

Mechanical and Aerospace Engineering

POSTGRADUATE STUDENT HANDBOOK 2019/20

Faculty of Engineering

MSc, PG Diploma, PG Certificate

Advanced Mechanical Engineering (Distance Learning)

The contents of this booklet are as far as possible up to date and accurate at the date of publication. Changes and restrictions are made from time to time and the University reserves the right to add to, amend, or withdraw courses 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 Course Regulations in their later years of attendance:

<https://www.strath.ac.uk/sees/educationenhancement/qualityassurance/universityregulations/>

CONTENTS

WELCOME.....	3
From the head of department.....	4
Introduction.....	5
Contact information	6
SEMESTER DATES 2019/20	6
course information	7
Module Selection.....	7
Individual Project.....	7
Duration of Study.....	7
Curriculum	8
SUMMARY OF MODULES.....	9
EF900: Individual Project/Dissertation	11
LEARNING RESOURCES	12
MyPlace	12
Student Self-Development	12
Library.....	12
IT SERVICES	13
Registration	14
Postal Registration.....	14
Student Identity Card	14
Finance Office.....	14
STUDENT AFFAIRS.....	15
Academic Dishonesty.....	15
Plagiarism and Collusion.....	15
Absence and voluntary suspension	16
Personal Circumstances.....	16
Late submissions.....	17
Extensions.....	18
Appeals	7
Communication	7
BOARDS OF EXAMINERS FOR POSTGRADUATE TAUGHT COURSES.....	8
1st Examination Board (usually May/June)	8
2nd Examination Board (usually September)	9
Awards.....	10
The Faculty pgt compensation scheme	10

WELCOME

FROM THE HEAD OF DEPARTMENT

Dear All

On behalf of all members of staff, I welcome you to the Department of Mechanical and Aerospace Engineering. We hope you will have an enjoyable and successful time with us.

This handbook explains the organisation and regulations affecting the MSc, PgDip and PGCert Courses.

StrathLife – The Student Journey

This handbook should be read in conjunction with 'everything you need to know about student life' which can be found here:

www.strath.ac.uk/studywithus/strathlife/

This provides information on the range of support and information services within the University.

Professor Alexander Galloway

Head of Department

Department of Mechanical and Aerospace Engineering

INTRODUCTION

The University of Strathclyde has existed in various forms in Glasgow since 1796 and is recognised as one of the largest and most important institutions in the field of engineering education and research in the UK, and located in the centre of Glasgow - Scotland's commercial and industrial capital.

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

The MSc in Advanced Mechanical Engineering (Distance Learning) course has been developed to provide high calibre mechanical engineering graduates with an in-depth technical understanding of advanced mechanical engineering topics, together with professional skills that will allow them to contribute effectively in developing company capabilities.

Engineering involves the creative process of turning knowledge of science and technology into products, services, and infrastructure that benefit society. For example, the energy sector is currently undergoing major changes, providing significant technological challenges and offering excellent career prospects for well-qualified engineers. The role of engineering is crucial in developing efficient technologies that can help protect the environment while contributing to competitiveness and economic growth.

The Advanced Mechanical Engineering (DL) course offers flexible postgraduate training opportunities, and leads to awards at Postgraduate Certificate, Postgraduate Diploma and MSc levels. The PgCert requires 60 credits, the PgDip 120 credits, and the MSc 180 credits. The MSc project carries 60 credits.

This course is particularly suitable for Graduate Engineers in the following sectors:

- Mechanical Engineering
- Chemical, Petrochemical & Process Engineering
- Design Engineering
- Energy & Power Generation
- Manufacturing
- Oil & Gas
- Power Plant
- Renewable Energies

CONTACT INFORMATION

The Student Handbook is designed to address the various questions students may have about the many different aspects of studying for a postgraduate qualification at the Department of Mechanical and Aerospace Engineering at the University of Strathclyde.

