Department Of Engineering

Undergraduate Engineering

2018/19 Academic Year

BEng/MEng (including with Industry and Year Abroad):

• Aerospace Engineering
• Mechanical Engineering
• Electronic and Electrical Engineering
• General Engineering
Contents

Welcome to the Department of Engineering ................................................................. 6
Important Dates ........................................................................................................... 7
University Terms ........................................................................................................ 7
Exams ......................................................................................................................... 7
Induction ...................................................................................................................... 8
  Induction 2018 Timetable: Year One ............................................................... 8
  First Year and New Students .............................................................................. 8
  All Returning students ......................................................................................... 8
  All new International and Home students .......................................................... 8
Teaching Timetable ................................................................................................... 8
  Amendments and Alterations .............................................................................. 9
Example & Feedback (E&F) Classes ....................................................................... 9
University Services and Facilities ......................................................................... 10
  AccessAbility Centre ......................................................................................... 10
  University Library ............................................................................................... 10
  IT Services ............................................................................................................ 10
  Student Learning Development .......................................................................... 11
Your Students’ Union ............................................................................................... 11
  Support .................................................................................................................. 11
    Advice Service (formerly the Education Unit) .................................................. 11
    Peer Mentor Scheme .......................................................................................... 12
    Training & Development Workshops .............................................................. 12
  Voice ...................................................................................................................... 12
    Executive Officers .............................................................................................. 12
    Academic Representation – Course, Department and College Representatives  12
    Union Council/ Your Ideas ................................................................................. 12
Opportunities ............................................................................................................ 13
  Activities ............................................................................................................... 13
  Volunteering ........................................................................................................ 13
  Sport ....................................................................................................................... 13
Get in touch ............................................................................................................. 13
Learn a New Language with Languages at Leicester .............................................. 13
English Language Teaching Unit (ELTU) .............................................................. 14
University Chaplaincy and Prayer Rooms for students ........................................... 14
Equal Opportunities ............................................................................................... 14
Student Welfare Centre.................................................................................................................. 14
Counselling and Wellbeing Service.................................................................................................. 14
Student Counselling Support .............................................................................................................. 14
Student Mental Wellbeing Support .................................................................................................... 15
Student Healthy Living Service ......................................................................................................... 15
University Regulations....................................................................................................................... 15
Student Responsibilities and Conduct ............................................................................................... 16
Student Discipline ............................................................................................................................. 16
Attendance and Engagement Requirements ......................................................................................... 16
Neglect of Academic Obligations ....................................................................................................... 17
International students ....................................................................................................................... 17
Degree Programmes and Modules ..................................................................................................... 17
Degree Programmes .......................................................................................................................... 17
Normal and Maximum periods of registration ..................................................................................... 17
Programme and Module Specifications ............................................................................................... 18
Change of Course/Module ................................................................................................................... 18
Course changes .................................................................................................................................. 18
Important note for change of course or change of module:............................................................... 18
Withdrawal from Studies .................................................................................................................... 18
Suspension of Studies .......................................................................................................................... 19
Significant Experience - ERASMUS Exchanges, Years Abroad, Industrial Placements .................. 19
Year Abroad ....................................................................................................................................... 20
Industrial Placements ....................................................................................................................... 20
Advice to students on a ‘with Industry’ placement ............................................................................ 20
Coursework and Exams ...................................................................................................................... 21
Marking and Assessment Practices ..................................................................................................... 21
Technical writing................................................................................................................................. 22
Coursework Submission ....................................................................................................................... 22
Feedback and the Return of Work from Staff ..................................................................................... 23
Coursework ......................................................................................................................................... 23
Examinations ....................................................................................................................................... 23
Examinations ....................................................................................................................................... 23
Scheduling of Examinations ............................................................................................................... 24
Departmental Advice .......................................................................................................................... 24
Exam Board Meetings ......................................................................................................................... 24
Progression and Classification of Awards .......................................................................................... 24
New Students (2018/19 Entry) .................................................................................................................... 24
Returning Students (Pre-2018/19 Entry) ...................................................................................................... 25
Prizes............................................................................................................................................................ 25
Communication ........................................................................................................................................... 25
Student Communications and Personal Details ...................................................................................... 25
Student ID/Library Card ............................................................................................................................. 26
Email .......................................................................................................................................................... 26
Blackboard .................................................................................................................................................. 26
Post ............................................................................................................................................................. 27
Noticeboards ............................................................................................................................................... 27
Telephone .................................................................................................................................................. 27
Locating Departmental Staff ...................................................................................................................... 27
Special Lectures ....................................................................................................................................... 28
Personal Support for Students .................................................................................................................. 28
Tutors and Personal Support ..................................................................................................................... 28
Office Hour ................................................................................................................................................ 29
Open Door Policy ..................................................................................................................................... 29
Concerns or issues relating to teaching and learning ................................................................................ 30
Complaints and Academic Appeals Procedures ....................................................................................... 31
Student Staff Committees ......................................................................................................................... 32
Student Feedback Questionnaires ........................................................................................................... 33
Societies ...................................................................................................................................................... 33
University of Leicester Engineers Association ......................................................................................... 33
University of Leicester Student Union Societies ..................................................................................... 33
Safety .......................................................................................................................................................... 33
Security and Personal Belongings ............................................................................................................... 34
Immobilise ............................................................................................................................................... 34
Referencing and Academic Integrity ........................................................................................................ 34
What we mean by ‘plagiarism’, ‘self-plagiarism’ and ‘collusion’ ............................................................... 35
Resources and advice to help you study with integrity and avoid committing plagiarism ......................... 35
Referencing style ....................................................................................................................................... 35
Illness and Other Mitigating Circumstances ............................................................................................... 36
Mitigating Circumstances .......................................................................................................................... 36
Mitigating Circumstances Procedure ......................................................................................................... 36
Illness During Exams ................................................................................................................................ 36
The Mitigating Circumstances Panel .......................................................................................................... 37
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care and Registering with a Doctor</td>
<td>37</td>
</tr>
<tr>
<td>Information for First Year Students</td>
<td>38</td>
</tr>
<tr>
<td>General Information</td>
<td>38</td>
</tr>
<tr>
<td>Personal Tutors and Tutorials</td>
<td>38</td>
</tr>
<tr>
<td>Engineering Data Book</td>
<td>38</td>
</tr>
<tr>
<td>Learning-Skills Development</td>
<td>38</td>
</tr>
<tr>
<td>Information for Second Year Students</td>
<td>40</td>
</tr>
<tr>
<td>General Information</td>
<td>40</td>
</tr>
<tr>
<td>The Teaching System</td>
<td>40</td>
</tr>
<tr>
<td>Tutorials</td>
<td>40</td>
</tr>
<tr>
<td>Revision Lectures or Discussion Classes</td>
<td>41</td>
</tr>
<tr>
<td>Special Arrangements for New Students</td>
<td>41</td>
</tr>
<tr>
<td>Personal Development Planning for Second Years</td>
<td>41</td>
</tr>
<tr>
<td>Information for Third Year Students</td>
<td>41</td>
</tr>
<tr>
<td>Structure of the Course</td>
<td>41</td>
</tr>
<tr>
<td>Information for Fourth Year Students</td>
<td>42</td>
</tr>
<tr>
<td>Fourth Year Modules</td>
<td>42</td>
</tr>
<tr>
<td>Careers and Employability</td>
<td>42</td>
</tr>
<tr>
<td>Career Development Service</td>
<td>42</td>
</tr>
<tr>
<td>Careers and Skills Development</td>
<td>43</td>
</tr>
</tbody>
</table>
Welcome to the Department of Engineering

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

There are approximately six hundred undergraduate students in the Department of Engineering, making it one of the largest departments in the University. Academic staff are organised into three research groups: Computational Engineering and Control, Electrical and Electronic Signals and Systems, Mechanics of Materials.

