

Mechanical and Aerospace Engineering

Undergraduate Student Handbook 2026/27

Faculty of Engineering

BEng Hons / MEng

- Aero-Mechanical Engineering
- Mechanical Engineering
- Mechanical Engineering with International Study

The contents of this Handbook are, as far as possible, up-to-date and accurate at the date of publication, though may be subject to revision. Changes and restrictions are made from time to time and the University reserves the right to add to, amend, or withdraw programmes and facilities, to restrict student numbers and to make any other alterations as it may deem desirable and necessary. Changes are published by incorporation in the University Regulations.

It is the responsibility of each individual student to become familiar with [University Regulations](#) which apply to them, and in particular with any changes made to their programme during years of attendance.

Note: “In the unlikely event of any conflict between the General Academic Regulations and other University publications, including Programme Handbooks, the Regulations take precedence.”

(extract from University Regulations)

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Welcome from MAE Head of Department

On behalf of all staff in the Department of Mechanical and Aerospace Engineering (MAE), I am thrilled to extend a very warm welcome to you all for the new academic year. Whether you are joining us as a new student, or continuing your studies, please know you have now joined the MAE family and we will do our best to support you through your studies, to ensure you thrive both now and in your future career. As bona fide Strathclyders, we ask in return that you engage with us and your studies, treat us with professional and personal respect, and help us to help you!

Engineering is a fascinating, stimulating, rewarding and constantly changing career. Engineers are always in demand across a wide variety of roles and, given the global challenges we currently face, never more so than now. Your engineering education at Strathclyde will stand you in the best possible stead and open doors in all sorts of organisations or indeed equip you to start one of your own. As you go through your programme, there will be a number of opportunities to engage with industry, both within your curriculum and beyond it. Please take full advantage of these opportunities to expand your horizons, fully equip you to make informed choices for your future and support your development as an engineer. Modern life has been shaped by engineers and they are always at the forefront when new demands emerge. It is a wonderful time to be an engineer and study engineering, as we face head on the significant challenges of the coming decades.

For those of you who are new to studying at university, or indeed to Strathclyde, you may find the learning environment rather different to your previous studies. Adapting to studying in a university setting can, at the start, be almost as challenging as the technical content of the programme of study itself. I urge you all to think carefully about how you manage your time and to develop effective study methods; please do engage with the plethora of services and support that the University has to offer. If you approach your studies with diligence, commitment and intelligence, you will build an excellent platform for success both in your studies at Strathclyde and in the fulfilling career that follows. Furthermore, with good time management and study technique, there should be ample time for you to enjoy everything that life at Strathclyde has to offer, and I encourage you to do just that whenever you are able!

During your induction week, you will also hear about opportunities to engage with the department by becoming a student programme representative for your cohort/year group. Student Reps form an important bridge between the main student body and our colleagues, allowing the department to gain student insight into proposed changes and challenges for the department as well as provide a vital conduit for students to provide feedback on their experiences. Please consider whether you have the skills and commitment to engage with the Student Rep programme. As a minimum, please ensure that you engage with your Students Reps if they contact you for feedback or comment during the year.

This Handbook will provide you with guidance on the operation of the MAE department and is designed to assist you throughout the duration of your studies and to let you know how and where to seek help, should you need it. Further support from the department can also be sought from:

- Your Year/Programme Adviser of Studies (using the dedicated adviser emails) for clarity on regulations and academic requirements,
- Your individual Module Registrars and Lecturers for help and advice on specific modules, and
- Your Personal Development Adviser (named within your Pegasus record) for any other general problems.

Finally, the Faculty of Engineering [Student Information Hub](#) provides a wealth of advice and support for students throughout their academic journey.

I hope you find your studies challenging, enjoyable and rewarding, and we look forward to getting to know you and to working with you over the coming months and years.

With very best regards,

Prof Cameron Johnstone
Head of Department

Introduction

The aim of this Handbook is to provide a brief guide to assist. It contains practical information about the University, the Department and your programme of study, and is an important reference document which will help you to ensure that your time here is organised efficiently and to maximum benefit.

The University of Strathclyde has existed in various forms in Glasgow since 1796 and received its Royal Charter in 1964. Our institution is recognised as one of the largest and most important in the field of engineering education and research in the UK. We are located in the centre of Glasgow - Scotland's commercial and industrial capital - with four Faculties: Engineering, Humanities & Social Sciences, Science and the Strathclyde Business School.

The Faculty of Engineering comprises of eight departments, covering all major engineering areas: Architecture, Biomedical Engineering, Chemical & Process Engineering, Civil & Environmental Engineering; Design, Manufacturing & Engineering Management; Electronic & Electrical Engineering; Mechanical & Aerospace Engineering and Naval Architecture, Ocean & Marine Engineering.

Student Charter

Departmental staff aim to:

- be responsible and responsive in all matters related to students
 - respect individual students as partners in the learning process
 - maximise learning opportunities
 - minimise bureaucracy and ensure the transparency of procedures
 - maintain a friendly and caring environment
 - operate an efficient information system
 - identify clearly the responsibilities of staff and students
 - facilitate innovative developments where appropriate
 - ensure equality of opportunity for all
-

Engineering Profession

All programmes in the Department are designed to lead to Chartered Engineer (CEng) status, in that they are accredited by one or more of the professional institutions under licence from the Engineering Council. It is your responsibility to exploit this benefit, although staff here will be pleased to help you with advice, form-filling and so on.

The paths to CEng registration are given in an Engineering Council publication – UK SPEC - which defines the initial education required and the subsequent stages of education, training and experience needed to achieve full membership. For those students who entered a programme in 2000 or later, the MEng streams provide the only direct route to Chartered Engineer status, without further academic study. BEng (Hons) fulfil the CEng requirements in part, but graduates of these programmes will require, under current Engineering Council rules, to complete “further learning” - equivalent to one year of full-time study, approximately.

In any event, you are strongly recommended to begin your own developing association with the professional body you choose by joining up now. It costs little (Student Membership is sometimes free for students on accredited courses). You will keep abreast of changes in UK SPEC and your time as a student will be credited to you when you eventually apply for full membership.

Employability (defined by Careers and Employability Group)

The Strathclyde graduate will be recognised as deeply knowledgeable and adaptable, demonstrating the skills, attributes and confidence to thrive in an evolving, often challenging world. To meet the needs of professions and career pathways, this will be achieved through the design of our curricula and the provision of opportunities for all students to engage in work related activities, entrepreneurial events and programmes and globally conscious initiatives throughout their studies.

Academic Year – Key Dates to Note

The University's central webpages must be used to check the various important term dates. Please refer to the up-to-date academic dates listed at [Key Dates](#).

Please note that the University is closed as outlined below - during closures, there is no admittance to most campus buildings and departments/staff are unavailable (Security Services remain on site).

Dates below are correct at time of publication; the above webpage provides up-to-date information.

Semester 1

Dates	
University Closed	28 September 2026
University Closed	*21 December 2026 – 04 January 2027 (inclusive) *provisional (TBC)

Semester 2 (*Semester 1 for PGT January starts*)

Dates	
University closed	26 and 29 March 2027
University Closed	03 May 2027

Summer

Dates	
University Closed	31 May 2027
University Closed	16 and 19 July 2027

Academic Teaching (date commencing) and equivalent Timetabling System weeks are outlined on the '*University Academic Weeks Calendar*' link at [Timetables](#).

Student Support Services

There is a wide range of support and information services around the University. Details are available from the University's [Strathlife](#) student webpages.

Information and various Student Business forms are also available on the main [Student Lifecycle](#) website.

Also, the Faculty of Engineering has a [Student Information Hub](#). In addition, there is also the [Students' Association](#).

In this section of the Handbook, we also outline sources of support within the Department of MAE.

Academic Year Advisers

There is an Adviser of Studies for each year of your programme. The aim of the Adviser is to assist with counselling you on various aspects of your studies (in particular for academic queries/issues) and to help in choosing any optional subjects to study, as well as being able to provide extra support on personal matters.

There is also a Programmes Lead, who is responsible for the management of applicable programmes.

Year 1 Adviser of Studies	Dr Daniel Johnston	mae-y1-adviser@strath.ac.uk
Year 2 Adviser of Studies	Mr Jayson Cheyne	mae-y2-adviser@strath.ac.uk
Year 3 Adviser of Studies	Dr Christie Maddock	mae-y3-adviser@strath.ac.uk
Year 4 Adviser of Studies	Dr Paolo Capobianchi	mae-y4-adviser@strath.ac.uk
Year 5 Adviser of Studies	Dr Chris Triantafyllou	mae-y5-adviser@strath.ac.uk

UG Programmes Lead	Dr Gemma Houston-Scott
PGT Programmes Lead	Dr Wael Abdou

The above is subject to change; refer to your Pegasus record for up-to-date information.

People in the Department

Departmental academic staff are primarily based on Level 8 of the James Weir Building. All students must report to **MAE Reception room JW804** on arrival prior to meeting with staff.

Staff sometimes work from home - initial contact and meeting arrangements must be made via email.

PLEASE REFER TO THE UNIVERSITY'S [STAFF TELEPHONE DIRECTORY](#)

or [MAE STAFF SEARCH](#) WEBPAGE

FOR ALL DEPARTMENT STAFF NAMES AND CONTACT DETAILS.

Head of Department	Prof Cameron Johnstone
Director of Teaching and Learning	Dr Andrew McLaren
Departmental Operations Manager	Mrs Marie Gray
UG Administration Contact	mae-ug@strath.ac.uk
Departmental Safety Convener	Mr Drew Irvine
Departmental Safety Committee	mae-safety@strath.ac.uk

Disability

Disability is generally defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. It covers physical disability, some medical conditions and mental illness.

If you have or think you have a disability, you should disclose it as soon as possible to enable you to access any additional support that you may need. Information provided is treated as confidential and will not be shared without your consent. The University has a dedicated Disability and Wellbeing Service (D&WS) offering advice and assistance (refer to the 'Strathlife' webpage for details). If you believe you qualify for special assessment arrangements, you must visit the team without delay. **Requirements must be prepared several weeks prior to exams starting.**

Where complex personal circumstances arise during the teaching year, a student can arrange to initially meet with their academic Year/Programme Adviser of Studies, as a precursor to visiting the D&WS. Dr Umer Saleem umer.saleem@strath.ac.uk is the MAE Departmental Disability Coordinator, who liaises as required with D&WS or students enlisted with the University as NEP (need extra provision).

