Postgraduate Taught Handbook

2016/17 Academic Year
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DEPARTMENT OF ENGINEERING

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Welcome to the Department of Engineering

This section will cover general information about facilities at the University, the regulations and other useful information as well as items which are department-specific.

About the Department

There are approximately one hundred MSc students in the Department of Engineering. 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. More information is available on the Department’s website: http://www2.le.ac.uk/departments/engineering/.

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 engineeringpgt@le.ac.uk or via telephone on 0116 252 2871.

Induction

Term starts on Monday 26th September 2016 and induction activities will take place during this week. Details will be given to you at registration. Attendance is compulsory.

For Returning Students

If you are a returning student you do not need to attend a departmental induction session. You will be contacted if the Department need to see you at the start of term.

For International Students

If you know that you will arrive for your induction session - later than the registration date of 26th September 2016 – please contact the Programme Administrator as soon as possible on email engineeringpgt@le.ac.uk or telephone +44 (0) 116 252 2871.

Department Details

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/.

The Department of Engineering webpage is located at http://www2.le.ac.uk/departments/engineering/

The Student Administration Centre is open from 8.30am – 5.00pm – Monday to Friday and located in College House.

The academic staff details and their research areas are located at http://www2.le.ac.uk/departments/engineering/people/academic-staff
Departmental Communications

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 AM and PM 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!

Noticeboards

The Department has student noticeboards located in the entrance hall foyer in the Engineering building.
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.

Special Lectures (Colloquia)

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.

Blackboard

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

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 on [engineeringpgt@le.ac.uk](mailto:engineeringpgt@le.ac.uk) 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.

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>Internal number</th>
<th>Prefix</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xxx</td>
<td>223</td>
<td>(0116) 223 1234</td>
</tr>
<tr>
<td>2xxx, 5xxx</td>
<td>252</td>
<td>(0116) 252 2345</td>
</tr>
<tr>
<td>7xxx</td>
<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)

Post

Post for staff can be left with the Student Administration Centre staff. The Department has student pigeon holes and noticeboards. The student pigeon holes are used by Academics and Administration staff to return 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 on Floor 5 of the Engineering Building. The pigeon holes are ordered using the first letter of your surname (family name).
Important Dates

University Terms

<table>
<thead>
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<th>Term</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>20 March 2017</td>
</tr>
<tr>
<td>Summer Term</td>
<td>1 May 2017</td>
<td>23 June 2017</td>
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Examinations and Assessments

<table>
<thead>
<tr>
<th>Semester</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>Semester One Exams</td>
<td>9 January 2017</td>
<td>20 January 2017</td>
</tr>
<tr>
<td>Semester Two Exams</td>
<td>15 May 2017</td>
<td>2 June 2017</td>
</tr>
<tr>
<td>Resit Exams</td>
<td>Resits exams are taken during the first week in September 2017.</td>
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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. The MSc course does not finish until students have been informed that they have passed their project. Students must wait to hear if a viva for their MSc project is required.
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.
- 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 ‘Neglect of academic obligations’). In the most serious 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.
Notification of Ill Health 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

Mitigating Circumstances Procedure

A Board of Examiners shall convene a Mitigating Circumstances Panel which will be responsible for the consideration of mitigating circumstances for individual students. Please see senate regulations [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), Senate Regulation 7.

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. 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).

Students must submit documentary evidence to the Student Administration Centre, in English, using the online departmental form (available on the ‘Mitigating Circumstances’ Blackboard site). The form must be submitted within seven days of the coursework hand-in date or missed exam.

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 on engineeringpgt@le.ac.uk.
- Refer to the Engineering Student’s Blackboard site [https://blackboard.ac.uk/](https://blackboard.ac.uk/) in the section ‘Illness and Absence’.
- Complete a Mitigating Circumstances Form (available on Blackboard under ‘Mitigating Circumstances’) 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.

**Notification of Ill Health and Other Mitigating Circumstances**

You must keep your department informed at all times of any personal circumstances that may impact upon your ability to study or undertake assessments. Tell your 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 7 working days after the assessment(s) deadline(s) to which it relates.

See [www.le.ac.uk/sas/regulations/mitigation](http://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.

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 (with evidence in respect to the missing the coursework deadline and / or if you miss an exam. The Mitigating Circumstances Form is located on the ‘Mitigating Circumstances’ Blackboard site. Supporting evidence should be included with the form. Please ensure that you read through the mitigating circumstances advice for students on the ‘Mitigating Circumstances’ Blackboard site before completing the form.