Offices are either in the main Engineering building, the Michael Atiyah building, or the Engineering Design Laboratory (often known as R-block). Photographs of staff, with their telephone numbers, are inside the entrance of the Engineering building, and more details (including research areas) are located at http://www2.le.ac.uk/departments/engineering/people/academic-staff

The Student 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.

Student Administration Centre
College House
Monday to Friday
8:30 and 17:00
E: engineeringug@le.ac.uk
T: 0116 252 2559.

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

University Terms

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<tr>
<th></th>
<th>Start</th>
<th>End</th>
</tr>
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<tbody>
<tr>
<td>Autumn Term</td>
<td>24 September 2018</td>
<td>14 December 2018</td>
</tr>
<tr>
<td>Spring Term</td>
<td>7 January 2019</td>
<td>29 March 2019</td>
</tr>
<tr>
<td>Summer Term</td>
<td>29 April 2019</td>
<td>7 June 2019</td>
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Exams

<table>
<thead>
<tr>
<th></th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>January examinations</td>
<td>7 January 2019</td>
<td>12 January 2019</td>
</tr>
<tr>
<td>May examinations</td>
<td>7 May 2019</td>
<td>24 May 2019</td>
</tr>
<tr>
<td>Resit/July Exams</td>
<td>29 July 2019</td>
<td>3 August 2019</td>
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</tbody>
</table>

First year students will also have computer tests in the middle of the autumn and spring terms for some modules – these are taken in their own time without supervision.

Third year BEng students may graduate with a small number of failed modules. For those BEng students who cannot graduate, resit exams are taken in the summer (July/August) and they will graduate in January of the next academic year.

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

Examination dates may be subject to change. Students should not assume that they may leave Leicester after their last exam in May – there are assessed activities for students in all years which may occur between the May exams and the end of the summer term. Students should also ensure that their plans for the summer take account of the fact that they may be required to attend resit examinations in late July/early August.
Induction

Induction starts from Monday 24th September 2018. Each student year will have induction activities and lectures begin according to the teaching timetables issued for each year.

Induction 2018 Timetable: Year One

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday 24th</td>
<td>13:00 – 16:30</td>
<td>Welcome and Introduction to the Department</td>
<td>Ken Edwards LT1</td>
</tr>
<tr>
<td>September</td>
<td></td>
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<tr>
<td>Tuesday 25th</td>
<td>13:00 – 14:00</td>
<td>University Services and Facilities</td>
<td>Ken Edwards LT1</td>
</tr>
<tr>
<td>September</td>
<td>14:00 – 15:00</td>
<td>Design and CAD Induction</td>
<td>Ken Edwards LT1</td>
</tr>
<tr>
<td></td>
<td>15:00 – 16:00</td>
<td>1st Year Lab Induction</td>
<td>Mechanics of Materials Lab</td>
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<td></td>
<td>(Engineering Building)</td>
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<td></td>
<td>16:00-17:00</td>
<td>Matriculation</td>
<td>De Montfort Hall</td>
</tr>
<tr>
<td>Wednesday 26th</td>
<td>10:00 – 12:00</td>
<td>Treasure Hunt</td>
<td>Bennett LT1</td>
</tr>
<tr>
<td>September</td>
<td>12:00 – 14:00</td>
<td>Departmental Lunch</td>
<td>Foyer of Engineering Building</td>
</tr>
<tr>
<td>Thursday 27th</td>
<td>10:00 – 13:00</td>
<td>Blackboard, Eduroam and Other Communications</td>
<td>Attenborough LT1</td>
</tr>
<tr>
<td>September</td>
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First Year and New Students

First years and new students will be given details of induction timetables via email before registration. More details can be found [here](#). Attendance is compulsory – the induction activities will include an important introduction to the Department and the University’s Careers Service, Library, Sports and Recreation facilities and others.

All Returning students

You will be contacted by the Department regarding your induction activities. Please check your university email account.

All new International and Home students

If you know that you will arrive for your induction session later than the registration date of Monday 25th September 2017, please contact the Student Administration Centre as soon as possible:

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

Teaching Timetable

Timetables will be available on [MyStudentRecord](#) and the MyUOL app.

Timetabling commences many months in advance of the start of a semester to take into account room and staff availability. The timetabling officer does everything possible to ensure the best possible timetable is produced to meet the needs of all undergraduate students in the department but clashes of optional modules are sometimes unavoidable. If you do have a clash of a core module you should inform the Department, although this is a rarity. For certain joint degree programmes it may not always be possible to provide a timetable that is clash free and students may be encouraged to take alternative options to avoid such a clash. The Department tries to provide as many options as possible but these are subject in all instances to timetabling.
The teaching timetable makes full use of the range of teaching times so you can be expected to attend classes between 09:00 and 18:00. All classes start on the hour and finish ten minutes to the hour to allow for transfer between classes.

**Amendments and Alterations**

Amendments and alterations may be made to the timetable during the course of term. You are strongly advised to check your personal timetable regularly to keep on top of any changes. If you have any questions about the timetable, please consult the Student Administration Centre in College House in the first instance.

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.

**Example & Feedback (E&F) Classes**

Each module has four associated Example & Feedback classes where you work on problems and materials related to that module. You will normally complete an assignment in the two hour class with another student, although arrangements can vary between modules. Example & Feedback classes are supervised, and help with assignments is available.
University Services and Facilities

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 | accessable@le.ac.uk |
www.le.ac.uk/accessability

University Library

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

The Library provides you with:

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

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

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

Follow us on Twitter @UoLDWL (https://twitter.com/uoldwl?lang=en) and Facebook www.facebook.com/davidwilsonlibrary

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

IT Services

Whilst studying at the University you will have a University IT account and email address. There are hundreds of University PCs available with Office 2016 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, [https://ithelp.le.ac.uk](https://ithelp.le.ac.uk) for IT Self Service, web chat or email ithelp@le.ac.uk
• **IT Training**: You can use Microsoft Imagine Academy (log in required) on the IT Services website for online training in Office
• **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: [https://www2.le.ac.uk/offices/ld](https://www2.le.ac.uk/offices/ld).