Further details and additional contacts can be obtained from the [Disability & Wellbeing Service \(D&WS\)](#) webpages.

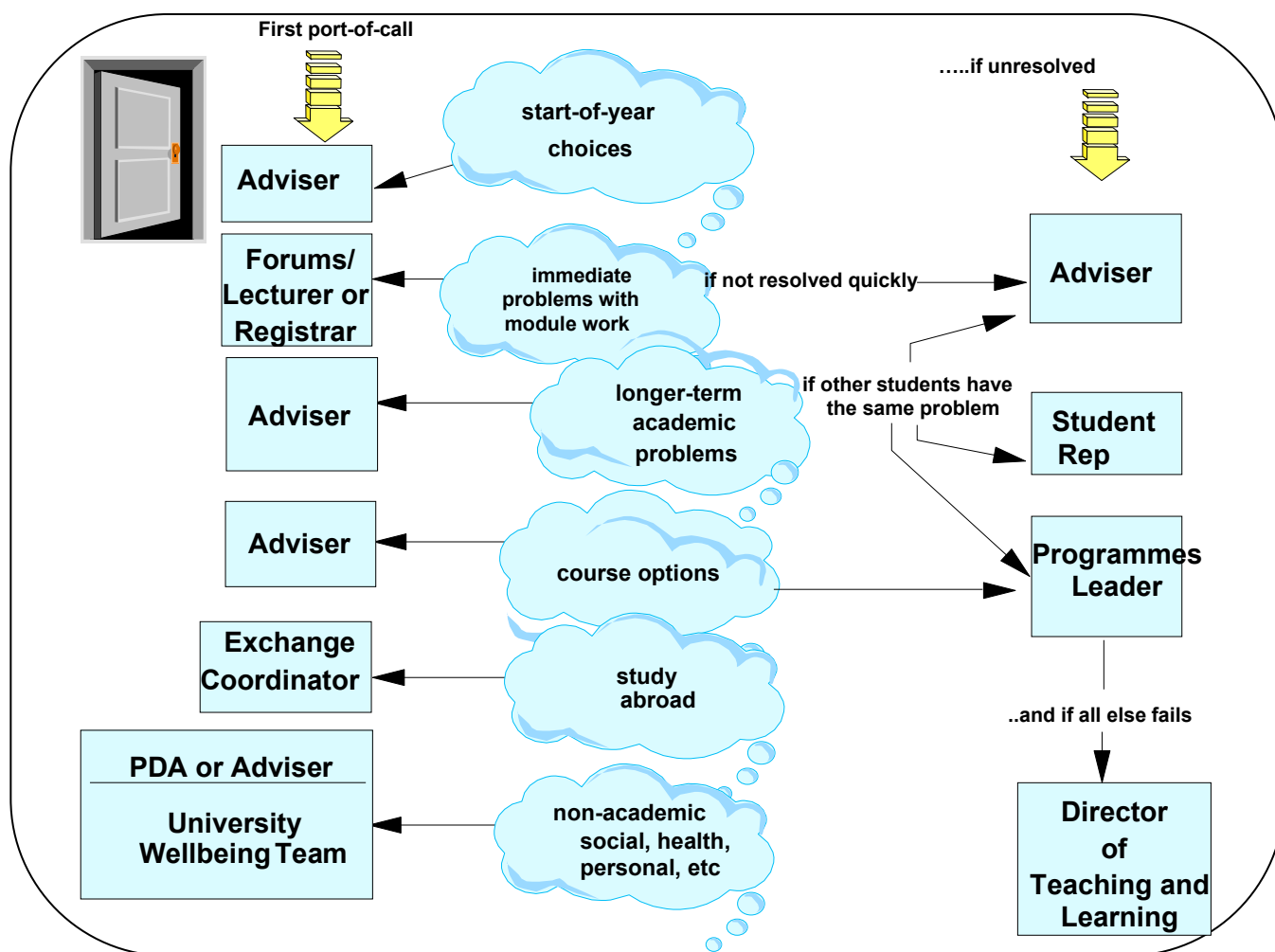
Staff-Student Liaison Committee (SSLC)

A Staff-Student Liaison Committee, which normally meets at least once per semester, provides a forum where academic problems may be raised by representatives. Students are encouraged to consider the benefits of becoming a 'Student Rep', further information on which can be found on the [Student Representation](#) webpage and from the USSA [StrathReps](#) site.

Departmental Student Reps are encouraged to run the SSLC, which normally comprises two Reps from each year, the Programmes Leader, Advisers of Studies and senior members of staff or others as appropriate.

When selected, the names of Reps are notified to all students. If there is an issue which is important to a large number of students and you believe it should be discussed by this Committee, you must inform the Student Rep so that it can be placed on the agenda for the next meeting. However, before the issue is brought to the meeting, it is ESSENTIAL that it has first gone through the proper 'Problems' channels which follow. Only if there has been no satisfactory resolution, should a problem be raised at SSLC.

Problems? – Where to go



Personal Development Planning / Mentors

A student Personal Development scheme exists, the objectives of which are to create an environment where students are able to discuss freely and in confidence any personal matters. Staff can provide advice either personally or, if the student is agreeable, through other specialist staff/teams. Few students encounter substantial difficulties, but for those who do, it is hoped this scheme will ensure academic welfare and encourage satisfactory progress with your studies. The success of PDP depends on the participation of both staff and students. Students are encouraged to see their PDA regularly, even where only to confirm that all is well.

We also run a student mentoring system, where senior students mentor new students. Mentors are expected to meet with their students regularly building an additional support network for new students and a community throughout the year groups within the department.

Useful Administrative & Other Information

MAE Reception (Central Services)

General student enquiries should be directed in the first instance to mae-ug@strath.ac.uk (academic queries must be sent to the relevant Adviser email address).

If necessary, students can drop into our departmental Central Services Reception, on Level 8 of the James Weir Building, room JW804. Opening hours for students, which are subject to change, are:

Monday – Friday: 1000-1230hrs and 1330-1600hrs

Access to Buildings

Standard access hours are generally 0800–1800hrs Monday through Friday and [Estates Services](#) are responsible for buildings on campus.

All queries or campus issues can be directed to the Security Services team, who are part of the University's Safety, Health and Wellbeing Directorate – see Security section at [What's on campus](#) (a list of [building codes](#) are also available for reference).

If you experience an issue with physical access getting around on campus, please email: physicalaccess@strath.ac.uk where a member of Estates staff will be able to assist.

Change of Address / Personal Details

Students are required to notify the University of **any change in term-time or permanent home addresses** without delay. Letters are sometimes posted to students, therefore it is vital that your current addresses on file are always accurate and up-to-date. All relevant details must be updated via Pegasus – see Student Lifecycle's [Personal Details](#) information.

Email Accounts

You must check your '@uni.strath' email account on a regular basis, to ensure that you do not miss announcements or updates. Email accounts must always be used to send communications and should also be cleared regularly, as notifications cannot be received when an account has reached capacity.

Failure to read emails could impact on your studies if you miss an important message (online forums are not the sole means used by the University for issuing communications).

Graduation

Award Ceremonies, known as Congregations, are normally held in June/July and October/November. All students hoping to graduate or be presented must complete enrolment well in advance and pay the appropriate fee. Details of ceremonies and enrolment forms are usually available in March each year – see full information at [Graduation](#).

Note: Enrolment for graduation and fee payment does not constitute an explicit intention/request to exit a programme early. **The Department, via your Adviser of Studies, must also be informed.**

Jury Duty Exemption

Students can download an official Status Letter from Pegasus, to support an application for jury duty exemption – see Student Lifecycle [Letters | University of Strathclyde](#).

Myplace

The University's virtual learning environment (VLE) is called Myplace. All modules for which you are officially registered will automatically appear on Myplace. In addition, MAE students will see dedicated year pages and a General MAE UG page with some generic information.

Login using your Strathclyde student DS username and password. Details can be found on the Strathlife [Myplace](#) webpage. You will find hints and tips as well as support via the link to the 'Student Support Section' - including how to submit an assignment electronically and an explanation of Turnitin.

Myplace delivers online resources and activities designed to enhance learning. The pages generally include assessments, online discussion, learning materials (e.g. lecture slides) and module news.

Please note that it will take a few days after registration for your modules to update through the University's systems, so that everything appears in Myplace. If you are not registered for a module and think that you should be, you should contact your Adviser of Studies urgently.

References

When companies ask for referees who can comment on academic progress as well as your general conduct, students should contact their individual Project Supervisor in the first instance (where applicable) or can ask their Personal Development Adviser (PDA) or academic Adviser of Studies. It is department policy to only provide a reference directly to a prospective employer and not to students.

Under the General Data Protection Regulation (GDPR), staff are not permitted to provide references without student consent. **Reference requests will therefore be rejected where students have not contacted and agreed this with the relevant member of staff prior to the request being received.**

NOTE: Staff are at liberty to decline to provide a reference where they cannot comment appropriately on the questions stated due to their lack of relationship with a student or in circumstances where a positive reference is unable to be provided.

Student Complaints

Please refer to the University website for the official [complaints](#) procedure (note: major issues should always be directed to your Adviser of Studies in the first instance).

Student Lifecycle (Student Business / Graduations / Transcripts)

Student Lifecycle is part of Student Experience & Enhancement, with a Helpdesk located on Level 4 of the Learning and Teaching building (hours of opening normally **Monday-Friday 1000 to 1600 hours**).

Much of the information and forms you may require should be available from the [Student Lifecycle](#) webpages. For contact details, please refer to the 'Contact' section.

Changes to curriculum modules or programmes must be notified to Student Business by the Department through the academic Adviser of Studies (see earlier section of this Handbook for details).

Student Visas and Monitoring

The way in which monitoring of attendance and engagement in study will take place is communicated to all students who hold a Student Visa at the start of your studies by the University of Strathclyde's [Visa Compliance Team](#) (e: visa.compliance@strath.ac.uk).

Students granted a Student Visa have the responsibility to abide by its conditions. Fully engaging with your studies avoids problems and protects your visa status.

UK immigration rules are very strict and Universities are required by the UK Visas and Immigration (UKVI) service to constantly monitor the attendance and engagement of visa students. The consequences of not adhering to rules can include **SUSPENSION from your studies** and/or being reported to UKVI, at which point **the risk increases for your visa being curtailed/revoked due to insufficient evidence of engagement**.

Students who hold a visa who are absent from or need to briefly leave the Glasgow area *at any time* during their studies **must first request permission from the Department**, by liaising with their Adviser of Studies before making any arrangements.