Department of Mechanical & Aerospace Engineering University of Strathclyde James Weir Building 75 Montrose Street Glasgow G1 1XJ Scotland, UK	<p><u>Academic</u></p> <p>Dr Emma Henderson</p> <p>Programme Advisor of Studies/ Director of Postgraduate Studies</p> <p>E: e.henderson@strath.ac.uk</p>	<p><u>Postgraduate Administrator</u></p> <p><u>Ms Emma Mcaulay</u></p> <p>E: mae-pg@strath.ac.uk T: +44 141 548 2039</p>
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We hope you do not encounter any problems during your study, however, please do not hesitate to contact the administrative team at mae-pg@strath.ac.uk

SEMESTER DATES 2019/20

Semester 1:	16 September 2019 – 10 January 2020
Christmas Vacation:	23 December 2019 – 10 January 2020
Semester 2:	13 January 2020 – 22 May 2020
Spring Vacation:	6 April 2020 – 17 April 2020

The University is CLOSED on the following dates:

30 September 2019
 24 December 2019 - 2 January 2020
 10 and 13 April 2020
 4 and 25 May 2020
 10 and 13 July 2020

IMPORTANT: Information on key dates are available at:

<https://www.strath.ac.uk/professionalservices/keydates2018-19/keydates2019-20/>

COURSE INFORMATION

MODULE SELECTION

When choosing modules, individuals will discuss the options with the Advisor of Studies. The suite of Postgraduate courses in Advanced Mechanical Engineering leading to awards of Master of Engineering, Postgraduate Diploma and Postgraduate Certificate are modular and intended for off-campus delivery. They are offered by distance learning to allow participants to study at their own pace, in their own homes, at times that are convenient to themselves.

Students select courses from the range of instructional modules available. The choice will be limited by initial qualifications. All the modules will include coursework, tutorials and self-directed learning with the appropriate academic support. Each module has a credit value and students will accumulate credits as they progress through the course.

The Department cannot guarantee that all modules will be available in any given academic year as availability will depend on both student demand and resource constraints. However, a reasonable choice will be offered at any given time.

INDIVIDUAL PROJECT

On successful completion of 120 credits of taught modules, students choosing the MSc route undertake a project which entails the production of a dissertation. This individual project involves an in-depth study and production of a thesis – it may be focused on an idea suggested by industrial contacts, or aligned to one of the many areas of research themes within the Department.

DURATION OF STUDY

The expected duration of the part-time MSc course is 36 months while the expected duration for PgDip is 18 months and PgCert is 12 months. Candidates may be awarded credits, and have their curriculum reduced accordingly, on the basis of passes obtained in a relevant programme of the University or another institution.

CURRICULUM

As soon as registration is complete, students should give consideration to their curriculum, and the modules they wish to undertake to obtain the requisite credits for their level of registration.

All students shall undertake an approved curriculum as follows:

- for the Postgraduate Certificate – no fewer than 60 credits
- for the Postgraduate Diploma – no fewer than 120 credits
- for the degree of MSc – no fewer than 180 credits including the Project

MAE Level 5 and Postgraduate Module descriptors are available to view at:

<http://www.strath.ac.uk/engineering/mechanicalaerospaceengineering/student-information/>

Available Modules (for Sep 2019)*

ME529	Aerodynamics in C	10 credits	(SEM 2)
ME923	Gas and Steam Turbines	10 credits	(SEM 2)
ME926	Nuclear Power Systems	10 credits	(SEM 2)
ME945	Introduction to Open-Source CFD	10 credits	(SEMS 1 & 2)
ME946	Pressurised Systems	10 credits	(SEM 1)
ME947	Materials for High Temperature Applications	10 credits	(SEM 1)
ME950	Boiler Thermal Hydraulics	10 credits	(SEM 2)
ME963	Structural Integrity	10 credits	(SEM 2)
ME960	Applied Metallurgy	10 credits	(SEM 1)
ME962	Degradation of Metals and Alloys	10 credits	(SEM 2)
CP933	Project Management	10 credits	(SEM 2)

Important:

1. It is possible to take up to 20 credits from classes beyond those listed above with the approval of the Course Adviser.
2. Students are expected to finalise their curriculum as soon as possible at the start of semester, changes beyond the 3rd week of semester are strongly advised against.
3. Normally the balance of credits between semester 1/ semester 2 should be 30/30.