**Your Students’ Union**

As a University of Leicester student you automatically become a member of our Students’ Union (SU), giving you access to our many fantastic services that aim to ensure you have an exceptional student experience. We are an empowering, innovative and inclusive student-led SU, championing your interests and providing you with a community that is a home away from home.

Our services cover the areas of:

• **Support** - Advice and development to ensure you’re supported throughout your student journey
• **Voice** - Making sure your university is reflective of your needs and helping you to make change.
• **Opportunities** – Joining a student group, volunteering and working for us are some of the opportunities we offer to help enhance your experience, whilst developing friendships and skills along the way.

We’re here for you every step of your time here, so we’ve outlined your membership benefits below.

**Support**

**Advice Service (formerly the Education Unit)**

We provide free, confidential and friendly academic, housing and general signposting advice for all students. You may need help putting together an appeal or complaint (academic and non-academic), mitigating circumstances form, or have other course/exam queries. We also provide guidance on contract checking, repair issues, housemate concerns, or deposit returns. Visit our website below for information on the full range of matters we can help with, access useful resources and find guides on processes you may need to follow.
We also provide signposting to other SU, university, student-led and community services that may be able to help you. These come together under the Leicester Talks service covering areas such as physical and mental health, wellbeing, money matters, bullying and abuse. Visit: www.leicesterunion.com/leicestertalks for more information.

For further information including making an enquiry with us and visiting us head to: www.leicesterunion.com/advice. We ask that you complete our online form to start speaking with us, however you can drop-in, email: advice@le.ac.uk or phone us on 0116 223 1132 if you need advice urgently.

**Peer Mentor Scheme**

We allocate you a Peer Mentor in your first year who acts as a friendly point of contact for you to get advice and support from to help you make the most of your student experience. Your Mentor is a second or third year student who can give you valuable insight, whether its tips on great places to get food to who to approach if you need specific support.

Visit www.leicesterunion.com/peermentoring for further information, email: peermentoring@le.ac.uk and to sign up to this scheme please visit: www.peermentoring.su.le.ac.uk/apply

**Training & Development Workshops**

Benefit from a range of free training workshops that aim to empower you to get the most out of your university experience, particularly on areas such as employability and wellbeing. You can also gain accredited training through online courses on subjects such as safeguarding and equality and diversity.

Visit: www.leicesterunion.com/training or email: su-training@le.ac.uk for further information.

**Voice**

**Executive Officers**

Executive Officers are here to represent your views to the University and the wider community. They are always keen to hear from you and seek through their work to develop and enhance your experience as students at Leicester.

Visit: www.leicesterunion.com/meetyourofficers for further details of this year’s team and their projects.

**Academic Representation – Course, Department and College Representatives**

Academic Representation is a partnership between the Representatives, SU and the departments of the University. Together we aim to ensure that students play an essential role in guaranteeing and driving the quality of the academic experience. Your Course Representatives are your first point of contact for you in regards to issues, concerns, questions and success regarding your course.

Visit: www.leicesterunion.com/represent/course-reps or email: coursereps@le.ac.uk for further information.

**Union Council/ Your Ideas**

Union Council is where you’re able to debate and discuss issues that affect students. Ideas can be submitted by any student through the submission of our ideas form, visit: www.leicesterunion.com/ideas. Elected student representatives who sit on Council then discuss and vote on proposals and policies and create change that will enhance student experience, set the SU stance on key issues and conduct campaigns on relevant topics for you.

Visit: www.leicesterunion.com/represent/unioncouncil or email: unioncouncil@le.ac.uk for further information.
Opportunities

Activities
We have over 250 student groups here at the SU which means there’s something for everyone to get involved with. Whether you want to meet your course mates in an academic group or ‘Give it a Go’ with a new hobby, it’s a great way to meet people from across the University and learn new skills.
Visit: www.leicesterunion.com/activities or email: unionactivities@le.ac.uk for more information.

Volunteering
We offer a range of volunteering opportunities for students where you can gain experience for your future career, find a cause you are passionate about and make friends whilst doing it. You can gain valuable skills from volunteering and we aim to offer something for everyone.
Visit: www.leicesterunion.com/findyourcause or email: unionactivities@le.ac.uk for further information.

Sport
We have many ways you can get involved with sport from joining Team Leicester and competing nationally, to sports societies, intramural sports, Let’s do Leicester and becoming a member at our sports facilities. Keeping healthy through sports can greatly benefit your wellbeing academically and socially, whilst increasing your skills and employability.
Visit: www.leicesterunion.com/sport or email: sport@le.ac.uk for further information.

Get in touch
For general enquiries speak with our friendly Reception team 9:00 – 17:00 Monday to Friday term-time (11:00 – 15:00 outside of term), email: hellosu@le.ac.uk or phone: 0116 223 1181.

Learn a New Language with Languages at Leicester
There are many benefits to learning a new language. Not only could you enhance your career prospects and broaden your cultural horizons, but studies show that you could also improve your literacy skills, boost your memory, increase your attention span and even help to grow your brain!
Study with the Languages at Leicester Team on campus, and you will be taught by expert native tutors who are based within our School of Modern Languages.
We offer 16 different languages including Arabic, British Sign Language, Chinese, German, Korean and Spanish to name just a few, six levels of learning and two course lengths, so you can study in a way that suits you. Classes take place during evenings and Wednesday afternoons, as well as intensive ‘fast track’ courses on Saturday mornings.
Find out more about Languages at Leicester, including fees and term dates at: www.le.ac.uk/ml/lal.
The successful completion of a Languages at Leicester course will appear on your Higher Education Achievement Report (HEAR) when you graduate. For further details about the HEAR, please visit: www.le.ac.uk/hear.
Contact: Languages at Leicester +44(0)116 252 2662 | lalenquiries@le.ac.uk | www.le.ac.uk/ml/lal
English Language Teaching Unit (ELTU)
The ELTU has services for students who are studying at the University now, and who want to study next year.
Contact:
+44(0) 229 7818 | eltu@le.ac.uk | http://www2.le.ac.uk/offices/eltu/student-services

University Chaplaincy and Prayer Rooms for students
Your team of chaplains is here to offer help to everyone, of any faith or none, for individuals, groups and societies, and look forward to meeting you.
Please see http://www2.le.ac.uk/institution/chaplaincy for more details.