It is your responsibility to provide this evidence within seven days of the missed or late assessment, or missed exam. Evidence submitted after seven days may not be considered and so a timely submission is of the utmost importance.
Staff List and Key Contacts

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

The table below will be of particular interest to MSc students:

<table>
<thead>
<tr>
<th>Duties</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 Head of Department’s PA</td>
</tr>
<tr>
<td>Head of Department’s PA</td>
<td>Ms Charlotte Watts</td>
<td><a href="mailto:cw252@le.ac.uk">cw252@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of MSc in Advanced Engineering</td>
<td>Dr Csaba Sinka</td>
<td><a href="mailto:ics4@le.ac.uk">ics4@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of MSc Advanced Mechanical Engineering</td>
<td>Dr Csaba Sinka</td>
<td><a href="mailto:ics4@le.ac.uk">ics4@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of MSc Embedded Systems and Control Engineering</td>
<td>Dr Andrea Lecchini-Visintini</td>
<td><a href="mailto:alv1@le.ac.uk">alv1@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of Advanced Control and Dynamics Engineering</td>
<td>Dr Andrea Lecchini-Visintini</td>
<td><a href="mailto:alv1@le.ac.uk">alv1@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of MSc Information and Communications Engineering</td>
<td>Dr David Siddle</td>
<td><a href="mailto:drs13@le.ac.uk">drs13@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of MSc Advanced Electrical and Electronic Engineering</td>
<td>Dr Paul Lefley</td>
<td><a href="mailto:pwl3@le.ac.uk">pwl3@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of MSc Advanced Materials Engineering</td>
<td>Prof Hong Dong</td>
<td><a href="mailto:hd38@le.ac.uk">hd38@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of MSc in Reliable Embedded Systems</td>
<td>Dr Alistair McEwan</td>
<td><a href="mailto:aam19@le.ac.uk">aam19@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of ‘with Industry’ MScs</td>
<td>Dr David Siddle</td>
<td><a href="mailto:drs13@le.ac.uk">drs13@le.ac.uk</a></td>
</tr>
<tr>
<td>Coordinator of Masters in Engineering Management (MEM) and ‘with Management’ MScs</td>
<td>Mr Martin Rhodes</td>
<td><a href="mailto:gmr11@le.ac.uk">gmr11@le.ac.uk</a></td>
</tr>
<tr>
<td>Director of Learning &amp; Teaching</td>
<td>Dr Hugo Williams</td>
<td><a href="mailto:hugo.williams@le.ac.uk">hugo.williams@le.ac.uk</a></td>
</tr>
<tr>
<td>MSc Senior Tutor</td>
<td>Dr David Siddle</td>
<td><a href="mailto:drs13@le.ac.uk">drs13@le.ac.uk</a></td>
</tr>
<tr>
<td>Deputy Senior Tutor</td>
<td>Prof Tania Vladimirova</td>
<td><a href="mailto:tv29@le.ac.uk">tv29@le.ac.uk</a></td>
</tr>
<tr>
<td>Programme Administrator</td>
<td>Mr Michael Black</td>
<td><a href="mailto:engineeringpgt@le.ac.uk">engineeringpgt@le.ac.uk</a></td>
</tr>
</tbody>
</table>
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.

Learn at Leicester

Whatever your subject or level of study, there are many, many different ways in which you can access academic advice and support. The Learn at Leicester webpage provides you with further details of this support, together with direct links to a wide range of resources and services to help you:

- Make the most of the Library
- Develop your IT skills
- Manage your own learning
- Improve your English language
- Get independent advice about your course
- Manage your student information
- Sharpen your mathematics and statistics skills

You can access all of this by visiting: www.le.ac.uk/learnatleicester

University Library

*see guidance notes about additional content

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 information about your subject, please visit http://www2.le.ac.uk/library/find/subjects/engineering?uol_r=f3737d27
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: www.le.ac.uk/succeedinyourstudies.

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_ducation1 (Drop in on Tuesdays, 9am-10am)
Other Important University Services

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.

