specified period; do not assume that the lecturer will stay in their office for the whole hour if no students arrive. Do not be deterred if the office is crowded – please do stay! The lecturer will either move to a seminar room or arrange another time when everybody can be seen. **A notice giving times for office hours will be put up early in each semester on the Department Urgent Notice Boards, Blackboard and the foyer screen.**

**Tutorials**

The member of academic staff allocated to you as tutor in your first year will normally remain as your “personal tutor”. (There are special arrangements for new students entering the second year directly, see below). You may still prefer to approach your tutor with academic problems, but his or her main role is to help you in personal matters, to provide you with guidance on the choice of courses, and to help you appraise your work periodically. It is particularly important to let your tutor know of personal problems that may affect your work.

If you cannot get the help you need you should contact the Second Year Course Director. From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: [http://www2.le.ac.uk/offices/sas2 qualidade/personaltutor](http://www2.le.ac.uk/offices/sas2 qualidade/personaltutor)

There are four tutorials arranged during the year, two in each semester. Normally, the tutorials will be in Week 2 or 3, Week 10 or 11, Week 15 or 16 and Week 21 or 22, respectively. At the tutorial meeting, your progress will be discussed. The discussion will be based on your marks and attendance record for continuously assessed work such as experimentation, design and computing. This “appraisal” process is designed to help you consider your progress and effort objectively and to help you do this more independently in your later year(s) and when you have left University. Students with a poor record of attendance, or of submitting required work, will be
subject to disciplinary measures as detailed in the Regulations for Student Discipline. During the tutorial, your feedback on the course setting, lecturing, etc., will also be solicited.

**Revision Lectures or Discussion Classes**

There is time within each lecturer’s timetable to hold revision classes or Example & Feedback periods. Lecturers will arrange their own schedule of such periods. You are encouraged to inform the lecturer of any parts of the course found to be particularly difficult so that they can devote revision class time to the topic. **Whenever you have any problems with a particular module, the lecturer giving that module should be the first person for you to consult.** In addition to that, you are also encouraged to visit the Student Learning Centre and Students’ Union Education Unit [http://www2.le.ac.uk/study/international/offer-holders/what-to-do-when-you-arrive/support-advice-and-information](http://www2.le.ac.uk/study/international/offer-holders/what-to-do-when-you-arrive/support-advice-and-information) for help and advice.

**Special Arrangements for New Students**

Students entering the Second Year directly from elsewhere will be assigned a Personal Tutor and may be expected to attend more tutorials, at least in the Autumn Term. These will enable the tutor to provide instruction in subjects covered in the First Year course with which you may not be familiar. The students should consult the **Second Year Course Director** on any common problems.

**Personal Development Planning for Second Years**

As an important requirement of BEng/MEng degree courses, the development of your personal and professional skills is continually a focus in all the activities throughout the second year course. In the first year, you were concentrating on developing learning skills, technical skills and on problem solving, teaming working, communication skills, etc. Those basic skills will be developed further in the second year. In addition to that, the emphasis this year is on the independent learning and skills of design and planning of complex tasks. The teaching and tutorial arrangements are designed to assist you to develop those skills. During the year, you and your tutor will discuss your progress at tutorials and towards the end of the year, you will have the opportunity, in the PIAE 2, to summarize your achievement in those aspects.

This year is also a very important phase in development of your future career aspirations. It is the right time for you to seriously consider what kind of career you want to take after the graduation. To enrich your CV, you may want to apply for summer placements, take an active part in the Engineering Society and other Students Union societies, become a member of the Leicester Communication Team, work for the Leicester Award for Employability Skills Scheme, and/or engage yourself in voluntary work, etc. You should visit the University Careers Service during the year or contact the Career Tutor in Engineering. The Careers Service webpage is located at [http://www2.le.ac.uk/offices/careers-new/exp/student-groups/student-groups/bright-futures-student-groups](http://www2.le.ac.uk/offices/careers-new/exp/student-groups/student-groups/bright-futures-student-groups).

There are various careers events arranged during the academic year which students are encouraged to attend. The Departmental Careers Tutor is Prof Tanya Vladimirova, E1004, 5372, tv29@le.ac.uk. There is a ‘careers section’ on the Engineering Students Blackboard site where jobs, careers events and internships are advertised. Posters can also be found on the careers notice board in the main Engineering foyer.