Equal Opportunities
The Department fully endorses the University’s equal opportunities policies which can be found within the University’s General Regulations:
http://www2.le.ac.uk/offices/sas2/regulations/general-regulations-for-taught-programmes
We seek to ensure that all students are treated fairly and encouraged to fulfil their potential. If you have any concerns in this area, please contact the Senior Tutor or the Equal Opportunities Officer. The Department’s Equal Opportunities Officer, and can advise on any concerns related to equal opportunities.
The Department Equal Opportunities Officer is Dr Rafael Morales.
Engineering Building, Room E802
T: + 44 (0) 116 252 5642 | E: rmn23@le.ac.uk

Student Welfare Centre
The Student Welfare Service offers wide ranging practical support, advice, and information for all students.
Information, advice and guidance is available on finance issues, budgeting, benefits, personal issues, visa renewal and immigration.
The Student Welfare Service also provides information to students about scholarships, grants, hardship awards and emergency loans, all of which require applications and assessments.
Contact: Student Welfare Service, Student Services Centre, Charles Wilson Building
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 and Wellbeing Service
+44 (0)116 223 1780 | wellbeing@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 Counselling and Wellbeing Service, Student Services Centre, Charles Wilson Building
+44 (0)116 223 1780 | wellbeing@le.ac.uk
www2.le.ac.uk/offices/ssds/student-support-mental-wellbeing

**Student Healthy Living Service**

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

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

**University Regulations**

Senate Regulations ([www.le.ac.uk/sas/regulations](http://www.le.ac.uk/sas/regulations)) contain rules and other important information about being a 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 main components of Senate Regulations are summarised in the Quick Guide to Regulations ([www2.le.ac.uk/offices/sas2/regulations/general](http://www2.le.ac.uk/offices/sas2/regulations/general)). The Quick Guide to Student Responsibilities ([www.le.ac.uk/sas/regulations/responsibilities](http://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 and Conduct

The University expects its students to behave responsibly and with consideration to others at all times. This includes behaving appropriately in your social life, as well as when using online services and social media, as students can be identified as representatives of the University. The University’s expectations about student behaviour are described in full in:

- the Student Charter
- the Regulations governing Student Discipline
- the Code of Practice governing Freedom of Speech

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

The Regulations governing student discipline set out the University’s expectations of students in relation to both their academic integrity and personal conduct. You can find more details in this handbook on academic integrity in the section Referencing and Academic Integrity.

Student Discipline

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

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

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

Attendance and Engagement Requirements

Attendance and engagement with your course 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 www.le.ac.uk/senate-regulation4). Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester. You should attend all lectures, seminars, practical sessions and other formal classes specified in your course timetable, unless you have been officially advised that attendance at a particular session is not compulsory or you have received formal approval for absence. You are also expected to undertake all assessments set for you.

The University operates a Student Attendance Monitoring System. Your attendance will be monitored throughout the academic year and if sessions are missed without an acceptable explanation being provided to your department then you will be contacted in accordance with the stages laid out in the University’s Policy on Attendance at Timetabled Teaching Events. This can result in your case being referred to an Attendance Panel, and your course of study being suspended or terminated.

If you are an international student and your course is terminated this will be reported to UK Visas and Immigration (UKVI), in line with University sponsor obligations.
- If a student is found to be abusing the attendance monitoring system (e.g. by asking a friend to sign in for them) this will be regarded as an extremely serious disciplinary offence.
- Full-time students must reside in Leicester, or within easy commuting distance of the city, for the duration of each semester.
- PIAE activities for first and second years and some assessment of third and fourth year projects take place during October for Second and Third Years and after Summer Exams for First Years, and you should not assume that you can leave Leicester straight after your summer examinations.
- 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 of cases of neglect the University has the right to terminate a student’s course.

**International students**

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

**Degree Programmes and Modules**

**Degree Programmes**

At Leicester, we offer a range of specialist degree courses founded on a unified philosophy of engineering teaching, which ensures you receive the breadth of technical knowledge demanded of a professional engineer. You can find out more about our courses via this link.

**Normal and Maximum periods of registration**

The normal period of registration for a full-time bachelor’s degree is three years and the maximum period is five years. Please see [senate regulation 2.24](http://www.le.ac.uk/senate-regulation2.24).
Programme and Module Specifications

View the programme and module specifications for your course [here](#).

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

Change of Course/Module

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

See [course transfer](#) or [transfer modules](#) for details of the procedures involved and deadlines that apply.

Course changes

At the University of Leicester we are always trying to improve our teaching in response to the demands of employers, advances in subject knowledge and the responses of our students. As a result, it may be necessary on occasion to make some alterations to particular aspects of a course or module. Further information on the types of changes we might make can be found in our terms and conditions under item 6. Variation here:

[https://le.ac.uk/study/postgraduates/how-to-apply/tcs](https://le.ac.uk/study/postgraduates/how-to-apply/tcs)

When changes occur, the university will ensure that where necessary you are consulted with and have as much notice as possible. You will be contacted no later than 25 days before the relevant change is due to take place. Should you have any questions about changes to your course or modules, please speak with your personal tutor or course director in the first instance.

Important note for change of course or change of module:

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

See the pages below for details of the procedures involved and deadlines that apply:

[Course Transfer](#)
[Transfer Modules](#)

Withdrawal from Studies

If you are considering withdrawing from your studies we are here to help you make the right decision for you. Before making a decision we would strongly advise that you speak with your personal tutor and, if relevant,
support services at the University. In addition, there are likely to be practical repercussions on your student funding, the fees you are due to pay the University, and your accommodation.

It is important you understand these BEFORE you make your decision.

A withdrawal from studies is when you permanently leave your programme of study. If something is affecting your ability to study and you need to take some time away then you may wish to consider suspending your studies and returning at a later point rather than completely withdrawing. If you are withdrawing because you want to take a different course at the University, you should speak to the course team about the possibility of transferring course. If, however, you are absolutely sure that you wish to withdraw you must complete the withdrawal form (https://www2.le.ac.uk/offices/sas2/studentrecord/documents/withdrawal-form-08-02.18).

If you are a distance learning student, you may complete the form or email your Distance Learning Team to request to withdraw.

More detailed guidance can be found on the withdrawal webpages (https://www2.le.ac.uk/offices/sas2/studentrecord/withdrawal/permanent).

**Suspension of Studies**

If you are considering suspending your studies we are here to help you make the right decision for you. Before making a decision we would strongly advise that you speak with your personal tutor and, if relevant, support services at the University. In addition, there are likely to be practical repercussions on your student funding, the fees you are due to pay the University and your accommodation.

It is important you understand these BEFORE you make your decision.

A suspension of studies is an approved period of absence away from your programme of study. If something is affecting your ability to study and you need to take some time away then you may apply to suspend your studies and return at a later point. The length of time you take away should be discussed with your department to ensure your return point is appropriate. To request a period of suspense you must complete the suspense request form (https://www2.le.ac.uk/offices/sas2/studentrecord/documents/suspension-form-08-02.18). If you are a distance learning student, you must email your department to request to suspend rather than complete the online form.

More detailed guidance can be found on the suspension webpages (https://www2.le.ac.uk/offices/sas2/studentrecord/withdrawal/suspension).

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

**Significant Experience - ERASMUS Exchanges, Years Abroad, Industrial Placements**

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

Engineering Building, Room E802: T: + 44 (0) 116 252 2619: E: rmm23@le.ac.uk
Year Abroad

The Year Abroad Coordinator is Dr Rafael Morales.

Engineering Building, Room E802: T: +44 (0) 116 252 2619. E: luciano.ost@le.ac.uk

Industrial Placements

The Industrial Placement Tutor is Dr Bing Ji

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

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

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

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

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

Advice to students on a ‘with Industry’ placement.