Other University Facilities

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 Regulations

Senate Regulations (https://www2.le.ac.uk/offices/sas2/regulations/documents/sr6-taught-postgraduate) contain rules and other important information about being a 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 [www.le.ac.uk/senate-regulations](http://www.le.ac.uk/senate-regulations)

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

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 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 permanently withdraw, please refer to webpage [http://www2.le.ac.uk/offices/sas2/studentrecord/withdrawal/permanent](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](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](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](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.
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/sas2/regulations/general-regulations-for-taught-programmes

Examination Regulations

If your course involves any exams you must ensure that you are familiar with the University’s Examination Regulations (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)

Course details

At Leicester, we offer a range of specialist degrees 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/postgraduate-study

Normal and Maximum periods of registration

The normal period of registration for a campus-based master’s degree programme is 12 months full-time or 27 months part-time and the maximum period is 24 months full-time and 48 months part-time. Please see senate regulations http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes.

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 panel has met the 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 telling you when your marks are ready. Students are asked not to sign into the system before they have been informed that there marks are ready as overloading the system can create technical difficulties and delay the return of marks.
Programme and Module Specifications

A complete list of the Engineering MSc course modules can be located at [http://www2.le.ac.uk/departments/engineering/existing-staff-students](http://www2.le.ac.uk/departments/engineering/existing-staff-students).

Students can access the MSc module information at the above web link.

You can also view the programme and module specifications for your course via [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.

For details of the modules for each MSc degree stream go to the Engineering Students Blackboard site. This is where you will find the relevant information for choosing your optional modules. Further information is available in the Engineering Students section of Blackboard, including your teaching timetable.

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](http://www.le.ac.uk/sas/courses/transfercourse) or [www.le.ac.uk/sas/courses/transfermodule](http://www.le.ac.uk/sas/courses/transfermodule) for details of the procedures involved and deadlines that apply.

You will need to collect a change of course or change of module form from the Student Administration Centre and return to the Programme Administrator to process the change/s.

Change of Course or Module forms: Require your MSc course co-ordinator’s signature. Please make an appointment to see your MSc course co-ordinator and request him/her to sign off your form.

Signed Change of Module Forms: Please bring your signed form to the Student Administration Centre and then the Programme Administrator will update your student record with your changed modules.

Signed Change of Course Forms: Please bring your signed form to the Student Administration Centre for any one of the Administration team to take a photocopy of your form – and then you would take the original form across to the Registry Office for them to update your student record.

Programme and Module Specifications

View the programme and module specifications for your course via [www.le.ac.uk/sas/courses](http://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.
MSc With Industry

All of our Engineering MSc courses are available with industry, meaning that you will have the opportunity to apply your skills in a working environment during a work placement of up to nine months. More information can be found at [http://www2.le.ac.uk/study/postgrad/taught-campus/engineering/industry](http://www2.le.ac.uk/study/postgrad/taught-campus/engineering/industry)

MSc with Industry employability programme:

A programme of support is provided to help you develop the knowledge and skills you need to secure a work placement. The programme includes:

- A series of employability workshops
- Employer events and networking opportunities
- Opportunities to develop your skills and gain extra-curricular experience
- One to one support (via the Career Development Service) with job hunting and the recruitment and selection process
- Support before, during and after work placement to help you prepare for and reflect on your work placement experience.

We expect you to take responsibility for your own professional development and for finding and securing your work placement making full use of the support provided by the University.

This includes participating in the employability programme, attending all sessions and completing any related tasks.

For further information on the employability programme and our expectations of you please refer to the ‘Welcome Letter’ you were sent and/or the departmental Blackboard site for MSc with Industry students. You will find copies of the Welcome Letter, supporting information and related tasks in the Pre-entry section. The site also includes information on the employability sessions scheduled during semester 1.

Advice to students on an MSc ‘with Industry’ programme.

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 naive 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 David Siddle: With Industry Tutor (MSc)

Department of Engineering

University of Leicester

Tel: 0116 229 1365 Email: drs13@le.ac.uk
Teaching Timetable

The Department timetable has been published and can be found here http://www2.le.ac.uk/offices/sas2/timetabling. Personalised timetables will be available on MyStudentRecord (https://srs.le.ac.uk). 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.

Coursework Submission

You should make sure that you submit your assignments by the set 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 www.le.ac.uk/senate-regulation 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.

There is a ‘Submission of Assessed Work’ form (available from 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. 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 or email engineeringpgt@le.ac.uk.

You may also request a friend to collect a ‘Submission of Assessed Work’ form from the 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.

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.
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-postgraduate-external-examiners

Feedback and the Return of Work from Staff

Coursework

The Department complies with the University’s policy for the return of marked coursework (see 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 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.

Any queries you have in relation to marks you receive should be directed to your Personal Tutor.