**Additional modules are under development for future academic years.*

Students may undertake up to 20 modules relevant to their course, from another Department. Examples of these are:

Department of Biomedical Engineering:

94 928	Introduction to Biomechanics	20 credits	(SEMS 1&2)
XXX	Sustainable Development Goals	20 credits	(SEM 2)

Other modules out with the above selection will be at the discretion of the Programme Advisor of Studies whom the student should contact prior to selection.

SUMMARY OF MODULES

ME529 Aerodynamics in C

This module aims to introduce students to the principles of programming in a high level programming language such as C# by writing programs to simulate the flow field around objects using inviscid aerodynamics.

ME923 Gas and Steam Turbines

This module gives students an advanced knowledge of applications of both steam and gas turbines within the power generation industry. The module includes details of power-plants that have been developed specifically to integrate gas turbines such as (gas turbine exhaust gas) heat recovery steam generators (HRSGs) used in combined cycle gas turbine (CCGT) plants.

ME926 Nuclear Power Systems

This module aims to provide core knowledge of nuclear power plant engineering and to develop a critical awareness of the nuclear basics, reactor basics, reactor operation and design, waste disposal, and key issues relating to health and safety.

ME945 Introduction to Open-Source CFD

This module is intended for those who have either no prior experience of computational fluid dynamics (CFD) or students who only have experience of using commercial CFD codes and would like to investigate an open source CFD code that is used predominantly for research. It aims to introduce the principles and application of numerical simulation of fluid flows and to underpin the theoretical foundations by applying a CFD code to realistic flow problems.

ME946 Pressurised Systems

This class aims to introduce the subject of industrial Pressurised Systems and ensure competency in the use of Standards and Design Codes. Pressurised Systems are inherently dangerous since they contain stored energy which must be carefully controlled. A methodology is set down whereby a range of pressurised components can be designed, manufactured, installed and operated to a high degree of safety.

ME947 Materials for High Temperature Applications

This module gives students a thorough introduction to the materials science and metallurgy that underpins the design of high temperature applications. This will build on basic concepts to give an appreciation for the theory of alloy design and strengthening mechanisms, including an understanding of the importance of fracture and creep.

ME950 Boiler Thermal Hydraulics

This module aims to provide core knowledge of the modern conventional power plant boiler and to develop a critical awareness of the operation, design and integration of the key components that comprise a boiler system.

ME963 Structural Integrity

This module aims to introduce students to the concepts and principles of Structural Integrity and Structural Integrity Assessment, in particular assessment of failure of metal structures by ductile collapse, fracture, fatigue and creep.

ME960 Applied Metallurgy

This module aims to develop an understanding of the applied metallurgy of principal engineering alloys, to include structure & properties of metals and alloys, metal extraction, diffusion theory, heat treatments, welding engineering and typical degradation mechanisms.

ME962 Degradation of Metals and Alloys

This module aims to develop an understanding of the degradation processes that are responsible for eventual in-service destruction of metals and alloys. The module will focus on the fundamental mechanisms and prevention strategies related to corrosion, erosion and corrosive wear.

EF900: INDIVIDUAL PROJECT/DISSERTATION

In this part of the course, students undertake supervised, individual project work, with the award of MSc being made on the basis of an acceptable report/dissertation submission, and submitting an electronic format as a pdf file as directed by their Project Supervisor. This component is valued at 60 PG credits.

A list of project titles will be distributed in March/April time. Students will be asked to select 5 projects from this list via Myplace. The allocation of these projects will then be managed centrally in the department and students will be notified of their allocated project.

Students are also given the opportunity to come up with a self-generated project title which could be out with the University. However the student will be responsible for finding a suitable academic in the department to supervise this. Also, if a student is interested in a particular area of research they can approach an academic in this area with a project title.

It is important to note that there is a STRICT DEADLINE for successful completion of the MSc course. Bear in mind, however, that it is necessary to register to graduate prior to completion of the dissertation.

Part-time Students

The normal duration of a Part-time (PT) MSc programme is 36 months. Meaning 60 credits should be completed per year. PT students can choose to start the project in their second year of study in line with the rest of cohort meaning commencing in May (June graduation) or they can wait until the new academic session commencing in September (November graduation).

PG Diploma Students

Students who are enrolled in the PG Diploma course, who meet the requirements and wish to be moved to the MSc course can request that a transfer is considered at the June Board of Examiners.