Handling the offer initially

- If you are made an offer verbally either on the day of, or the day after, the interview, you do not have to accept this immediately or unconditionally. If you are definitely interested in the position, then you can accept verbally but make sure you get the offer in writing and check the details of this before formally accepting. If you are not sure, then express your thanks and interest in the offer but, again, ask for further details of the offer in writing so that you can make a fully informed decision.
- When you receive the written offer / contract, make sure you read it thoroughly and make sure you are happy with the content. If there is anything you are unhappy or uncertain about, then contact the Company for clarification or seek advice from the employability team or other sources of support.
- If you are happy with the offer on the table, then write / email back to accept formally. In doing this you are committing yourself to that position, and it is frowned upon to renege on this acceptance at a later date.
- If you are not sure that you wish to accept the offer, don’t just ignore it! Get back in touch with the employer to acknowledge the offer and let them know that you are considering it. This would be the time to seek further information about the role.
- Employers aren’t 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 Bing Ji: Industrial Placement Tutor
Department of Engineering
University of Leicester
T: + 44 (0) 116 252 2314
E: bing.ji@le.ac.uk

Coursework and Exams

Marking and Assessment Practices

Student anonymity will be preserved during the marking of all formal examinations. Summative coursework (i.e. coursework that contributes to your module mark or grade) will be marked anonymously unless there are sound educational reasons for not doing so, or the type of assessment makes anonymous marking impractical. The
University also ensures that the assessment for modules which contribute towards your degree classification is subject to a system of moderation whereby another member of staff reviews a sample of the marking.

Each programme at the University has one or more External Examiners, who are members of staff of other institutions that review the academic standards at the University and confirm that these are appropriate and comparable with other Universities.

The External Examiners for your courses are listed at:
www.le.ac.uk/sas/assessments/external/current-undergraduate

The most recent External Examiner reports for your course can be found at the following page:
https://exampapers.le.ac.uk/

Technical writing

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

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

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

Coursework Submission

You should make sure that you submit your assignments by their due 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 Senate Regulation 7 or Late Submission).

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

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

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

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

**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](http://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.

If you think you have not received feedback within 21 days please email engfeedback21days@le.ac.uk and this will be investigated by the Director of Learning and Teaching.

**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](http://www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work) for details of the full policy:

**General principles:**

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

**Examinations**

You must ensure that you are familiar with the **University's Examination Regulations** ([Exam Regulations](http://www.le.ac.uk/sas/quality/student-feedback/return-of-marked-work)). 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**.

Only the following non-programmable calculators are approved for use in examinations: **Casio FX83 and FX85 models only**. If you turn up with a different model it will be confiscated and you will be left without a calculator for the exam.
All students should note that additional resit revision support will not be supplied over the summer period. **It is the student’s responsibility to ensure they have accessed any material made available on the module Blackboard sites and that they have obtained all relevant lecture notes during the academic year.**

### Scheduling of Examinations

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

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

### Departmental Advice

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

The University’s system for the classification of awards and rules of progression are defined in the General Regulations for Taught Programmes. Alternatively, refer to the Student and Academic Services website for information about degree classification and progression.

### Exam Board Meetings

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

### Progression and Classification of Awards

**New Students (2018/19 Entry)**

The University’s system for the classification of awards and the rules of progression are defined in Senate Regulation 5: Regulations governing undergraduate programmes of study (https://www2.le.ac.uk/offices/sas2/regulations/documents/senatereg5-undergraduates) Alternatively, refer to
the Student and Academic Services website for information about degree classification and progression:
www.le.ac.uk/sas/assessments/progression-ug

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

Returning Students (Pre-2018/19 Entry)
The University’s system for the classification of awards and the rules of progression are defined in Senate
Regulation 5: Regulations governing undergraduate programmes of study
(https://www2.le.ac.uk/offices/sas2/regulations/documents/senatereg5-undergraduates) Alternatively, refer to
the Student and Academic Services website for information about degree classification and progression:
www.le.ac.uk/sas/assessments/progression-ug

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

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

Communication

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

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

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

We will not communicate with anyone else (including parents or other relatives) about your studies or other
matters, unless we have explicit permission from you to do so. If it is necessary for us to communicate with
other people about your studies, we need you to email engineeringug@le.ac.uk from your university email
address, telling us who we can communicate with, why we need to communicate with them rather than you,
which members of staff are allowed to communicate with them, and which matters we are allowed to discuss.
Student ID/Library Card

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

Email

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

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

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

Blackboard

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

**Post**

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

The student pigeon holes are located outside on the Ground Floor of the Engineering C&D Lab. The pigeon holes are ordered using the first letter of your surname (family name).

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

**Noticeboards**

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

**Telephone**

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

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

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

**Locating Departmental Staff**

Staff offices are in the main Engineering tower (room numbers start with E), the far end of the Engineering building (known as South block, room numbers start with S), the Michael Atiyah building (room numbers start with MA), or the Engineering Design Laboratory (often known as R-block, room numbers start with R). [Staff List and Key Contacts](#)
### Role | Member of Staff | Contact Email
--- | --- | ---
Head of Department | Prof Jonathon Chambers | Please email HoDeng@le.ac.uk
PA to Head of Department | Ms Charotte Watts | Hodeng@le.ac.uk
Director of Learning & Teaching | Dr Hugo Williams | hugo.williams@le.ac.uk
Senior Tutor | Mr Andrew Norman | nja@le.ac.uk
First Year Course Director | Mr Andrew Norman | nja@le.ac.uk
Second Year Course Director | Dr Dave Siddle | drs13@le.ac.uk
Third Year Course Director | Dr Fernando Schlindwein | fss1@le.ac.uk
Fourth Year Course Director | Dr Fernando Schlindwein | fss1@le.ac.uk
Deputy Senior Tutor | Prof Tanya Vladimirova | tv29@le.ac.uk
Student Administration Centre | | engineeringug@le.ac.uk
International Tutor | Dr Rafael Morales | rmm23@le.ac.uk
Industrial Placement Coordinator | Dr Bing Ji | bing.ji@le.ac.uk
Diversity Champion | Dr Nik Chalashkanov | nc137@le.ac.uk
Safety Officer | Mr Paul Williams | pdw@le.ac.uk
Security Officer | Mr Chris Marlow | cm26@le.ac.uk

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

### Personal Support for Students

#### Tutors and Personal Support

Every student is allocated a personal tutor. From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the [Code of Practice on Personal Support for Students](#).
How do I get support with general study advice, advice on study choices or personal issues?

**Personal Tutor**

Your will have regular meetings with your personal tutor. You can also arrange to see them at any mutually convenient time. She or he can:

- provide advice, and guidance on your academic progress and personal concerns;
- refer you to others with more specialised skills when appropriate;
- act as an advocate or intermediary on your behalf when necessary;
- provide references, if required, for employment or postgraduate study.

It is important to let your tutor know of any personal problems which may affect your work.

**Year Course Director, Senior Tutor or Deputy Senior Tutor**

If, for any reason, you cannot get the help you need from your tutor, or you would prefer to discuss a particular problem with someone else then contact any one of these people. He/she will call on others, including the Head of Department if appropriate.