IMPORTANT: action which all visa students must take throughout each academic year:

- Confirm attendance at applicable **face-to-face campus sessions** by scanning the QR code
- Submit online coursework/assignments **via Myplace without delay**
- Email mae@strath.ac.uk out-with standard teaching and examination weeks, to confirm continuing engagement (for example, if undertaking any course project work during summer)
- Check your University email account regularly
- Respond to any emails or telephone calls about your attendance immediately

Visa queries must be directed to the International Student Support Team – details can be found on the [ISST webpage](#).

Use of Computing Facilities and Resources

The University will not permit the use of its computer facilities and resources for access to, or transmission of, information which is considered by the University to be unacceptable; illegal; in breach of university policies, such as those on Equal Opportunities and Harassment; wasteful of resources or not commensurate with the provision of facilities for legitimate educational purposes.

Examples of such unacceptable use may include:

accessing/displaying pornographic material; stating defamatory opinions/views concerning individuals or organisations; accessing/displaying discriminatory material or material which encourages discrimination; engaging in games or chain e-mail; publishing information which is intended to misinform and thereby causes anxiety or inconvenience to another; unauthorised use of University logos, titles etc; spamming; corrupting or destroying another user's data; violating the privacy of other users; disrupting the work of others; using JANET (Joint Academic NETwork) in a way that denies service to others; misuse of networked resources such as the introduction of viruses.

The University actively monitors usage of the University computer facilities and resources which includes monitoring the access to, publication or receipt of, any Internet materials by any user.

IT details can be found via [Information Services](#).

Copyright

Under UK Copyright laws, original works such as books, journal articles, images, music or films are protected by copyright. This means that they cannot be reproduced (copied), on paper or electronically, unless: covered by a licence, permitted by statutory exceptions or legal defences or where permission is given by the copyright holder. Remember that materials found on the Internet are equally protected by copyright even if there is no fee or password required to access them.

The University has a range of licences in place which permit students to make copies of extracts, for example one chapter or one article, from copyright works for the purpose of their studies and in other cases the law will often provide a defence. If you are unsure whether you can copy material, always check if there are Terms & Conditions or similar and follow them. With web-based materials, if in doubt, provide a link (URL) rather than copying the material. Never link to sites that you know contain 'pirated', infringing (or otherwise illegal) material. Further guidance is available (see link below).

It is important that students observe the terms and limits of licences and exceptions. Failure to do so may make you personally liable for copyright infringement, as well as cause; loss of access to materials such as eBooks, eJournals or databases, by your fellow students and the whole University. Dealing with copyright material inappropriately can be a disciplinary offence and a breach of University regulations.

It is important when copying other people's work, in print or on the internet, to do this fairly. This means that whilst copying for your research or your assignments is generally permissible, republishing copies on social media or the public web is likely to cause problems. You should only copy as much as you need for your work and should not reuse other people's work in a commercial context without checking if you need permission. Finally, always acknowledge your use of other people's work and cite them accordingly. This will help you stay legal as well as avoiding plagiarism.

The good news is that normally, you own copyright in material you produce such as a dissertation or project report and this too is protected by copyright.

If you have any questions or concerns, please visit the [Information Governance and Compliance](#) webpage.

Generative AI (GenAI)

As part of our commitment to ethical education and academic integrity, the Department of Mechanical and Aerospace Engineering has established specific guidelines for the use of Generative Artificial Intelligence (GenAI) tools. These guidelines are designed to ensure that students can benefit from these advanced technologies while understanding their responsibilities and the limitations of such tools.

1. Appropriate Use of GenAI:

Brainstorming and Drafting: Students may use GenAI to brainstorm ideas and draft initial outlines for your assignments, provided this is permitted by the assignment guidelines. It is important to use these tools as aids for generating ideas rather than as means to complete assignments without significant personal input.

Learning Aids: GenAI can be used to generate code snippets and other learning aids to help students understand and apply complex programming concepts. However, it is crucial that students actively engage with the material and use critical thinking to adapt and understand the examples generated by GenAI.

Supplemental Understanding: Students are encouraged to use GenAI for accessing explanations of complex topics to supplement your learning. While these tools can provide valuable insights, students must critically evaluate the accuracy of GenAI-generated explanations and not rely solely on these tools for definitive answers. Remember, the output from GenAI could be partially or entirely incorrect, misleading, or biased.

2. Disclosure and Evaluation:

Transparency: Whenever students use GenAI tools as part of their coursework, they must clearly disclose this usage. This includes detailing which GenAI tools were used, along with the name, version, date, and description of how these tools were employed in the work. A template form, on which these disclosures should be made, will be provided alongside relevant assessments.

Critical Evaluation: Always critically evaluate the outputs from GenAI tools. This practice will not only help students discern the quality and reliability of the information but will also enhance their analytical skills.

3. Ethical and Responsible Use:

Adherence to Ethical Principles: The use of GenAI must align with ethical AI principles, including fairness, transparency, accountability, respect for privacy, inclusiveness, and reliability. Discriminatory, deceptive, or harmful uses of GenAI are strictly prohibited.

Academic Integrity: It is imperative to maintain academic integrity in all your engagements with GenAI. Students must understand the importance of using these tools responsibly and be aware of the implications of misuse on their academic record and ethical standing.

4. Data Privacy and Intellectual Property:

Personal Data and Privacy: Students must be cautious when interacting with GenAI tools, especially regarding the upload of personal data or sensitive information. Students must ensure that they have the appropriate permissions and understand the privacy settings of the tools they are using.

Intellectual Property: Students must be aware of the intellectual property rights concerning the outputs generated by GenAI, as specified in their assignment descriptions. This awareness will help students navigate the complexities of copyright and ownership in digital creations.

Academic Information

General [Academic Regulations](#) for all programmes are published by the University's Education Enhancement team.

[Academic Policies and Procedures](#) for students are published by the Student Experience Directorate. Amongst others, policies include:

Assessment and Feedback	Academic Appeals / Academic Mitigation (circumstances)	
Extensions to Coursework Submission	Late Submission of Coursework	Compensation – see Faculty of Engineering
Voluntary Leave of Absence	Student Discipline / Academic Misconduct	
Guidelines for the Use of Turnitin	Student Module Evaluation	Student Representation
Guidance on Charging for Course Materials	Student Guidance on the Use of Social Media and VLEs	
Safe360° - includes policies on Safeguarding, Gender-based Violence, Dignity & Respect		

All students must refer to relevant policies for full information, to be familiar with, remain aware of and consult each where required during their studies. Outlined below are some key points.

Attendance and Engagement / Absence and Academic Mitigation (circumstances)

Poor attendance makes a course more difficult and is often associated with poor performance.

All students are expected to be in attendance for activities during all Terms (as listed on the University's Key Dates webpage). This includes Welcome & Development Week, Consolidation & Development Week and all formal examination periods/diets.

The following relating to absence through illness should in particular be noted:

- Students must sit all assessments/examinations unless prevented by illness, in which case a medical certificate must be produced as documentary evidence. Details must be recorded using the personal circumstances facility in Pegasus **within five working days** of the latest affected examination or date of submission of affected examination/assessment - this includes scheduled assessments during the semester, such as presentations. Self-certification is not sufficient.
- Failure to attend due to being “unaware of the dates or times or submission deadlines” of assessments and missing an examination due to “misreading the timetable or oversleeping” are examples which are not valid reasons for non-attendance. An ‘Absent’ would be recorded in such situations, which will impact on a student's degree classification.
- Students whose performance has been, or will be, affected by circumstances that are severe and outside their control must **inform the University as soon as they are aware of such situations** by recording them via the facility in Pegasus (clearly state the extent, duration and nature, plus how they impact on performance/attendance) and **also by submitting supporting documentary evidence**. In addition, students must contact their Adviser of Studies as soon as possible to discuss adverse circumstances.

CIRCUMSTANCES THAT WILL NOT BE CONSIDERED

Academic Mitigation Boards (AMBs) meet prior to each Board of Examiners to consider whether intervention is required, based on the evidence submitted. AMBs will disregard circumstances which a student could reasonably have avoided, where measures should have been taken to reduce their impact or where circumstances are no different from those facing a significant number of other students (which

you are expected to cope with as part of a properly managed workload). Computer problems, failure of a single data source or lack of back-up are not valid mitigating circumstances and not acceptable grounds for discounting attempts or appealing.

Students who do not submit formal Academic Mitigation via Pegasus will not be considered by the AMB or subsequent Exam Board. **NO** notifications of circumstances will be accepted after the AMB has met and students cannot appeal where they fail to report their circumstances prior to Exam Boards.

Academic Appeals

Appeals can only be made after you have been officially informed of a Board of Examiner outcome/decision and associated results via Pegasus. Included will be a link to indicate when and how to make an appeal and the final deadline. Appeals are assessed by a Faculty panel, although departments are asked for their response for consideration alongside the student submission. Any appeal must have significant grounds (for example, instead of an opinion that a mark should be higher). Discussion with your Adviser of Studies before making a formal appeal is advisable. Please refer to the University's Appeals policy before submitting an appeal directly to the Faculty Office – Engineering.

Academic Misconduct

The University regards academic misconduct as a serious offence. Allegations of academic misconduct will be fairly assessed, and appropriate action taken. An allegation that has been dismissed as a disciplinary offence may still incur an academic penalty for poor scholarship.

The University is aware that there are a variety of temptations for students to engage in academically doubtful or dishonest activities. Promoting a general climate of academic integrity within the student body is important. Students should read and understand the University's [Academic Integrity Guidance](#).

Plagiarism and Collusion

Plagiarism is taking the work of others and presenting it as your own. Collusion is using the work of a fellow student, with their knowledge, and presenting it as your own.

You could be accused of plagiarism if you:

- hand in (as your own) work that was written by someone else
- copy out someone else's work and hand it in
- copy out sections of someone else's work and include it in your own submitted work without acknowledging it
- use someone else's work in any of the above ways with a few words changed

"Someone else" might be the writer of a journal article, textbook or website. It could be a fellow student, though you might then be accused of collusion. The "work" could be a full essay, paragraph or sentence i.e. copying (or altering in a minor way) a complete paragraph or sentence constitutes plagiarism.

You could be accused of collusion if:

- you and another student submit identical or almost identical work

Any work submitted for assessment, e.g. essays, laboratory reports, homework and tutorial assignments, must be solely the work of the individual student or group (if a group assignment is set).