Information and application procedure for Graduation is available at:

<http://www.strath.ac.uk/studywithus/graduation/>

PLEASE NOTE: the undertaking of the student project of 60 credits, to qualify for the award of MSc, requires approximately 600 hours of study. Any request for an extension will only be granted by the Personal Circumstances Board for recognised personal circumstances (see the [University's Personal Circumstances and Appeals policy](#)).

LEARNING RESOURCES

MYPLACE

The University's virtual learning environment (VLE) is called MyPlace. It is accessed using your DS credentials via the Strathclyde homepage, or directly from: <http://classes.myplace.strath.ac.uk/>

All class resources will be available from MyPlace, however individual class tutors will inform you regarding the level of class engagement with the VLE.

The only way to submit assignments will be on MyPlace. Furthermore, it will contain important course information so it is important for students to check that they have access to their classes after registration. Please note that your classes will not appear on here until after registration (and your curriculum has been agreed in the case of courses which have module choice). If you do not see any of your classes listed in MyPlace, you should first check that you are registered and that your classes are listed in Pegasus.

Please note that it will take a few days after registration for your classes to be added and the systems to update so that your classes appear in MyPlace. If you are not registered for a class and you think you should be you should contact your programme advisor.

STUDENT SELF-DEVELOPMENT

The University provides a range of handouts that guide you through some common tasks at university. For example, reading and writing tips, grammar and language help, time management, avoiding plagiarism, making presentations and critical thinking.

These can be accessed here: <http://www.strath.ac.uk/studyskills/>

The University also provides online IT training for common software packages including Microsoft Office (Word, Excel, Powerpoint) and for University systems (Pegasus, Nemo, webdrives, MyPlace etc).

Staff will assume that all students are familiar with Microsoft Office to a basic level, and can engage with all University systems.

LIBRARY

We expect students to use the library independently as part of their daily study routine. Independent study using books and journal articles will augment class notes and facilitate a deeper understanding. As a distance learning student you can access the University library online services. You can borrow online books and download academic papers and journals.

The library also offers a postal service for distance learning students.

The University of Strathclyde uses an integrated search service called SUPrimo. This service allows students to access online journals, reports, articles, books, exam papers and other

relevant materials. Additionally, students have access to a wide selection of databases subscribed to by The University of Strathclyde.

A guide on how to use the library is here:

<http://www.strath.ac.uk/library/usingthelibrary/libraryusers/postgradguide/>

IT SERVICES

All registered students in the University will be issued with a user ID and password, which allows access to the computing facilities in the Andersonian Library. Students are also issued with University e-mail addresses for the duration of their registration.

Students will also require to use their user ID and password to access Moodle, the University's PEGASUS system (Portal Engine Giving Access to Strathclyde University Systems), many of the electronic Library resources and to remotely access University e-mail addresses.

More information on IT Services is available at:

<http://www.strath.ac.uk/it/>

MAC users: Students should contact the IT Helpdesk as soon as possible following registration to ensure that they have access to all the necessary IT facilities for the course.

REGISTRATION

All students who are undertaking full or part-time study in the University are required to register at the start of each academic year. Registration combines a number of procedures which it is convenient to ask students to complete at the same time.

- Personal Details are updated. These include addresses and telephone numbers.
- Course and year of study will be confirmed for the new session.
- The Finance Office will need to know how tuition fees will be paid.
- Issue of Student Identity Card.

POSTAL REGISTRATION

Students should return the Registration form, corrected as necessary, to the Engineering section of Registry - this is an important document which must be signed and returned to Registry. In signing this, students are agreeing to be bound by the terms listed thereon. The forms and more information on the services offered by Student Experience can be found at:

<http://www.strath.ac.uk/registration/>

STUDENT IDENTITY CARD

Student ID Cards will be issued at Registration of year 1. New Students must enclose two recent colour photographs, one of which will be kept by Registry. This will be scanned onto the student record for production of their student identity card, which will be sent to them. The image, together with personal and course data, will be printed onto the card. The Student Identity Card allows access to the University Library (using the printed barcode) and the Sports Centre. The ID card should be kept safely as it may be necessary to produce it at any time as proof of status.