If you need advice urgently and no one else is available you should contact the General Office or any other member of Academic staff.

Your Personal Tutor will be the same person in your first and second year and then in your third and fourth years (for MEng students) this role will be taken over by your Project Supervisor. If your Personal Tutor is not available and you want to discuss something urgently, please contact the Year Director, the Senior Tutor, or (if you particularly want to talk to a female member of staff) the Deputy Senior Tutor.

**Office Hour**

Office Hour for all students and staff is **1200-1300 on Wednesdays**.

Occasionally, staff may not be available during this slot, in this case they will leave a note on their door with an alternative hour in the same week.

The Office Hour is best to use for queries about taught modules where you wish to see a particular lecturer to ask for help.

**Open Door Policy**

We want you to feel reassured that there is always someone to offer you advice and support as a member of our Department community.
Open Door Policy means that if a member of staff is in their office they will make themselves available to help you with an urgent issue, and that there will always be someone you can turn to if your tutor or lecturer is not available.

We do strongly recommend that if you wish to speak to a particular member of staff and it is not an urgent query then you email them to make an appointment or use the Office Hour - then you know they will be available. Please do respect the fact that staff have a wide range of duties and responsibilities which means they may have to arrange to see you later if your query is not urgent.

If your tutor is not available you should try your Year Course Director or visit the Student Admin Centre in College House and they will find an appropriate member of staff to see you urgently.

**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.
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 overall experience.

In most instances your academic 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 formal procedures that are available to students.

An academic appeal allows you in certain circumstances to ask for a review of a decision relating to your academic progress or your final award. You can only submit an appeal after you have received official confirmation of the decision of a Board of Examiners, or other relevant academic body.
Whereas if you have a complaint about teaching or supervision or other circumstances that relate to the delivery of your course then these should be raised as a complaint with your academic department at the earliest opportunity and, if necessary, subsequently through the formal complaints procedure.

Further 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. These pages should be read in conjunction with the University’s Regulations governing student appeals (www.le.ac.uk/senate-regulation10) and Regulations governing student complaints (www.le.ac.uk/senate-regulation12).

**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.

The main functions of SSCs are to:

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

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

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

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

The schedule of meetings is published on Blackboard. It is important that all members are fully engaged with the work of the Committee and attend regularly. Reasons for absence should be conveyed to the Chair of the Committee in advance of the meeting.

Written agendas and minutes are prepared for all meetings. Student and staff members are invited by the Chair of the Committee to submit items for the agenda in writing some two weeks prior to the meeting. Agreed agendas are circulated to all members.

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

**Student Feedback Questionnaires**

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

**Societies**

**University of Leicester Engineers Association**

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

**University of Leicester Student Union Societies**

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

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

**Safety**

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

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

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

Third year students may have read the Departmental Safety Manual in the past, but please ensure that you re-read it. Some details may have changed, and your role in the Department, particularly your involvement in original work, certainly has changed since you first arrived here. As a third year student, you will be regarded by younger students as a source of expertise and knowledge and as an example, please ensure that you take an appropriately responsible attitude to safety issues. Work in laboratories should only commence after consultation with the relevant laboratory / supervising technician. Completion of a “Declaration of Compliance with Safety Procedures” form, signed by your supervisor and by the relevant Lab technician, is essential before you start work in the laboratory.
As with all members of the Department, you should report any dangerous incident or potential hazard you come across to a member of staff. Such reporting is one of the main ways in which the Department can be kept safe, and is welcomed.

**Security and Personal Belongings**

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

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

Bicycles may be brought onto the main campus but must be placed in the cycle racks provided, and appropriate security measures taken to help to prevent theft and damage. For advice on preventing cycle theft and details of the University’s Coded Cycle Scheme

**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

**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 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 ‘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.

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: Succeed in Your Studies.

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

Referencing style

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

Mitigating Circumstances

The University considers a mitigating circumstance to be a recognisably serious or significant event, affecting a student’s health or personal life which is beyond the student’s control. The events are sufficiently serious enough in nature to result in the student being unable to attend, complete, or submit an assessment on time.

If you submit or attend an assessment on time, you cannot then request mitigating circumstances on the basis that your standard of performance in the assessment may have been affected unless you submit evidence that your judgement was affected in reaching the decision on whether to attend or submit.

You must keep your department informed at all times of any personal circumstances that may impact upon your ability to undertake assessments. Tell your department about any such circumstances at the time they occur.

You need to supply supporting documentation (e.g. a medical certificate) as soon as possible. The deadline for submission of a mitigating circumstances claim will be no later than seven calendar days after the assessment deadline 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 policy, including the University’s definition of a mitigating circumstance.

Mitigating Circumstances Procedure

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

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

The University defines mitigating circumstances as follows. A mitigating circumstance is a serious event which is unforeseen and unpreventable and could have significantly impaired the academic performance of a student in one or more assessed activities, possibly over a period of time. Mitigating circumstances may include medical matters or events directly affecting someone other than the student (for example the illness of a close relative).

The Department will accept attendance at a job interview or similar activity as a mitigating circumstance, but only if it affects a minor assessment which could only be completed on the day of the interview.

Illness During Exams

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

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

• Forward this evidence to the Student Administration Centre staff to refer on to the Programme Administrator promptly, following the mitigating circumstance procedure.

The Mitigating Circumstances Panel

The role of the Mitigating Circumstances Panel (MCP) is to consider evidence submitted by students, and to make recommendations to module convenors and/or the Exam Board as appropriate. The MCP will consider the evidence and make a recommendation of appropriate action. Until that recommendation is made, the standard University penalty for late work will apply (see Senate Regulation 7 for further information).

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

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

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

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

Health Care and Registering with a Doctor

Illness can affect any one of us at any time and for this reason the University strongly advises you to register with a doctor in Leicester. The Victoria Park Health Centre 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 here.
It is important that you register at the Victoria Park Health Centre when you become a student at Leicester. They are linked to the University and so understand our processes for mitigating circumstances and the need for medical evidence.

**Information for First Year Students**

**General Information**

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

**Personal Tutors and Tutorials**

A member of the academic staff is appointed as your Personal Tutor for the whole of your period of undergraduate study. You will have the opportunity to meet your Personal Tutor during the Induction activities. Thereafter, you will meet with your tutor at various times throughout the academic year. The purpose of these meetings is to review, discuss, and plan progress.

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

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

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

**Engineering Data Book**

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

**Learning-Skills Development**

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

General Information

Second year students should note that failure of either EG2005 Design, EG2017 Business Simulation and/or EG2003 Experimentation will result in course termination. These three modules are practical and cannot be retaken.

The University year comprises of two semesters. Second year lectures start in week 2 after the induction activities and carry on throughout the Autumn term. Professional and Industrial Aspects of Engineering (PIAE2) will take place in October. You must be available to attend these sessions as they are compulsory for an accredited degree. Blackboard assessments and an exam for EG2001 take place in week 13. Lectures for the second semester begin in week 14. The midsummer examination period of 3 weeks in weeks 26-28. Failure to attend could result in your degree being unaccredited. PIAE2 events will also take place during the year and you will be informed of these as they arise.