If there is evidence of plagiarism or collusion, penalties will be imposed ranging from a reduction in marks, to resubmission of work, to University disciplinary action. Each case of plagiarism/collusion is discussed by an adjudication panel who will recommend an appropriate course of action. For any doubts as to what constitutes plagiarism, please refer to the above Academic Integrity Guidance webpage.

Assessment and Feedback

The Department fully subscribes to the approach to [Assessment and Feedback](#) outlined by the University policy.

Accordingly, assessment and feedback methods used by each module are explicitly stated in the associated Module Descriptor Form (MDF). Current MDFs can be found on the MAE Student Information webpage (see below 'Module Details and Timetables' section for link).

The Department also recognises that, in addition to constituting a formal response to assessment, feedback also incorporates informal communication between staff and students (either individually or collectively) that provides information on progress and performance. This implies a more bilateral process in which students are encouraged to seek feedback by actively engaging with staff as appropriate.

Guidance on Peer Assessment

Peer assessment is the process whereby members of a team evaluate the extent to which their fellow team members have exhibited specific traits, behaviours, or achievements in line with the learning outcomes and objectives of the assigned work. Within MAE, all peer assessment activities will be conducted on Myplace. The peer assessment process works as follows:

- Students assign marks to their peers based on a number of specific questions.
- These marks are normalised so that the total awarded by each student adds up to 1. This normalisation promotes fairness by scaling each student's contribution to the overall group performance.
- After normalisation, the marks assigned to each student are summed to determine their final score.
- The final grade a student receives after peer assessment is calculated using a weighted average: 50% of the grade is based on the staff assigned grade and remaining 50% is based on the peer scores.

To ensure fairness within each team, the following limits apply:

- The mark a student is awarded on a submission will not vary by more than $\pm 10\%$ of the grade assigned by the member of staff.
- A student's grade will not cross a pass/fail boundary.
- Students who do not return peer assessment will be awarded -10% of the assigned staff grade.

When carrying out peer assessment activities, students are responsible for:

- Understanding the requirements of peer assessment, and actively engaging with assessment tasks by devoting appropriate time and effort.
- Ensuring peer assessment is produced through honest reflection without collusion with other students.
- Seeking academic support when needed, for example if fellow team members are not engaging.
- Ensuring their responses in the Myplace peer assessment activities are professional and uphold the University's [Dignity and Respect Policy](#).

In the event of collusion or the submission of inappropriate (e.g. rude, disrespectful, etc.) responses, appropriate disciplinary action will be taken. **Note that if there is evidence of significant non-engagement with group work, a student may not be permitted to pass the assessment or module.**

Module details and Timetables

Module Description Forms (MDFs) for all MAE modules can be found on the [MAE Student Information](#) webpage. These contain the most up-to-date, comprehensive details for all syllabuses/assessments. General module enquiries should be directed to Module Registrars. Past exam papers can be found using the University's Library pages.

Non-MAE information should be available from the University's [Module Catalogue](#) (via [Pegasus](#)).

Timetables can be found via the main University [Timetabling Information](#) page. Information on personalised student timetables can also be found via this webpage.

Note: Personalised timetables cannot always fully reflect all information. Students should also consult relevant module pages on Myplace for certain individual slot schedules.

Coursework

It is the responsibility of students to keep up to date with coursework and **ensure that all assignments are submitted prior to relevant deadlines**. If you miss a deadline without satisfactory reasons, you may find that your assessment for that module is heavily compromised. Only you can judge if losing marks might affect either your progress or final assessment.

Policy and Procedure on Extensions to Coursework

The University's Extensions policy is in place to support students and to help staff to monitor students' use of extensions for identifying those who may require extra support. Where circumstances negatively impact on studies, students can request an extension to a coursework deadline. **Extension requests should be made in advance of a submission date, via the Myplace online request facility.**

The Extensions policy which provides guidance can be found under the Assessment section [here](#).

Policy and Procedure on Late Submission of Coursework

Note that penalties will be incurred for late submissions. Coursework is deemed to be late when submitted after the published deadline without an agreed extension and in the absence of academic mitigation. Students must ensure familiarity with this policy - see the Assessment section [here](#).

For more detailed information on both Extensions to Coursework and Late Submissions, all students must read over the relevant links which can be found on the MAE Student Information webpage (link within preceding section above).

If you think you are unlikely to meet a coursework deadline due to medical issues or mitigating (personal) circumstances, you must apply for an extension without delay.

NOTE: Extensions and Late Submissions are NOT applicable to Projects.

Examinations

It is important to note that:

- students **MUST** remain available for exams during ALL exam diets and should therefore not arrange holidays within such periods. Published exam dates may change and therefore **you must not make arrangements to leave the area prior to the official end of 'Term', which includes examination periods**. No special arrangements will be made in such cases.
- students will normally have two attempts to pass modules during the course of the academic year. Those who fail to complete a module at the first attempt will be given one additional assessment opportunity before the next Board of Examiners. This will either be by coursework or examination, as outlined in the Module Descriptor Form.
- those who are permitted to carry modules to subsequent years will be given the opportunity to

resit during the following academic year. Students should note that failure to pass any compulsory module after four attempts maximum (where permitted) will result in withdrawal from the degree. For level 4 and 5 modules, only **ONE** resit is allowed (i.e. two attempts in total).

For further information, please check the University SEES Student Lifecycle [Exams](#) webpage at.

NOTE: during the semester 2 exam period, level 4 and 5 modules are normally scheduled to take place early in the diet (though students must always be available throughout the full duration of all formal examination diets).

Use of Calculators

It is recommended that students have a basic SCIENTIFIC calculator for use in examinations as, although calculators may normally be taken into an exam, they must not be used to store text /formulae nor be capable of communication (see 'Use of Electronic Devices' below). Invigilators may require calculators to be reset. Candidates are not permitted to share the use of calculators.

Use of Dictionaries

Regulations state that students whose native language is not English are permitted to use paper-based English/native language dictionaries in University examinations. These dictionaries will be subject to scrutiny by the Invigilator in charge of each examination. Electronic dictionaries are not permitted in University examinations. Regulations state that, unless instructions have been issued to the contrary, dictionaries shall not be used in language examinations.

Use of Electronic Devices

Electronic devices are not permitted during examinations (unless with prior written permission of the Department). Electronic devices include, but are not limited to, mobile phones, music players, tablets and smart watches. Candidates are not permitted to bring earphones into the examination room. **DEVICES CANNOT BE USED AS CALCULATORS DURING EXAMS.**

Pass mark

Normally the pass mark for each individual module is 50% for academic level 5 modules and 40% for all others, unless otherwise notified. It is important to note that students on Honours and Masters programmes are expected to perform at a substantially higher level.

There are a number of reasons to set your sights higher than the above pass marks, not least the fact that marks appear on Academic Transcripts, copies of which are often sought by prospective employers.

In addition, results contribute to the grading of final award classifications, so it is important to secure the highest possible. In line with recommendations of accrediting institutions, the mechanism for calculating final marks is **based on first attempts**, so continued high performance will be rewarded.

Compensation

Compensation is a mechanism by which the Board of Examiners can award credits for a module which is considered to be a marginal fail i.e. even though a pass mark has not been achieved, a resit is not required. Recently, new rules were introduced around the use of compensation in all Engineering Council accredited programmes. In order to retain accreditation, for all students entering 1st year on/after September 2022, the following limits apply:

- Up to 20-credits of compensation can be awarded in 1st year, in line with the rules in the University Policy on Compensation – refer to the [Assessment and Feedback](#) section.
- Up to 30-credits (maximum) of compensation (with no more than 20-credits in any one year) can then be awarded between years 2-5 of a BEng or MEng programme.
- Up to 20-credits of compensation can be awarded over the course of an MSc programme.

Note: Compensation is subject to a number of conditions and can only be awarded to first attempt marks. It will be applied by Exam Boards to eligible modules at the first available opportunity.

The Faculty has opted out of certain aspects of the University Compensation Policy (the new rules only impact the amount of compensation which can be awarded: the threshold for awarding compensation - and also the eligibility criteria - will remain in line with the existing University Policy). Full details on the Faculty scheme (including possibly saving compensation until later using the “win back” process) can be found on the Faculty of Engineering’s [Compensation](#) page.

Resit Attempts

If a student does not pass a particular assessment, then it is essential to resit at the next examination diet or available opportunity (to complete supplementary work to a satisfactory standard), so that the total credits required for the final degree can be accumulated. **All students must be available to attend examinations during exams diets on campus as necessary.**

Note: although Exam Boards normally allow two attempts (first and one resit attempt) to gain credits for a specific module, such attempts must be at two consecutive offerings of the assessment. **For the purpose of determining final award classifications, marks obtained at the first attempt are used.**

Requests to sit exams off campus

All students must attend for examination at the University of Strathclyde on the dates and times scheduled, including mid-semester assessments (for example, class tests, presentations, etc).

Events such as holidays, family gatherings, or other personal appointments/events do not constitute exceptional reasons for exam purposes. In addition, sporting commitments will only be considered for students who are officially registered on the University’s elite athlete Sports Scholars programme.

The following specific cases cannot and will **NOT** be considered by the Department:

- where a student wishes to leave the University during/prior to the end of an examination period
- where a student has a resit examination (our students **must** attend resits in Glasgow in person)

NOTE – arrangements to travel overseas/home should not be made until you know that you have passed all modules for the current academic year.

Students who decide to make travel arrangements (such as purchasing non-flexible/changeable tickets) prior to receiving official results at the end of the academic year, **must return to the University campus in Glasgow for the resit diet to attend relevant examinations in person for any failed modules. This also applies to all incoming exchange students, whether they studied at Strathclyde in first, second or both semesters.**

Where critical, requests to take an MAE examination at a bona fide venue such as a certified overseas exchange institution or British Council Office should be formally made in writing to the Exam Co-ordinator(s) - email to mae-ug@strath.ac.uk. Permission to sit a remote examination will only be considered for *EXTREME* situations due to physical limitation (e.g. war).

Such a request must be made **no later than five weeks prior** to the start of an examination diet. If permission in principle is granted, you must thereafter arrange for written communication to be sent by an authorised person at the proposed off-campus site confirming that the institute agrees to act for the University of Strathclyde in this matter and giving a contact name, telephone number, e-mail and full postal address (post box addresses are not suitable). This formal written communication must reach the Department **no later than four weeks prior** to the start of the examination diet. Your request and the statement from the “authorised person” mentioned above are then sent to the University’s Director of Professional Services, from whom formal approval must be obtained. Examination papers **cannot** be issued to an alternative bona fide institution unless the above procedure has been followed.