Progression and Classification of Awards

The University’s system for the classification of awards and the rules of progression are defined in the Regulations governing taught postgraduate programmes of study (https://www2.le.ac.uk/offices/sas2/regulations/documents/sr6-taught-postgraduate). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

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

Departmental Student Support Arrangements

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 remain the same person throughout your course. If your Personal Tutor is not available and you want to discuss something urgently, please contact the Senior MSc Tutor, or (if you particularly want to talk to a female member of staff) the Deputy Senior Tutor.

For any routine administrative matters (including handing in work) please visit the Student Administration Centre located in College House. Office opening hours are 08:30 to 17:00 – Monday to Friday. Telephone +44 (0) 116 252 2559.
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&T 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.
Letters and References

If at any time you need a letter confirming that you are a student at the University of Leicester (e.g. for visa purposes, or in connection with grants) this is best provided by the University Registry Office (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 require one.

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 Departmental Administrator is the Department's Equal Opportunities Officer, and can advise on any concerns related to equal opportunities.

The Department Equal Opportunities Officer is Dr Rafael Morales.

Engineering Building, Room E802 | T: + 44 (0) 116 252 5642 | E: rmm23@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
Tel/minicom: +44 (0)116 252 5002 | Fax: +44 (0)116 252 5513 | accessible@le.ac.uk |
www.le.ac.uk/accessability

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, Percy Gee Building (First Floor).
Tel: +44 (0)116 223 1185 | Fax: 0116 223 1196 | welfare@le.ac.uk | www.le.ac.uk/welfare
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

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)
+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
Health Care and Registering with a Doctor
Text for campus-based students only – delete if not applicable
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
Text for distance-learning only – delete if not applicable
For information see our website: www.le.ac.uk/counselling
**Contact:** Student Counselling Service
+44 (0)116 2231780 | counselling@le.ac.uk

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**Contact:** Student Healthy Living Service
+(0)116 223 1268 | healthyliving@le.ac.uk | go.le.ac.uk/healthyliving
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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. 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
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) 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: http://www2.le.ac.uk/offices/healthy-living-for-students/new-students/uk-students

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’ Union, 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 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

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### 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.

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### 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

Feedback from Students

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.

Details of the Student-Staff Committee can be found on the Engineering Students section of Blackboard. Please do not wait until a Student-Staff Committee meeting to raise an issue we can help with immediately, e.g. if lecture theatre facilities are not working satisfactorily.

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

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 one MSc Student Staff Committee. Membership of the Committee consists of staff and students. Students act as the Chair of the Student Staff Committee. Students are represented by one or more student/s from each MSc 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.

**Departmental Prizes**

There are a number of prizes awarded at the end of the academic year for performance in different areas. They usually consist of a small sum of cash and/or a certificate. A departmental prize is a positive addition to your CV.

**Societies**

**University of Leicester Engineers Association**

This Association exists to encourage closer relations between members of the Department and with 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. It 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](http://leicesterunion.com/groups#club-society#all)

**Safety and Security**

**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 to 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

**Prohibitions**

Smoking is not permitted in any of the University’s buildings. Food and drink are not permitted in lecture theatres, laboratories or other working areas. The use of personal stereos is prohibited in the Department for safety reasons. Mobile phones should be switched off during lectures and other class activities.

**Safety**

A Departmental Safety Booklet is issued to each student. You must 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.

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.
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](http://www.le.ac.uk/senate-regulation10) and [Regulations governing student complaints](http://www.le.ac.uk/senate-regulation12).

## Links

<table>
<thead>
<tr>
<th>Examination Regulations</th>
<th><a href="http://www2.le.ac.uk/offices/sas2/assessments/examregs">http://www2.le.ac.uk/offices/sas2/assessments/examregs</a></th>
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<tr>
<td>Students’ Guide to Exams</td>
<td><a href="http://www2.le.ac.uk/offices/sas2/assessments/examsguide">http://www2.le.ac.uk/offices/sas2/assessments/examsguide</a></td>
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</tbody>
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Appendix: Masters in Engineering Management (MEM) programme and MSc programmes in Engineering with Management (EWM)

Introduction
This section of the handbook contains specific information for students registered on the Masters in Engineering Management (MEM) and Engineering “with Management” programmes. These programmes are run jointly with the School of Management, so you will have the benefit of being a member of both Departments; expert staff from both Departments will teach you and lead your studies. There are a number of features of the MEM and Engineering with Management programmes that are different from other programmes in the Department of Engineering. This section explains these differences, and unless otherwise indicated, all the information provided earlier in the handbook still applies.