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

The Teaching System

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

Tutorials

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

If you cannot get the help you need you should contact the Second Year Course Director. From discussion of academic progress, to friendly advice on personal matters; personal tutors are there to provide support, advice and guidance on an individual level. Common topics for discussion may include course changes, study progress, module choices, exam results, career opportunities or more personal problems such as accommodation or financial difficulties. The Department’s personal tutor system operates in accordance with the Code of Practice on Personal Support for Students: http://www2.le.ac.uk/offices/sas2/quality/personaltutor?uol_r=1b5f6173

There are four tutorials arranged during the year, two in each semester. The tutorials will be in weeks 2, 9, 14 and 19 and are timetabled. At the tutorial meeting, your progress will be discussed. The discussion will be based on your marks and attendance record for continuously assessed work such as experimentation, design and computing. This “appraisal” process is designed to help you consider your progress and effort objectively and to help you do this more independently in your later year(s) and when you have left University. Students with a poor record of attendance, or of submitting required work, will be subject to disciplinary measures as detailed in the Regulations for Student Discipline. During the tutorial, your feedback on the course setting, lecturing, etc., will also be solicited.
Revision Lectures or Discussion Classes

There is time within each lecturer’s timetable to hold revision classes or Example & Feedback periods. Lecturers will arrange their own schedule of such periods. You are encouraged to inform the lecturer of any parts of the course found to be particularly difficult so that they can devote revision class time to the topic. Whenever you have any problems with a particular module, the lecturer giving that module should be the first person for you to consult. In addition to that, you are also encouraged to visit the Student Learning Centre and Students' Union Education Unit [link] for help and advice.

Special Arrangements for New Students

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

Personal Development Planning for Second Years

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

This year is also a very important phase in development of your future career aspirations. It is the right time for you to seriously consider what kind of career you want to take after the graduation. To enrich your CV, you may want to apply for summer placements, take an active part in the Engineering Society and other Students Union societies, become a member of the Leicester Communication Team, work for the Leicester Award for Employability Skills Scheme, and/or engage yourself in voluntary work, etc. You should visit the University Careers Service during the year or contact the Career Tutor in Engineering. The Careers Service webpage is located at [link]. There are various careers events arranged during the academic year which students are encouraged to attend. The Departmental Careers Tutor is Prof Alistair McEwan, E902, 0116 252 2672, [email]aistair.mcewan@le.ac.uk[/email]. There is a ‘careers section’ on the Engineering Students Blackboard site where jobs, careers events and internships are advertised. Posters can also be found on the careers notice board in the main Engineering foyer.

Contact: Career Development Service, The Hub, Percy Gee Building (Students' Union)
+(0)116 252 2004 | [email]careershelp@le.ac.uk[/email] | [link]

Information for Third Year Students

Structure of the Course

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

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

You will also be studying a variety of taught modules – the assessment method for each module should be made clear to you at the start of the year during lectures, and full specifications for each module are available on the web: [http://www2.le.ac.uk/offices/sas2/courses/documentation](http://www2.le.ac.uk/offices/sas2/courses/documentation)

Information for Fourth Year Students

Fourth Year Modules

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

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

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

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

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

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

Careers and Employability

Career Development Service

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

Career development at Leicester isn’t just about getting some work experience and writing a CV; we make sure that you get personal support to achieve your aspirations. We’re here for you from the moment you arrive, through to your graduation and beyond providing you with the skills and knowledge to manage your own career
development and succeed on whichever path you choose. In fact our team are delighted to have been awarded twice by graduate employers for having the best strategy for preparing students for work after university.

We work closely with your department to support you in achieving the Leicester Award; an inspirational personal development programme. By attaining this award you will not only receive an official certificate and recognition on your final degree transcript but you will also develop the skills and experience that you need to get that first job out of university and unlock exclusive employer and further study opportunities to fast track your career. Even if you’re not sure what it is you want to do yet, we’ll help you identify your personal strengths and what you need to develop to be ahead of the crowd.

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!

We’re here to support you throughout your time at university so make sure that you come and visit us in the Student Services Centre in the Charles Wilson Building. Here you can book one-to-one appointments with our career consultants for support with career planning, job hunting, CVs, applications and mock interviews or contact us on the details below.

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 to attend Careers Fairs and 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 Student Services Centre, for opportunities on campus and in the city.

Contact the Career Development Service:
0116 252 2004 | careershelp@le.ac.uk | www.le.ac.uk/careers
@uolcds | fb.com/uolcds

Careers and Skills Development

TALENT ACADEMY

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

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

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

ASSESSMENT AND SELECTION PREPARATION

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

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

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

PLANNING FOR YOUR FUTURE

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

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

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

ASSESSMENT & SELECTION WORKSHOP

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

Activity Objectives:
To provide you with the opportunity to engage in an experiential learning activity where you will learn how it feels to be assessed in a timed group task

To provide you with the opportunity to act as an assessor to your peers and learn some of the skills required to deliver open and honest feedback to the person you are assessing