Students will be liable for all expenses incurred and any fees charged by an overseas institution/site.

Where required, details on [Exam Co-ordinators](#) for other departments (module codes not beginning with “16” or “ME”) are published by the University’s Disability and Wellbeing Service.

Credit Weighted Average (CWA)

The commendation of Merit and Distinction can be granted by Boards of Examiners when taking progression decisions or Awards. CWA is calculated on a minimum of 60 credits using modules:

- i. passed at first attempt (including by compensation), and
- ii. with a numerical mark (not pass/fail), including where study abroad marks have been converted to Strathclyde marks.

To calculate, numerical results weighted according to the credit value of each module are added together, including electives and normal zero values (i.e. absents), with the aggregate mark then divided by the overall total credits for the full year.

MAE Exam Script Viewing Policy

University policy allows for viewing of exam scripts. The department will facilitate this for undergraduate and postgraduate taught students where this is deemed appropriate. This is an opportunity for a student to obtain further feedback on their exam performance.

To initiate the process, a student must contact the Module Registrar and provide them with a written overview on how they approached each exam question and their overall performance in the exam. Only once this has been provided can the department arrange an appointment under the supervision of a member of staff.

Note:

The appointment duration will be 10 minutes.

Requests must be submitted prior to the next formal exam diet.

Appointments cannot be made where a student has an appeal pending for the related module.

Meetings are not an opportunity to challenge marks awarded (students cannot question, debate or appeal academic judgement).

Students are not permitted to use any electronic devices but can bring written notes and may make additional written notes in the meeting.

Section 2

UG Programmes, Educational Aims & Regulations

Educational Aims and the Learning Experience

Your aim in choosing your degree programme is undoubtedly to graduate and qualify as a competent professional engineer. Our aim is to assist you in the best ways we can to achieve that goal. There are various elements of knowledge, skills, experience and understanding which are to be found in competent engineers and your course will give you the opportunity to acquire and develop these. By the end of your programme, we expect that you will:

- have a good working knowledge of the fundamentals of systems and processes which are generally recognised to be in the domain of mechanical engineering and its related subjects;
- be able to understand, model and predict the behaviour of engineering artefacts through the application of scientific and technological principles;
- have had a great deal of practice in creating new solutions, adapting old ones, and in using your acquired knowledge in materials, energy systems, manufacture and computer-aided design techniques;
- develop an understanding of financial, organisational and strategic aspects of engineering businesses;
- increase skills in communicating and working effectively with others – individually and in teams;
- practice formulating, monitoring and adjusting project plans in the light of changing circumstances;
- meet the Educational requirements for eventual registration as a Chartered Engineer (for MEng);
- embody the Strathclyde values to be a bold, ambitious, innovative, collaborative and people-oriented citizen with full understanding of your ethical and moral responsibilities.

We also expect you to develop many new capabilities which are not simply concerned with engineering technology; in fact we will be disappointed if your outlook does not change radically during your course. In particular, we expect that you will:

- continue to develop the capacity you already have to learn about many things - a good engineer can do anything;
- increase your skills in communicating and working effectively with others - engineers work in teams and lead teams;
- develop your career towards becoming a professional engineer – we expect that you will transition towards this path in the senior years of the programme and tune your approach to study accordingly;
- grow to understand your place as an engineer in a complex and fascinating professional community - the world is your oyster.

UG Programmes

General Regulations for all courses are published by the University's Education Enhancement team at <https://www.strath.ac.uk/studywithus/academicregulations/>.

Information contained in this section of our Handbook must be read in conjunction with the appropriate Undergraduate or Graduate Diploma Regulations.

Students must familiarise themselves with all University regulations/procedures and refer to these or the relevant official policy when required.

Core Curriculum

The Department of Mechanical & Aerospace Engineering courses are organised through a number of principal themes depending on which programme is undertaken e.g. Materials, Engineering Manufacture and Design, Mathematics and Computer-Aided Engineering, Engineering Science and Applications, Professional Management Studies.

For example, fundamental topics which underpin the practice of mechanical engineering develop through the themes of Mechanical Engineering Science and Applications. Mathematics and Computer-Aided Engineering studies provide competence in the use of modern, analytical IT tools; appreciation of Materials, Manufacture and Design complements the base of fundamentals. More specialised topics relating to the degree in Aero-Mechanical Engineering have an increasing presence after the second year. The individual topics are progressively integrated over the duration of the courses, Engineering Design being the unifying theme in the third year. In the fourth year, the skills, knowledge and understanding developed earlier are brought to bear on a practical project. Specialised studies, in particular Engineering subjects and a Computer-Aided Engineering module based on industrial software, round off the final years of the course.

Engineering is pursued within a Business climate and the theme of Professional and Management Studies is an essential ingredient of preparing to operate as a competent engineer.

4/5 Year Structure

The MEng programme provides the opportunity for students of above-average ability to enhance their studies in alternative ways. For example, there are Masters level modules in a wide variety of Engineering topics but it may also be possible to take modules from the extensive portfolio offered by the Strathclyde Business School (popular modules include Accounting and Financial Management).

The main reason for most students to pursue the 5 year MEng option is to complete the educational requirements for Chartered Engineer status before graduating and therefore to avoid the need to return for further study at a later stage. The option to graduate after four years with a BEng Honours award is open to all students and many employers traditionally take on such graduates with a view to further in-house training which may also provide a route to Chartered status. However, current experience is that such employers look for a good class of degree and evidence of a well-rounded portfolio of achievement.

Transfer between Programmes

Transfers to BENG/MENG

The Department delivers three programmes at undergraduate level. Transfers are usually actioned at the end of fourth year of a programme once career aspirations have been determined. To be considered for transfer to MEng, students must achieve a credit weighted average (CWA) of 60% or above for their year 4 curriculum or be eligible for a 2:1 Hons qualification plus have a minimum CWA in fourth year of 55%. Students registered for MEng will be transferred to BEng **at the end of any year of study** if performance is not maintained at the required standard – i.e. where CWA is less than 60%.

Degree Programmes

- Students may request to transfer from Aero-Mechanical Engineering to Mechanical or Mechanical with International Study at the end of year 1 only (curricula diverge from year 2).
- Students may request to transfer from Mechanical Engineering to Mechanical Engineering with International Study at any point of study, assuming they have completed the necessary curriculum (which requires a full year of study abroad).
- Students are not permitted at any time to transfer onto Aero-Mechanical Engineering from any other programme.

All transfers are subject to the completion of all appropriate compulsory modules, though are conditional on satisfactory progress.

Note: In addition to meeting progress Regulations, all transfers require formal approval by the Board of Examiners. However, any potential changes to modules/programmes must firstly be agreed by the Department. Please contact your academic Year Adviser for advice.

After liaising with your Year Adviser, students who wish to submit a request to be considered for transfer within MAE, must apply by completing the relevant form issued by the Department around March each year.

For transfers to an alternative department out-with MAE, the University's Internal Transfer Form must be completed and submitted by the student to the new department to which they are applying - see <https://www.strath.ac.uk/professionalservices/studentlifecycle/transfer-exchange/>.

Regulations - Guidance Notes

Students should consult the Regulations governing their course on a regular basis (refer to the link under the 'UG Programmes' title on the preceding page). Regulations set out the framework for your studies and specify the criteria for your progression through the programme. The language is carefully chosen to cover all eventualities and may need some interpretation or clarification. The following notes do not stand in place of the Regulations but are merely intended to explain the terms used or the thinking behind the text.

The Department of Mechanical & Aerospace Engineering undergraduate degree programmes run in two main streams: 4-year BEng Honours and 5-year MEng. MEng programmes differ from BEng Honours in terms of depth of study, required Learning Outcomes and project work. Corresponding MEng and BEng programmes (e.g. Mechanical Engineering, Aero-Mechanical Engineering) have many common modules in years 1-4. The pass mark for individual modules is normally 40%.

Registration/Curriculum Choice

Please note that it is your responsibility to ensure that you are registered correctly each year. If you take a module but have not registered officially for that module you will not be awarded the credits. Conversely, if you register for a module then do not take it, you will be recorded as having failed unless you delete the module from your record before the curriculum change deadline.

1. Standard curriculum for full-time undergraduates is **120 credits per academic session**.
2. Compulsory modules cannot be substituted.
3. Where additional optional modules are taken, the overall mark will be based on performance in ALL modules attempted.

Progress

Progress on the BEng stream is based on accumulation of sufficient credits as defined in programme regulations. Progress on the MEng stream requires satisfaction of the minimum credit requirement plus the additional condition of a Credit Weighted Average (CWA) mark of **60% minimum**. MEng students with a CWA below 60% are transferred to the corresponding BEng stream by the Board of Examiners, provided all other progress requirements have been satisfied. Year 4 MEng students who do not meet the MEng progress requirements in full are transferred to the corresponding BEng degree programme and graduate immediately.

In Year 5, MEng students will carry out a 40 credit group design project involving interdisciplinary activities and, in some cases, industrial inputs. The group project and level 5 modules making up the student's 120 credit year 5 curriculum deliver specific Masters level Learning Outcomes not covered in year 1-4 modules.

Degree Classifications

Final marks for Engineering degree programmes are normally calculated using a combination of the Credit Weighted Average of 3rd and 4th years (for BEng Degrees) or 3rd, 4th and 5th years (for MEng Degrees). The Faculty of Engineering algorithm for calculating degree classifications is as follows:

	3 rd year	4 th year	5 th year
Honours Degrees	30%	70%	n/a
MEng Degrees	20%	40%	40%

Board of Examiners (key points to note)

There are two types of Examination Board which meet at the end of each academic session: the Honours Board and the General Board.

The Honours Board of Examiners review the performance of all year 4 and 5 students. A decision is made at the Board on the class of degree to be awarded to each graduating student or progress decision for y4 MEng students. Following the Board meeting, results and decisions are issued to individual students via PEGASUS.

The MEng degree may be awarded 'with Distinction' or 'with Merit'.

Students can graduate from the BEng degree with one of five classifications:

- First Class Honours
- Second Class Honours (Upper Division)
- Second Class Honours (Lower Division)
- Third Class Honours
- Pass

The General Board of Examiners considers the performance of all students other than those in years 4 and 5. The General Board meets after the Honours Board and once again after the resit diet, to analyse student performance in all degree assessments. The General Board makes one of the following decisions:

Pass - clear passes with no re-sits; should proceed to the next year of study.