About the School of Management
The University of Leicester, School of Management is increasingly recognised as one of the top management schools in the United Kingdom, with an excellent international reputation for the development and teaching of intellectually stimulating business administration and management courses that are highly relevant to your career needs. The School of Management is based on the Ken Edwards Building, and the Department has approximately 120 members of academic staff. Further details about areas of research and contact details for members of staff can be found on the school webpages: http://www2.le.ac.uk/departments/management.

Key contacts for MEM and EWM students
Your personal tutor will be a member of academic staff in the Department of Engineering. Your personal tutor should be your first point of contact for any tutorial issues. The student support arrangements are the same as for other Engineering students and are detailed on page 23 above.

The main supervisor for your dissertation will be a member of academic staff in Engineering for MEM or the School of Management for EWM, and they should be your first point of contact for issues specifically relating to your dissertation (major project). For EWM students input and support for your dissertation will also be available from a designated member of academic staff within the Department of Engineering – the Specialist Advisor. They will advise on potential topics and case studies and support you with any technical engineering content. Key members of staff with specific responsibility for the MEM and EWM programmes are:

<table>
<thead>
<tr>
<th>Role</th>
<th>Member of Staff</th>
<th>Contact email</th>
</tr>
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<tbody>
<tr>
<td>Programme Director for Masters in Engineering Management (MEM) and MSc programmes in Engineering with Management</td>
<td>Mr Martin Rhodes CEng FRAeS MACostE Department of Engineering</td>
<td><a href="mailto:k.gmr11@le.ac.uk">k.gmr11@le.ac.uk</a></td>
</tr>
<tr>
<td>Engineering Management Teaching Staff</td>
<td>Dr Marina Marinelli MEng MSc FHEA Department of Engineering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr Hugo Williams CEng MIMechE FHEA Department of Engineering</td>
<td><a href="mailto:hugo.williams@leicester.ac.uk">hugo.williams@leicester.ac.uk</a></td>
</tr>
<tr>
<td>Programme lead/point of contact for MEM and EWM programmes within the School of Management</td>
<td>Professor Jo Brewis School of Management</td>
<td><a href="mailto:jpb18@le.ac.uk">jpb18@le.ac.uk</a></td>
</tr>
</tbody>
</table>
Engineering Management – MEM & EWM Programme Structure

There are four Engineering Management programmes:

- MEM Masters in Engineering Management
- MSc in Advanced Engineering with Management
- MSc in Advanced Electrical and Electronic Engineering with Management
- MSc in Advanced Mechanical Engineering with Management

All programmes consist of:

- Five (5) taught, 15 credit Engineering modules,
- one (1) taught non-credit bearing introductory Management module,
- three (3) taught, 15 credit Management modules,
- one (1) dissertation/project of 60 credits led by the School of Management but supported by the Department of Engineering for EWM and led by the School of Engineering for MEM.

A complete list of the Engineering MSc/MEM course modules can be found at http://www2.le.ac.uk/offices/sas2/courses/documents/reports/EGPG1617.pdf

Students can access the MSc/MEM module information at the above web link.

You can also view the programme and module specifications for your course via 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.

All the Engineering with Management programmes and the MEM programme are also available ‘with Industry’. Please see page 19 of this document for details or refer to information by selecting the course of interest from the link below.

http://www2.le.ac.uk/offices/sas2/courses/documentation/2016-2017/postgraduate-coursesProgression, PGDip and PGCert awards

The University’s system for the classification of awards and the rules of progression are defined in the Regulations governing taught postgraduate programmes of study (www.le.ac.uk/senate-regulation6). Alternatively, refer to the Student and Academic Services website for information about degree classification and progression: www.le.ac.uk/sas/assessments/pgt-progressionaward

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

These regulations provide for the award of Postgraduate Diploma (PGDip, 120 credits) or a Postgraduate Certificate (PGCert, 60 credits) in the event that a student fails to achieve the academic requirements of a full MSc. The title of the award you would receive will depend on the number of Engineering and Management modules passed. This is detailed in the programme specification; it will be one from the following list:

- PGDip in Advanced Engineering with Management,
- PGDip in Advanced Electrical and Electronic Engineering with Management,
- PGDip in Advanced Mechanical Engineering with Management,
- PGCert in Advanced Engineering
- PGCert in Management
• PGCert in Engineering with Management
• PGCert in Advanced Engineering with Management
• PGCERT in Engineering Management
• PGDip in Engineering Management
• PGDip in Engineering Management, with Industry