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Karim AHMED</td>
<td>Teaching Fellow, Mechanics of Materials Group</td>
<td>Ma127</td>
<td><a href="mailto:Karim.Ahmed@leicester.ac.uk">Karim.Ahmed@leicester.ac.uk</a></td>
</tr>
<tr>
<td>Dr Audrius BAGDANAVICIUS</td>
<td>Lecturer, Computational Engineering &amp; Control Research Group</td>
<td>MA136</td>
<td><a href="mailto:ab746@le.ac.uk">ab746@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Avinash BHANGAONKAR</td>
<td>Teaching Fellow, Electrical and Electronic Signals and Systems Research Group</td>
<td>E 901</td>
<td><a href="mailto:asb42@le.ac.uk">asb42@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Mateusz BOCIAN</td>
<td>Lecturer, Mechanics of Materials Research Group</td>
<td>MA 211</td>
<td><a href="mailto:m.bocian@le.ac.uk">m.bocian@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Nikola CHALASHKANOV</td>
<td>Teaching Fellow, Electrical and Electronic Signals and Systems Research Group</td>
<td>HV 313</td>
<td><a href="mailto:nc137@le.ac.uk">nc137@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Gaoje CHEN</td>
<td>Lecturer, Aerospace and Computational Engineering Research Group</td>
<td>Eng 313</td>
<td><a href="mailto:Gaoje.chen@leicester.ac.uk">Gaoje.chen@leicester.ac.uk</a></td>
</tr>
<tr>
<td>Dr Jian CHEN</td>
<td>Lecturer, Aerospace and Computational Engineering Research Group</td>
<td>Jc734</td>
<td></td>
</tr>
<tr>
<td>Dr Steve DODD</td>
<td>Senior Lecturer, Electrical and Electronic Signals and Systems Research Group</td>
<td>S Block 311</td>
<td><a href="mailto:sd195@le.ac.uk">sd195@le.ac.uk</a></td>
</tr>
<tr>
<td>Professor Hongbiao DONG</td>
<td>Mechanics of Materials Research Group</td>
<td>MA137</td>
<td><a href="mailto:hd38@le.ac.uk">hd38@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Shian GAO</td>
<td>Lecturer, Computational Engineering &amp; Control Research Group</td>
<td>MA 131</td>
<td><a href="mailto:sg32@le.ac.uk">sg32@le.ac.uk</a></td>
</tr>
<tr>
<td>Professor Stephen GARRETT</td>
<td>Head of Computational Engineering &amp; Control Research Group</td>
<td>MA 138</td>
<td><a href="mailto:sig50@le.ac.uk">sig50@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Simon GILL</td>
<td>Reader, Mechanics of Materials Research Group</td>
<td>MA 214</td>
<td><a href="mailto:spg3@le.ac.uk">spg3@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Bing JI</td>
<td>Lecturer, Electrical and Electronic Signals and Systems Research Group</td>
<td>E 705</td>
<td><a href="mailto:bing.ji@le.ac.uk">bing.ji@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Andrea LECCHINI VISINTINI</td>
<td>Lecturer, Computational Engineering &amp; Control Research Group</td>
<td>E 801</td>
<td><a href="mailto:alv1@le.ac.uk">alv1@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Paul LEFLEY</td>
<td>Lecturer, Electrical and Electronic Signals and Systems Research Group</td>
<td>E 1002</td>
<td><a href="mailto:pwl3@le.ac.uk">pwl3@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Alistair McEWAN</td>
<td>Senior Lecturer, Electrical and Electronic Signals and Systems Research Group</td>
<td>E 902</td>
<td><a href="mailto:alistair.mcewan@le.ac.uk">alistair.mcewan@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Andrew McMULLAN</td>
<td>Lecturer, Computational Engineering &amp; Control Research Group</td>
<td>MA 133</td>
<td><a href="mailto:andrew.mcmullan@le.ac.uk">andrew.mcmullan@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Rafael MORALES</td>
<td>Lecturer, Computational Engineering &amp; Control Research Group</td>
<td>E 802</td>
<td><a href="mailto:rmm23@le.ac.uk">rmm23@le.ac.uk</a></td>
</tr>
<tr>
<td>Mr Andrew NORMAN</td>
<td>Lecturer, Electrical and Electronic Signals and Systems Research Group</td>
<td>C&amp;D Lab 25</td>
<td><a href="mailto:nja@le.ac.uk">nja@le.ac.uk</a></td>
</tr>
<tr>
<td>Professor Jingzhe PAN</td>
<td>Head of Mechanics of Materials Research Group</td>
<td>MA 217</td>
<td><a href="mailto:jp165@le.ac.uk">jp165@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Imran PATEL</td>
<td>Lecturer in Engineering Management, Mechanics of Materials Research Group</td>
<td>MA 127</td>
<td><a href="mailto:lp123@le.ac.uk">lp123@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Tim PEARCE</td>
<td>Reader, Electrical and Electronic Signals and Systems Research Group</td>
<td>E 704</td>
<td><a href="mailto:t.c.pearce@le.ac.uk">t.c.pearce@le.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Office/ Lab</td>
<td>Email</td>
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</tr>
<tr>
<td>Dr Emmanuel PREMPAIN</td>
<td>Senior Lecturer, Computational Engineering &amp;</td>
<td>E 903</td>
<td><a href="mailto:ep26@le.ac.uk">ep26@le.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Control Research Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Aldo RONA</td>
<td>Senior Lecturer, Computational Engineering &amp;</td>
<td>MA 139</td>
<td><a href="mailto:ar45@le.ac.uk">ar45@le.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Control Research Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Harold RUIZ RONDAN</td>
<td>Lecturer, Electrical and Electronic Signals and Systems Research Group</td>
<td>C&amp;D Lab R2</td>
<td><a href="mailto:dr.harold.ruiz@le.ac.uk">dr.harold.ruiz@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Fernando SCHLINDWEIN</td>
<td>Reader, Computational Engineering &amp; Control Research Group</td>
<td>E 702</td>
<td><a href="mailto:fss1@le.ac.uk">fss1@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Dave SIDDLE</td>
<td>Lecturer, Electrical and Electronic Signals and Systems Research Group</td>
<td>C&amp;D Lab R12</td>
<td><a href="mailto:drs13@le.ac.uk">drs13@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Csaba SINKA</td>
<td>Senior Lecturer, Mechanics of Materials Research Group</td>
<td>MA 220</td>
<td><a href="mailto:ics4@le.ac.uk">ics4@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Alan STOCKER</td>
<td>Senior Lecturer, Electrical and Electronic Signals and Systems Research Group</td>
<td>C&amp;D Lab R11</td>
<td><a href="mailto:sto@le.ac.uk">sto@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Rob THORNTON</td>
<td>Lecturer, Mechanics of Materials Research Group</td>
<td>MA 222</td>
<td><a href="mailto:rob.thornton@le.ac.uk">rob.thornton@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Alkiviadis TSAMIS</td>
<td>Lecturer, Mechanics of Materials Research Group</td>
<td>MA 127</td>
<td><a href="mailto:at441@le.ac.uk">at441@le.ac.uk</a></td>
</tr>
<tr>
<td>Professor Matt TURNER</td>
<td>Computational Engineering &amp; Control Research Group</td>
<td>E 803</td>
<td><a href="mailto:mct6@le.ac.uk">mct6@le.ac.uk</a></td>
</tr>
<tr>
<td>Professor Tanya VLADIMIROVA</td>
<td>Electrical and Electronic Signals and Systems Research Group</td>
<td>E 1004</td>
<td><a href="mailto:tv29@le.ac.uk">tv29@le.ac.uk</a></td>
</tr>
<tr>
<td>Professor Mike WARRINGTON</td>
<td>Head of Electrical and Electronic Signals and Systems Research Group</td>
<td>C&amp;D Lab R10</td>
<td><a href="mailto:emw@le.ac.uk">emw@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr David WESTON</td>
<td>Lecturer, Mechanics of Materials Research Group</td>
<td>MA 215</td>
<td><a href="mailto:dpw14@le.ac.uk">dpw14@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Hugo WILLIAMS</td>
<td>Lecturer, Mechanics of Materials Research Group</td>
<td>MA 212</td>
<td><a href="mailto:hugo.williams@le.ac.uk">hugo.williams@le.ac.uk</a></td>
</tr>
<tr>
<td>Professor Haitao YE</td>
<td>Mechanics of Materials Research Group</td>
<td>MA 137</td>
<td><a href="mailto:Hy122@le.ac.uk">Hy122@le.ac.uk</a></td>
</tr>
<tr>
<td>Dr Yue ZHANG</td>
<td>Associate Professor, Aerospace and Computational Engineering Research Group</td>
<td>R block R9</td>
<td><a href="mailto:Yue.zhang@le.ac.uk">Yue.zhang@le.ac.uk</a></td>
</tr>
</tbody>
</table>