Withdraw - student is withdrawn from the programme.

Re-sit (June Board only) - student must undertake re-sit assessments normally by August, after which a decision will be made on possible progress to the next year of study.

Overseas Semester(s) (June Board only) - student has taken part in overseas exchange and some marks are not yet available.

May Proceed (September Board only) - may proceed to the next year of the programme but must take further re-sits in certain failed modules.

Academic Assessment Only (September Board only) - student has not satisfied the requirements for progress to the next year of the programme. The student will take relevant assessments during the following academic year, details of which can be found in the relevant Module Description Form.

Re-attend - student has not satisfied the requirements for progress to the next year of their programme. Students are required to re-attend the current year (for which the standard tuition fee will be charged) before a further decision will be made by the Board regarding progress.

Transfer - student will be transferred to another programme. This can be qualified by a decision of **Academic Assessment Only and Transfer** or **Resit and Transfer**.

In addition to making one of the aforementioned decisions, the Board may also decide to either:

- i **caution** a student whose performance has been poor. The student is informed that their poor performance gives cause for concern and they must consult with their Year Adviser of Studies.

or

- ii **warn** a student that they have almost exhausted their attempts at a module and will have only one further opportunity to obtain a pass.

A student may be transferred from the MEng to BEng Hons stream or from the BEng Hons to BEng Pass stream **if not performing at a high enough level**.

Unusual circumstances can dictate that a student receive a 'Special Letter/Notification', outlining their academic position as determined by the Board of Examiners.

Students who do not pass all compulsory modules after exhausting their maximum attempts must be withdrawn, though some may be eligible to transfer to the BEng Engineering Studies pass degree.

The University's webpages providing general information on Board results and FAQs can be found at <https://www.strath.ac.uk/professionalservices/studentexperience/studentlifecycle/exams/resultsfaqs/>.

Faculty Compensation Scheme

The Faculty operates a Compensation Scheme which is designed to assist Boards of Examiners to take decisions about student progress at the end of each of the first, second and third years of undergraduate study and also fourth year of an integrated Masters degree. Fail marks in the range 30-39% may be eligible for compensation under the scheme and converted to a pass provided the weighted credit average across a student's prescribed curriculum is 45% or higher. Up to 20 credits throughout all years of the programme may be compensated in this way. The scheme can be applied only to a student's first attempts, therefore compensation is normally used by the June Board only when results from semester 1 and semester 2 degree assessments are considered.

External Examiners

Prof Duncan Shepherd (Professor of Biomedical Engineering), from the University of Birmingham is currently External Examiner for:

Mechanical Engineering - including with International Study

Prof Craig Lawson (Professor of Aircraft Design), from Cranfield University is currently External Examiner for:

Aero-Mechanical Engineering

Students must not contact External Examiners with queries against an academic decision.

You need to contact the Department for feedback or submit an Appeal at the appropriate time as per the Personal Circumstances and University's Academic Appeals Procedures.

General Information

Study Abroad

The Department encourages all suitably qualified students to consider the benefits which foreign study brings to the learning experience. Students who wish to participate in exchange are ambassadors for both the Department and the University, so it is IMPERATIVE that prior permission, in principle, to pursue study overseas is obtained from the Department's Outgoing Exchange Coordinator, Dr Andrew McLaren.

Normally this will be covered by the Outgoing Exchange Coordinator's signature on the Learning Agreement which has to be completed by all students wishing to study overseas. Only once results are known will this permission be ratified as explained below.

Students enrolled on courses which require foreign study as part of the degree award requirements should be aware that such study can only proceed where the student has reached an appropriate standard and has a reasonable expectation of benefiting from the experience; if this poses a difficulty, it is possible to change to another related course where foreign study is not obligatory.

For those participating in an exchange programme, attention is drawn especially to the following:

- (a) FEES: Do not forget to apply for (or pay) your fees for the subsequent academic year. Note that students taking part in one of our student exchange programmes do not pay fees to the overseas institution, these are covered under the exchange arrangements.
- (b) While the Department encourages students to participate in overseas exchange studies in their third year (and additionally in fifth year), it is important in the case of second year students that, prior to embarking on an exchange programme, the following objectives must be met:
 - all year 1 and year 2 modules have been passed
 - it is advisable that you are achieving a credit weighted average of 60%. While it is possible to go abroad with a lower level of performance, this may not be in your best interests.

Note that the requirement to pass all modules from the previous year is because it is not possible to arrange re-sit examinations for students studying abroad. It is therefore not possible to carry modules while taking part in the exchange programme.

While agreement to participate in an exchange programme may be given in principle before the end of the academic year, it is imperative that the student concerned has this agreement ratified **in writing** by Dr McLaren, as soon as their examination results are known. **Without this ratification no student from the Department of Mechanical & Aerospace Engineering will be considered to have the necessary permission to embark on an exchange programme.**

Where can I study abroad?

Opportunities exist to study at one of the Departments European partner universities, but also at institutions in the USA, Canada, Singapore, Hong Kong and Australia.

What does the scheme involve?

The scheme provides a wonderful opportunity for students to spend part of their degree course at a university in another country. This study elsewhere counts as a normal part of the degree curriculum. The various schemes have therefore been designed to ensure complementarity with studies which the student would otherwise have taken if they had remained at Strathclyde. Where language permits, students can attend lectures in an overseas university. Alternatively, for those with less well-developed language skills, project work may be undertaken in the host University in collaboration with a supervisor who speaks English. Credits are awarded for overseas study just as they would be at Strathclyde and are normally awarded at the September Examination Board once transcripts have been received from

the partner institution. Since performance in third year of the course contributes to the classification of Honours/MEng, for this purpose each student will be awarded an overall mark for their period of overseas study which will be agreed between the ERASMUS Coordinator and the Adviser of Studies.

The minimum length of an exchange is three months, and the maximum is a full academic year.

Is language not a difficulty?

Proficiency in another language is a requirement to study modules in some European countries. For this purpose, students may be able to select language electives as part of their curriculum in first and second year. However, partner institutions in many countries offer modules taught in English

During the period of the exchange itself, language tuition is normally provided by the host university, where appropriate. This may include basic modules in languages such as Danish and Swedish. If you think you may be interested in participating in a European exchange programme you should ask your Year Adviser about the elective modules on offer from the Language Learning Centre.

Note that it is each student's responsibility to research the modules available in order to plan their period of exchange. This includes determining whether modules will be taught in English or the language of the host country. In the latter case, each student is responsible for ensuring that they have the language skills necessary to learn *and* be assessed in the host language, where required.

What are the benefits for me?

While the exchanges usually mean hard work when you are there, they can also be enormous fun. Strathclyde students have taken the opportunity to travel, to spend time with students from their host university and sometimes to obtain relevant vacation employment abroad.

When can I go?

Students currently in year 2 may apply spend all or part of their year 3 abroad. What you do abroad is agreed beforehand, and may be a combination of lectures, labs and project work, depending upon the courses on offer and your facility with languages. All MEng students are expected to consider going abroad at some stage during their course. This is an important element in their personal development.

There is much to be said for starting your time abroad in semester 1 if possible, as you can go early to check out the social scene, lecture schedules, etc, before modules start. Studying abroad for the whole year is most beneficial, but a single semester exchange is also a valuable experience.

It is also possible to spend the first semester of year 5 overseas, conducting a group project with other Strathclyde students.

How Do I Find Out More?

Almost all you need to know about study abroad can be found at <https://www.strath.ac.uk/studywithus/studyabroad/goingabroad/>. This gives links to our partner institutions and features case studies from students who have participated.

Information sessions are run by the Recruitment and International Office (RIO) in the first semester each year. These will be advertised and it is important to attend the sessions to find out what opportunities exist and for an explanation of the application process and deadlines (which will be applied rigorously).

Further information on exchange arrangements is available from the Department's Outgoing Exchange Coordinator Dr Andrew McLaren andrew.mclaren@strath.ac.uk.

Other details also at <https://www.strath.ac.uk/professionalservices/careers/global/studyabroad/>.

MAE Society

This is the Mechanical & Aerospace Engineering Society, run by students for students undertaking our courses, comprised of undergraduates across all 5 years. If looking for a way to be part of the MAE community outside of your studies, then get involved as a volunteer.

Being part of the MAE Society allows students to build on existing skills, develop new ones, gain experiences and meet new people. As a student group, they rely on your involvement in events. If unable to be involved directly, you can still support the group - suggestions or new ideas can be sent to maesa-society@strath.ac.uk.

Sponsorship

Student sponsorship can be reasonably common within the Faculty of Engineering (<https://www.strath.ac.uk/engineering/>). The advantage is that a company may supplement a student's income and offer employment during the summer vacation. There may also be the possibility of graduate employment on completion of studies.

Students in 1st, 2nd or 3rd year may find it worthwhile to spend some time identifying companies willing to offer sponsorship. Look out for those that operate a sponsorship scheme – check the notices in the Careers Library or newspapers. If unsure whether a particular company operates a sponsorship scheme, write to their Human Resources Manager requesting information.

Appendix 1

Departmental Occupational Health and Safety Arrangements

First Aid/urgent help telephone number - [internal] Extension 2222 (or non-urgent 3333)

EMERGENCY Fire / Police / Ambulance - [external connection] telephone number 9 then 999

1. Safety Organization

Health and safety within the Department is organized in accordance with the University Safety Code (Section 6.6 of the University Calendar) which should be studied by all members of staff. All members of staff will be issued with a copy of these Regulations and are required to sign a declaration stating that the Regulations have been read and understood. Supervisory staff should ensure that the attention of students is drawn to the provisions of the Safety Code and Departmental Safety Regulations.

The Head of the Department has ultimate responsibility for all health and safety matters.

Health and safety management is undertaken by the [Departmental Safety Convener](#).

An Area Safety Committee has been formed to monitor health and safety issues within specific areas. The identities of current post-holders and their areas of responsibility can be obtained from the Departmental Safety Convener.

General information on any health and safety matter should be directed to the Departmental Safety Convener in the first instance.

The University's Safety Services Unit can be contacted on Ext 2726 or on safety@strath.ac.uk.

2. Departmental Safety Committee

A Departmental Safety Committee has been appointed consisting of at least three persons representative of the main groups of staff working in each area and include, where appropriate, at least one student. The Departmental Safety Convener convenes the meetings of the Departmental Safety Committee and acts on its behalf as necessary.