FINANCE OFFICE

The payment of tuition fees is an essential part of the process, and registration is not complete until tuition fees are paid.

Online Payment of Tuition Fees

The University has developed a facility to allow students to pay amounts due by credit/debit card quickly and efficiently. More information on this facility is available from the Finance Office website at:

<http://www.mis.strath.ac.uk/finance/>

STUDENT AFFAIRS

ACADEMIC DISHONESTY

The University regards academic dishonesty as a serious offence. Allegations of academic dishonesty will be fairly assessed and appropriate action will then be 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 during formal examinations, or in relation to assignments, practical work, dissertations or thesis preparation. In setting assessed assignments of whatever form, all teaching staff actively consider how to minimise the opportunities for students to cheat. Promoting a general climate of academic integrity within the student body is important.

Please read the "[Academic Dishonesty Guide](#)" for Examples of Academic Dishonesty.

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 his or her 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

That "someone else" might be the writer of a journal article, a textbook or an internet site. It could be a fellow student, though you might then be accused of collusion. The "work" could be a whole essay, paragraph or even 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 may be imposed ranging from a reduction in marks, to resubmission of work or, if particularly severe, to disciplinary action. Each case of plagiarism/collusion will be discussed by an adjudication panel who will recommend an appropriate course of action. The University's guidance on plagiarism can be found using the url below. If you are in any doubt as to what constitutes plagiarism, please read this document.

The University has a formal policy for dealing with possible instances of academic dishonesty. A copy of the full document, University Procedures and Guidelines for Dealing with Instances of Possible Academic Dishonesty by Students, is available from the University website at:

<http://www.strath.ac.uk/plagiarism>

This is also dealt with under points 3.16 and 9.7 of the University Policy and Procedure for Postgraduate Instructional Programmes.

ABSENCE AND VOLUNTARY SUSPENSION

Voluntary Suspension (VS) is normally intended as a method for students to apply in advance for a complete suspension of study of an entire semester or year. The most common reasons distance learning students give for applying for VS is work, personal or family health issues and bereavement. Note that in all circumstances there is a requirement for evidence to be provided along with the form.

Further full information on Absence and Voluntary Suspension, please visit the Student Experience and Enhancement Services webpage:

<http://www.strath.ac.uk/sees/studentpolicies/policies/attendance/absenceandvoluntarysuspension/>

PERSONAL CIRCUMSTANCES

It is important that you familiarise yourself with the University's full [Personal Circumstances Procedure](#).

Examples of personal circumstances could be for example where there has been a bereavement, or illness that has prevented you attending, or affected your performance in an exam or other form of assessment. Personal Circumstances normally require evidence of some form such as medical or death certificates.

We wish to draw your attention to a few particular points relating to Personal circumstances:

The onus is on the student to adequately back up their work. This should not be on a memory stick or external hard drive only, as these possibly could be stolen, perhaps with the laptop. Therefore we strongly advise students to use an online storage system which provide appropriate protection of data. The University provides an optional storage service called **One Drive** which is available to students.

Full details of how to access, this can be found at:

<https://www.strath.ac.uk/ithelpdesk/helptopics/email/office365/>

Reminder

The University Personal Circumstances and Academic Appeals Procedure do **NOT** accept computer failure and lack of back up as grounds for discounting attempts or appealing:

Circumstances that will NOT be considered:

Students should note that the Faculty's Personal Circumstances Board will not consider circumstances which students are expected to cope with as part of a properly managed workload, or would not normally have a significant impact on academic performance. Boards will also normally disregard circumstances which the student could reasonably have avoided, where the student could have taken measures to reduce their impact, or are no different from the circumstances facing a significant number of other students. The following are examples of circumstances which would **not** normally be considered:

- Inadequate planning to cope with last-minute delays and missing deadlines because of computer difficulties, or transport difficulties;
- Losing work not backed up, failure of a single data source;

IMPORTANT:

The above Student Affairs Information is a brief guide to some of the important Policies and Procedures information, which will assist you during your study at Strathclyde.