Contact: Career Development Service, The Hub, Percy Gee Building (Students’ Union)

+(0)116 252 2004 | careershelp@le.ac.uk | [http://www2.le.ac.uk/offices/careers-new/apps/find-us](http://www2.le.ac.uk/offices/careers-new/apps/find-us)
Information for Third Year Students

Structure of the Course

The third year project should take approximately a quarter of your time during the year – it is important that you build up a good relationship with your project supervisor, and attend meetings regularly. However, your supervisor is not there to do the project for you – you need to work independently on the project for approximately eight hours a week throughout both semesters. Guidance on completing the project is available on Blackboard.

It is important to note that you cannot obtain a classified honours degree (i.e. 3rd class or better) unless you also achieve a mark of at least 40% in the project.

You will also be studying a variety of taught modules – the assessment method for each module should be made clear to you at the start of the year during lectures, and full specifications for each module are available on the web: [http://www.2.le.ac.uk/offices/sas2/courses/documentation](http://www.2.le.ac.uk/offices/sas2/courses/documentation)

Information for Fourth Year Students

Fourth Year Modules

View the programme and module specifications for your course via:

[http://www.le.ac.uk/sas/courses/documentation](http://www.le.ac.uk/sas/courses/documentation)

In the programme specification you will find a summary of the aims of your course of study and its learning outcomes, alongside details of its teaching and learning methods and means of assessment. The programme specification also identifies the core modules that make up the course and any choice of optional modules. Each module has its own specification that formally records that module’s aims, teaching and learning methods, assessment components and their percentage weighting.

Information on options available in fourth year, and whether they depend on earlier options, is given in the “Engineering Students’” Blackboard pages. Most students must take 40 credits of options during the year, but they can be distributed 10/30 or 20/20 between the two semesters. Aerospace students take 30 credits of options at 0/30 or 10/20 between the two semesters.

For all students there will be a slight imbalance between the semesters, with 55 credits in one, and 65 in the other. This imbalance is acceptable under the university modular scheme, and should not be a problem, given that there is a degree of flexibility in how you manage the 40 credits of your fourth year project work.

For further information on most other modules, including prerequisites, please consult the module specifications, which can be accessed from the Department’s course information webpages. If information is not available there, please contact the lecturer concerned. Information on modules can be accessed on the campus web pages: [http://www2.le.ac.uk/offices/sas2/courses/documentation](http://www2.le.ac.uk/offices/sas2/courses/documentation).

Please contact the **Fourth Year Course Director**, if you need more information, if you want to discuss the options available, or if the information available on the web seems wrong or inconsistent. Generally, the Department’s web pages should be more up-to-date than the University’s.
Careers and Employability

Career Development Service

With your drive and determination, the Career Development Service can help you develop the skills and abilities that will not only help get you to where you want to be after university, but will stay with you for life.

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive, through to your graduation and beyond. We’ll give you the opportunity to try new things and to figure out what you want from your career—what it is that really drives, motivates and inspires you.

We’ll also help you identify your personal strengths and what you need to develop to be ahead of the crowd. Even if you’re not sure what it is you want to do yet, we can help you develop the skills and experience that you need to get that first job out of university, but also the ability to manage your own career development and succeed on whichever path you choose.

It’s your career development journey and you decide where it is that you want to go. By working with us you make sure that you’re giving yourself the best possible chance to get there. We’ve got the knowledge and resources to spur you on to success so, by working with us, you really will make the most of you!

When you arrive at Leicester you’ll have access to MyCareers: https://mycareers.le.ac.uk, our career management system, by simply using your university username to login. This is the gateway to:

- Booking one-to-one appointments with our career consultants for support with career planning, job hunting, CVs and applications, and mock interviews
- Booking workshops, such as mock assessment centres and psychometric testing
- Meeting employers who are coming on campus
- Finding all the opportunities available exclusively for Leicester students such as paid internships, volunteering, and extra-curricular activities

If you are looking for part time work whilst studying, make sure you sign up to Unitemps, based in the Students Services Centre, for opportunities on campus and in the city.

We’re here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building and log-in to your MyCareers account to get started!

Contact the Career Development Service:

0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers

@uolcds | fb.com/uolcds

Careers and Skills Development

TALENT ACADEMY

Activity overview:

The Talent Academy is designed to encourage you to engage with career planning early. You will gain some experience and build skills through an organised activity, start thinking about what you like and dislike doing, and identify any skills gaps you may have. You will be supported to reflect on the skills you have applied during the activity and contextualise this in terms of career development planning and the journey you need to go on to reach your goals, which requires an investment of both time and effort.
Activity Objectives:

• To explore career options with your subject and understand what can influence your choice of career.
• To understand what employers are looking for and how you can develop your skills and experience.
• To reflect on the experience, understanding the value of the skills developed and how these can be evidenced in the recruitment and selection process.