3. Fire

In the event of a General Fire Alarm the procedure is set out in the Fire Regulations posted at every floor of the James Weir Building and any other building you may occupy. Read these carefully and check from time to time for any changes which may be made.

- Fire drills will be held at least once per semester.
- Fire Alarm tested every Monday at 9.30am in James Weir building
- Know the meaning of the audible fire alarms.
- Know every escape route in the building.
- Exit by a different route at each drill.
- Note locations of fire extinguishers - all are clearly marked.

In the event of a fire being discovered:-

- Leave the room, close the door and raise the alarm by activating the nearest "break-glass" fire alarm call point and informing the security wardens (Ext 2222 or 3333).
- If it is safe to do so, use an appropriate fire extinguisher to attack the fire. Do not use water where electrical equipment or flammable liquids are involved.
- In the case of laboratory fires, if it is safe to do so, switch off all electrical and fuel supplies to the equipment involved or, if necessary, to the entire laboratory.
- Do not store combustible materials on or near electric heaters.
- Do not accumulate waste material.
- Keep litter bins covered.
- Keep fire exits clear of obstructions

4. Accident or Illness

Emergency Telephone Numbers - Extension 2222 or 3333

- If possible give immediate assistance to the patient. General First-Aid Guidance notes are contained in all First-Aid boxes. A First Aid box may be found in all of the Departmental Laboratories.
- Telephone 2222 or 3333 giving own name and department, exact location (building, floor, room number) and nature of incident.
- Say if an ambulance is required.
- Do not move the patient from reported position (unless obviously necessary to avoid further injury) until the arrival of the ambulance services.
- The patient should be accompanied to the hospital by a colleague.

5. Reporting of Accidents and Dangerous Occurrences

All accidents and dangerous occurrences, however apparently trivial, should be reported to the member of staff in charge or to the technician in charge of the laboratory. The [Departmental Safety Convener](#) should also be informed.

An official Accident or Occurrence Report should be completed for all accidents and dangerous occurrences and sent to the University Safety Officer via the [Departmental Safety Convener](#). Should an incident result in hospital attendance, the Safety Office should be informed by phone as soon as possible.

6. COSHH

Under the Control of Substances Hazardous to Health Regulations 1988 (COSHH), it is incumbent upon anyone involved in the use of hazardous materials to ensure that a safe working practice is agreed upon. No work is permitted until a [RISK ASSESSMENT](#) and [COSHH](#) form has been completed. Copies of each assessment must be lodged with the Departmental Safety Convener.

All staff and students should be trained must undertake COSHH essentials and assessors training and submit certificate of completion to DSC before work can take place.

Copies of the approved Guidance handbook on COSHH may be obtained from the Safety Convener or the University Safety Office.

Failure to comply with the Regulations may result in that area of activity being shut down by DSC.

Link to COSHH essentials [training](#)

Link to COSHH assessors [training](#)

7. Hazardous Operations

Hazardous work should not proceed unless a Risk Assessment has been issued and signed.

Person undertaking the risk assessment must be trained and signed off by the DSC department.

Student undertaking the RA process must have a signature from their supervisor and the RA Should be suitable and sufficient for a court of law, should an accident happen.

Suitable PPE must be worn for all potentially dangerous operations (e.g. grinding/welding) supplies of which are available from the technician in charge of the laboratory.

All areas in which special hazards exist (e.g. lasers) are clearly marked and entry to these regions is restricted to those personnel having permission to work in them. Refer to the Protection of Eyes Regulations 1974.

All hazardous materials and glassware should only be transported or carried in properly designed safety containers. Winchestersters should be carried only in proper holders, not in the hand. Passenger lifts should not be used unless special precautions are taken.

Link to RA [training](#)

8. Permits to Work

All persons, other than trained workshop staff, who wish to use machine tools, handheld tools or welding equipment, etc must have a Permit to Work signed by the Head of Department or lab Manager or workshop supervisor. Permits will only be granted to people who can show evidence of satisfactory training and relevant experience. Permit holders must liaise with the Laboratory Manager before using any equipment. Permit application forms can be obtained from the Departmental Safety Convener.

9. General Laboratory/Workshop Procedure

- Protective clothing and safety glasses must be worn at all times.
- Headphones should not be worn in lab.
- Coat racks or lockers are provided and should be used for outdoor clothing (coats, scarves, etc.).
- Food and drink is not permitted in laboratories or workshops.
- Always use machine guards where provided.
- Clean tools and machines after use and deposit all scrap material in the bins provided.
- Keep litter bins covered.
- Observe and obey No Smoking/Vaping signs.
- Observe and obey all warning signs.
- Horseplay is forbidden.

- When operating equipment in the laboratories, at least two people should be present. One of these should be a technician or a member of the academic staff. Where working alone is essential, the completion of a Risk Assessment must be performed and endorsed by the Laboratory Manager and Academic Supervisor prior to the commencement of such work.
- Avoid loose clothing, long hair and badly fitting footwear.
- Keep all chemicals in suitable storage (see under COSHH).
- Switch off all gas cylinders, water, gas and other taps when not in use.
- Keep labs and workshops tidy.
- Keep floors clean and free of oil and grease deposits.
- Do not obstruct passages, doorways or other thoroughfares.
- Keep clear of overhead lifting-gear.
- Do not overload electrical power points i.e. multiple 4 bar socket extensions.
- Trip hazards, such as trailing cables must not run across working areas.

9.1 Office Areas

- Office areas should be kept clean and tidy and free of trailing electrical cables.
- Cables should be inspected regularly and replaced if the insulation shows signs of wear.
- Materials should not be stored on top of filing cabinets or cupboards particularly near eye level.
- Filing cabinets should be filled from the bottom to ensure stability and drawers kept closed.
- Solvents should only be used in well ventilated areas and kept clear of heat sources.

10. Access to Buildings with Normal Hours

See Access to University Premises (Appendix 2) and the previous 'Access to Buildings' section of this Handbook.

Generally, students are not permitted to undertake laboratory work outwith core hours.

11. Supervision of Project Students

Supervisors should establish a mode of working with their students such that the supervisor is aware of and agrees to, each element of work, that safe working practices are agreed and where appropriate set down on paper and that regular, active, supervision is established.

12. Visitors to Laboratories

Visitors to the laboratories who are not accompanied by a member of staff should report to the relevant Laboratory Manager.

Students from other departments must be inducted into the labs and signed off by DSC before using labs.

Children under the age of 14 are not normally permitted to enter laboratories or workshops. (See Appendix 2 of this Handbook).

13. Electricity at Work Regulations 1989

All offices, storerooms, workshops and laboratories, of whatever kind, within the Department must comply with these Regulations.

It should be noted that the University's Estates Management Department is responsible for all electrical services in the University, e.g. isolators, sockets and other such fixed equipment and no one may break into the electrical system for any reason without the authorization of the University Electrical Engineer. Persons involved in the use of, and/or responsible for the use of electrical equipment, must read the Regulations and the University's own handbook entitled "Local Rules for Electrical Safety" (November 1991), a copy of which may be obtained from the Departmental Safety Convener. Work on 'live' equipment is prohibited unless in the most exceptional circumstances; before any such work is undertaken permission in writing must be granted by the Departmental Safety Convener.

The safety and installation of electrical equipment and the clearance of electrical faults up to the normal 13 Amp socket outlets are the responsibility of the University's Electrical Engineer who is based in Estates Management

14. General Electrical Safety

All students must check that 240 v and 110v mains items used in labs and office holds a valid PAT test certificate before use if item is out of date or not PAT test the item should not be used.

All electrical apparatus is required to be inspected and tested at certain intervals, which is set at annually in MAE. Portable electrical equipment should not be used unless it possesses an approved PAT label.

Open-bar electric fires and non-automatic kettles, toasters, air fryers, ovens, grills and sandwich makers are not allowed on the University premises.

Multi-way extension with 13-amp shuttered outlets may be used from a socket provided the total load does not exceed 13 amps and they are designed to BS1363. Under no circumstance should multi-way extensions be plugged into each other to create multiple sockets. Double and triple Adaptors are not permitted.

It should be noted that students are not allowed to work on electrical equipment over the voltage of 24 v. Any equipment that needs wired or modification must be done by a competent, qualified person. Should this situation arise please contact the Lab Manager, Drew Irvine (contact details available at: <https://pegasus.mis.strath.ac.uk/Teldir/>), to aid with electrical modification and ensure it is electrically safe before use.

New equipment should be inspected by the Laboratory Manager, Drew Irvine, before being taken into service. A record of the equipment must be kept (see 15 below). Plugs must also be fitted by a competent member of technical staff by arrangement with Laboratory Manager. The Departmental Safety Convener may approve members of staff bringing in their own personal electrical equipment (except those banned items shown above), however, such items must also be included in the Departmental inventory of electrical equipment and appropriately inspected and tested (see 15 below).

All staff have individual responsibility for reporting obviously faulty equipment, e.g. broken plug tops, damaged cables, etc. to their supervisor or directly to the relevant Laboratory Manager. Equipment thought to be defective should not be used and must be reported immediately to the relevant Laboratory Manager. Such equipment should be removed from service until compliance with Section 15 is established. Users of equipment should regularly inspect for damage to casings, cables and plugs etc. and for loose screws.

Where specific hazards exist in laboratory/workshop areas they will be clearly marked at the direction of the relevant Laboratory Manager.

All people wishing to use new or existing equipment in laboratory areas must liaise with the relevant Laboratory Manager before commencing work.

15. Control of Noise at Work Regulations 2005

Loud noise at work can damage hearing therefore, measures have to be put in place to prevent or reduce risks from exposure to noise at work. It can also be a safety hazard at work, interfering with communication and making warnings harder to hear.

The Regulations require the employer to assess the risks to your employees from noise at work; take action to reduce the noise exposure that produces those risks; provide your employees with hearing protection if you cannot reduce the noise exposure enough by using other methods; make sure the legal limits on noise exposure are not exceeded; provide your employees with information, instruction and training; carry out health surveillance where there is a risk to health.

The Noise at Work Regulations 1989 have been revised and the new 2005 updated legislation comes into force on 6th April 2006 (with the exception of the music and entertainment sectors where the Regulations come into force on 6th April 2008).

1. The new Regulations require employers to take specific action at certain action values (previously called action levels). These relate to:

□ the levels of noise employees are exposed to averaged over a working day or week (e.g. use of weekly exposure would be appropriate in situations where noise exposures varied markedly from day to day e.g. gardening staff using power tools on two days of the week); and,

□ the maximum noise (peak sound pressure – noises due to impacts e.g. hammering, pneumatic impact tools) to which employees are exposed in a working day.