Activity Intended Learning Outcomes:

• List the typical career options pursued in own discipline by graduates
• Explain what graduate recruiters look for within a potential employee in terms of motivation, experience, and transferable skills
• Describe at least two different theories that influence career direction and ‘choice’
• Identify the range of experiences that can support the development of transferable skills (and where to access them)
• Recall specific examples from experience undertaken where team working and communication skills were applied effectively and less effectively
• Explain the purpose of the STARS model and apply a recent example / experience to the structure
• Review and discuss the experience, focusing on aspects which were / were not personally enjoyable, motivating, interesting, meaningful.

ASSESSMENT AND SELECTION PREPARATION

Activity overview:

This interactive workshop is designed to help you understand what to expect when applying for graduate jobs and further study, and to increase your confidence in preparing for the recruitment process. You will be provided with tips and resources to help you prepare and to reflect on your skills and experiences so far in preparation for making applications.

Activity Objectives:

• To help you understand the purpose of psychometric testing, interviewing and assessment centres in recruitment for graduate roles and further study
• To provide you with advice and resources to help you prepare for the recruitment process

Activity Intended Learning Outcomes:

• Distinguish the assessment stages that you are likely to face, and explain the purpose of the assessment at that stage and the common pitfalls.
• Recognise how to prepare for psychometric tests, interviews and other assessment stages
• Identify specific examples from your experiences which demonstrate the motivation, skills and experience required by advertised roles.
• Identify the potential pressures and stress of applying for graduate opportunities, and list strategies for managing stress and being resilient.
• Identify target organisations or institutions to apply to and key time scales.

PLANNING FOR YOUR FUTURE

Activity overview:

This workshop is designed to introduce you to the various stages of the recruitment process and to help you understand what employers are looking for in strong candidates. This workshop will help you identify your next best steps for building your experience and skills, and give you the tools to articulate these effectively in application and interview situations. This workshop is a pre-requisite if you want to take part in the Leicester Award.

Activity Objectives:
• Work out what the best next steps for you are by selecting an activity that gets you the skills and experience you need
• To provide you with the tools and knowledge to help you best articulate your skills

Activity Intended Learning Outcomes:
• ILO1: Analyse good and bad examples of application forms
• ILO2: Practice articulating skills and experiences using the STARS technique
• ILO3: Analyse your work and other experiences, identifying aspects which were enjoyable or of interest, and your strengths and weaknesses
• ILO4: List the typical selection processes that a candidate will go through to secure graduate study or employment.
• ILO5: List and apply a range of approaches for exploring graduate level options
• ILO6: Identify your goals and next steps

ASSESSMENT & SELECTION WORKSHOP

Activity overview:
Through experiencing a practice assessment centre you will be better prepared to undertake this later stage in the recruitment selection process by developing a greater understanding of transferable skills and how they are assessed.

Activity Objectives:
To provide you with the opportunity to engage in an experiential learning activity where you will learn how it feels to be assessed in a timed group task
To provide you with the opportunity to act as an assessor to your peers and learn some of the skills required to deliver open and honest feedback to the person you are assessing

Activity Intended Learning Outcomes:
• Evaluate your own performance in mock and real interview and assessment centres and identify key areas for development
• Plan how to improve performance in selection processes
• Describe in detail the types of team working, communication and problem solving ‘behaviours’ employers look for in graduate level employees
• Recognise your own strengths in group working situations
• Go into a future assessment situations armed with both the insight of how assessment activities are assessed, and the experience and confidence from having participated as a ‘candidate’ in this type of scenario
• Demonstrate basic best practice assessor and feedback skills and describe some of the key principles.

Contact: Career Development Service, Level 0, Students’ Union, Percy Gee Building
0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers | @uolcds | fb.com/uolcds

First Year Course Calendar 2016-17

(Please note dates may be subject to change)
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<th>STARTING</th>
<th>AUTUMN TERM</th>
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<td>Assessment week 1: First mid-term assessments</td>
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### 2017: WEEKS

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## Second Year Course Calendar 2016-17

(Please note dates may be subject to change)

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<td>16 January 2017</td>
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PIAE 2:
Make contact with your project supervisor

Examination results published this week
### Third/Final Year Course Calendar 2016-17

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Examination results published this week