Noise levels are measured in decibels (dB) and the following new values are:

a. **Lower exposure action values:**

□ daily or weekly exposure of **80dB** (previously 85dB);

□ peak sound pressure of **135dB**.

b. **Upper exposure action values:**

□ daily or weekly exposure of **85dB**;

□ peak sound pressure of **137dB**.

Exposure limit values: (these are levels of noise exposure which must not be exceeded) daily or weekly exposure of **87dB**, peak sound pressure of **140dB**. These exposure limit values take account of any reduction in exposure provided by hearing protection ie personal protective equipment.

2. There is a new specific requirement to provide **health surveillance** where there is a risk to health.

Hearing protection must now be made available where there is exposure above the new lower exposure action value (80dB).

Hearing protection must be worn and a programme of control measures (see below) implemented where there is exposure above the new upper exposure action value (85dB).

Noise assessments will require to be reviewed to take into account the changes in the action levels. (See below).

Health surveillance must be provided for all individuals, staff or students where there is a risk to health from exposure to noise e.g. employees who are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage. More information on health surveillance is available from the University's Occupational Health Service. If you have any concerns regarding occupational noise induced hearing loss or tinnitus (ringing or buzzing in the ears) please contact the Occupational Health Service on extension (JA) 4824 or email occupationalhealth@strath.ac.uk.

The implementation of these Regulations can be quite complex and advice should be obtained from the Safety Officer by anyone affected by them.

All fixed installations are the responsibility of the University Electrical Engineer

16. Buildings and Equipment

Building structural faults should be brought to the attention of the University's Estates Management Department or Lab Manager.

17. Radiation Hazards

Radiation Hazards are the responsibility of the Area Radiation Protection Supervisors. The identities and locations of current post-holders can be obtained from your [Departmental Safety Convener](#).

18. Compressed Gas Safety

Only people within the Department who have been specifically trained may transport, attach or detach gas cylinders from equipment. These people will follow the University Guidance on Compressed Gas Safety.

19. Project work

All project work must Take place in suitable MAE laboratory facilities. It is not permitted to undertake undergraduate project work at home or off campus, unless approved by HOD and DSC.

If your project requires space/facility you must identify this early and arrange for a suitable area to set up the experiment with MAE lab Manager

20. 3D Printing

All 3d printing for project work must be logged through the works request system and record of the files stored by staff undertaking the 3d print work

All 3d print work must be compliant with university policy on the academic use of 3d printers

21. Medical conditions

Should a student or staff member have or develop a medical condition or wish to declare a medical condition while attending Strathclyde University you should inform the departmental DSC. This information will be confidential, and the DSC will decide on how to proceed. Serious health conditions could be exacerbated, or serious injury could occur if not declared.

Examples of conditions

Pregnancy, Heart condition, Fainting, Serious skin conditions, stroke, broken limb, breathing issues etc

If unsure, please contact the DSC for further guidance

22. Dust masks

When working with substance that produces vapor or dust these must be COSHH assessed by user. The assessment may require the user to wear a dust mask as a preventive measure. Masks will be issued by the department and the user test by the departmental face fitting specialist.

Should a specialized mask be required the student supervisor must pay for this.

When tested for a mask, you must be clean shaven, or the test will not be valid. If you are not clean shave the test will not be carried out, therefore the work cannot be undertaken unless another method of work can be found.

Appendix 2

Access to University Premises - John Anderson Campus

- 6.7.1 The University Court has approved the following regulations to control access to premises belonging to or in the occupation of the University in order to balance the need for access on the one hand and considerations of general and personal safety (of users), security (of property), and economy (in light, fuel and security staff) on the other.
- 6.7.2 The normal hours of access to departmental accommodation are as follows:
Monday-Friday
Andersonian Library (as stated in Regulation 3.5 of the University Calendar)
Computer Centre 0800-2200
Sports Centre (as stated in the Regulations of the Centre for Sport and Physical Activity)
All other departments 0800-1800
- 6.7.3 Some University buildings may be open beyond 1800 hours. Nevertheless, the normal hours of access for departmental accommodation is 0800-1800 hours. Every other time is considered outwith normal working hours.
- 6.7.4 Saturdays, Sundays and public holidays are considered to be outwith normal hours of access.
- 6.7.5 Academic, senior administrative and academic related staff are granted automatic rights of access outwith normal hours of access (please see the above) to communal accommodation and departmental accommodation within the area with which they are identified.
- 6.7.6 Estates Management personnel are granted automatic rights of access outwith normal hours of access (please see above) to communal accommodation and departmental accommodation, normally by prior arrangement with the Head of Department or other departmental staff responsible for the departmental accommodation. However, obviously, in an emergency, for example, flood, Estates Management staff may have to enter departmental accommodation without prior notification. It is, therefore, imperative that any hazardous operations or particularly hazardous material which by necessity is left on open benches be appropriately labelled.
- 6.7.7 Computer Centre staff are granted automatic rights of access outwith normal hours of access to all areas where that department has computer and communications equipment.
- 6.7.8 University Safety Services personnel are granted automatic right of access to all University accommodation at all times.
- 6.7.9 Research fellows, research assistants, individual postgraduate students and members of the technical, secretarial, clerical and manual staff may be granted rights of access to communal accommodation and departmental accommodation outwith normal hours of access. Buildings may be open until 2200 hours but permission (for those who require it) to enter departmental accommodation is required from the Head of Department or their deputy. Individual undergraduate students may also be granted such rights of access through the same procedure. The levels of access available are as follows:

(1) Unlimited Access

- (i) An unlimited authorisation access card (RED) must be issued by the department and signed by the Head of Department or their deputy and the person being granted access.
- (ii) The department and those areas specified within it which have been authorised for entry must be stated on the card.
- (iii) The card may be valid for up to one year from issue. However, the expiry date must be shown on the card.
- (iv) The card is only valid if used in conjunction with an unexpired student/staff identity card or other photographic identification.
- (v) The card is issued on the understanding that the cardholder has read and understood that part of the appropriate Departmental Safety Regulations pertaining to out of hours working.

- (vi) Unlimited access should only be granted when considered essential by the Head of Department.
- (vii) Requests for red cards for lab access must be accompanied by a risk assessment (S20 form) and a red card request form signed by the project supervisor, then submitted to Drew Irvine.

ANY BREACH OF REGULATIONS WILL RESULT IN IMMEDIATE CANCELLATION OF OUT OF HOURS ACCESS AND DISCIPLINARY PROCEEDINGS.

Laboratory Access Out of Hours

- 6.7.10 Students should apply for access to the laboratories through [SharePoint](#) and select either Drew Irvine (MAE Laboratory Manager) or (DSC) as the approver.
 You will then need to collect a Red Card B from Drew Irvine.

Temporary Rights of Access

- 6.7.11 The Head of a Department or, in their absence, a deputy previously authorised by the Head of Department may, exceptionally, grant temporary rights of access to departmental accommodation, including laboratories and workshops, outwith normal hours of access for a maximum period of one year at a time to a named visitor of not less than 16 years of age in respect of an individual person deemed by the Head of Department on their own responsibility to be suitable.
- 6.7.12 Some departmental equipment may only, by statute, be used by persons over 18 years of age. The Head of Department must ensure the visitor granted access is fully aware of all appropriate University/Departmental Safety Regulations and Procedures including evacuation.
- 6.7.13 The name of the visitor granted access and a note of the duration of the access granted must be lodged with Security Control.
- 6.7.14 Members of staff and students who would normally need RED CARD access are exempt from this requirement when attending social functions authorised by the Head of Department, in departmental rest areas, for example, common rooms, tea rooms, etc. This exemption is only valid until 2200 hours. If it is expected that the function will continue after this time, special permission must be granted by the Chief Operating Officer. Please see Regulation 6.7.15.
- 6.7.15 The Chief Operating Officer may, exceptionally, grant temporary rights of access to persons other than those granted rights of access under previous Regulations for the purpose of attending specific meetings, examinations or other functions on University premises. When temporary rights of access are so granted Security Control must be notified.
- 6.7.16 Departmental Safety Regulations must make adequate provision for the health and safety of all persons using departmental premises outwith normal hours of access as defined in the Regulations above.
- 6.7.17 All persons granted rights of access who use premises outwith normal hours must inform Security Control of their intention to enter, remain in or leave the premises in order that the security staff may arrange for them to be granted access to or exit from the building concerned. They must also record their presence on the premises either by telephoning Security Control or by signing the log book at Security Control (or, in the case of the Royal College, the James Weir or Thomas Graham Building, the log book held at the James Weir Building, Montrose Street entrance) before they enter the premises. All University staff must carry a University staff identity card or other photographic identification. Students must carry a current student identification card plus the appropriate departmental authorisation (for example, BLUE or RED card). Persons using premises outwith normal hours of access may be refused entry or requested to leave by a member of the Security or University Safety Services staff if they cannot show proof of identity.
- 6.7.18 Security staff must check periodically the safety of individuals recorded as being on the premises outwith normal hours of access.
- 6.7.19 Persons using premises outwith normal hours of access must have access to a telephone in order to contact Security Control in the event of an emergency.
- 6.7.20 Operations outwith normal working hours which have been assessed and identified as having a particular risk associated with them must have appropriate control measures in place to handle the foreseeable consequences of the work.
- 6.7.21 Abuse of the system may result in confiscation of the access card and identity card by Security or Safety Services personnel.

Children - Special Access

- 6.7.22 Children (persons under the age of 16) are permitted to enter the office accommodation and sports and recreational facilities of the University during the normal hours of access. Access to University premises is only permitted if accompanied by a parent or other responsible adult. Outwith normal working hours, children may be allowed access to office accommodation only; they must be accompanied by the parent or legal guardian who must directly supervise the child.
- 6.7.23 Children are not permitted to enter laboratories or workshops or other accommodation whose sole means of access is by way of a laboratory or workshop unless for the purpose of attending a supervised course, demonstration or exhibition in which case all sources of potential hazard will have been removed or rendered safe by other means.

Pet Animals

- 6.7.24 Pet animals of any nature may only be brought on to University premises under extraordinary circumstances. A Head of Department, on advice from a Departmental Safety Convener, may exceptionally authorise access to department premises in which case the animal must be kept under the direct supervision of the owner or other responsible person. A guide dog accompanying a blind person will normally be permitted unrestricted access to University premises but the nature of equipment in certain areas may make it necessary to deny access to such guide dogs.