Please familiarise yourself with the University and course handbooks. You may also wish to refer to the relevant University and Course Regulations for postgraduate study:

<https://www.strath.ac.uk/sees/educationenhancement/qualityassurance/universityregulations/>

THE ONUS IS ON THE STUDENT TO READ ALL UNIVERSITY COMMUNICATIONS. FAILURE TO DO SO COULD POSSIBLY HAVE AN IMPACT ON YOUR STUDIES, IF YOU HAVE NOT READ INFORMATION PARTICULARLY RELATED TO [POLICIES AND PROCEDURES](#).

LATE SUBMISSIONS

The University has a Policy for the Late Submission of courseworks. You should make yourself familiar with this policy as Late Submission of assessed work may be subject to penalties.

https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_on_Late_Submission_of_Coursework_Final_Oct_2018.pdf

EXTENSIONS

Before requesting an extension, it is advised that students read this section fully. The extension request requirements vary depending on the length of extension requested and the method by which the request is submitted. There is also some guidance on what might constitute grounds for an extension request to be granted.

Students requesting an extension to the deadline for a piece of coursework must apply via the extensions tool in Myplace. Further guidance about using this tool is contained under the heading '[Myplace Extension Request](#)' below. If the extension tool is not available for your coursework, please follow the instructions contained under the heading '[Offline Process for Submitting an Extension Request](#)' below. **NOTE: where the extension tool in Myplace is available, it should be used.**

Please pay attention to the examples found under the Section 3 heading '[Grounds for Extending the Deadline for Coursework Submission](#)' below. These are taken from the [Policy and Procedure on Extensions to Coursework Submission](#). The policy intends to be supportive of students, and staff will monitor students' use of extensions in order to identify students who may require support. The policy provides examples of what might be grounds for granting an extension and what is unlikely to be grounds for the granting of an extension. The list does not try to cover every possible scenario so students should discuss with staff any circumstances that are negatively impacting their studies.

Extension requests will normally be made in advance of a coursework submission deadline. In exceptional cases, students may apply for an extension retrospectively.

Extension of less than seven calendar days

Requests for an extension of less than seven calendar days do not require formal supporting evidence (e.g., a doctor's letter). However, students are encouraged to communicate to staff any circumstances that are negatively impacting their studies as early as possible, especially where other assessments or aspects of their studies are also impacted. This can be done by submitting a [Self-Certificate form on Pegasus](#).

Extension of longer than seven days

For extensions that are longer than seven days, it is essential that students complete a '[Personal Circumstances Form](#)' and submit it directly to Student Business for their Faculty at: studentbusiness-engineering@strath.ac.uk within five working days of the agreed extension date. There is information about the Personal Circumstances Procedure [on the website](#).

Failure to submit evidence of medical or personal circumstances for extension requests of seven days or more could result in the extension request being rejected or revoked and/or any subsequent academic appeal being regarded as inadmissible.

Students should note that certified cases of medical and/or personal circumstances will be considered sympathetically and the rules will be applied in a caring manner. Where there are sensitivities or difficulties in obtaining evidence (for example, a death certificate), a compassionate approach will be taken. The rules are designed to be as clear as possible, to help students plan their work sensibly and ensure parity in the service provided to all students.

Grounds for Extending the Deadline for Coursework Submission

The list below does not try to cover every possible scenario but provides examples of what might be grounds for granting an extension and what is unlikely to be grounds for the granting of an extension. Students should not be discouraged from submitting a request if they do not see their situation described below.

Examples of Medical Circumstances

Medical conditions or illness, including physical and/or mental health problems that negatively impact a student's preparation for an assessment.

Examples of Personal Circumstances

- serious illness or death of a person close to the student
- family break-up
- being a victim of crime
- being in a serious car accident
- jury service
- significant relationship breakdown
- unexpected caring commitments
- homelessness
- Home Office requirements
- fire
- flood
- adverse weather conditions
- exceptional travel circumstances outwith a student's control which prevented them from meeting the published submission date
- other exceptional circumstances that can be reasonably considered to negatively impact a student's ability to submit coursework on time

Examples of Insufficient Grounds for an Extension

The following circumstances would not be acceptable grounds for granting an extension:

- poor planning and time management
- error made in understanding the published dates of assessment submissions
- having another assessment due on or around the same date
- minor IT issues such as computer failure
- failure of third parties to deliver the assessment
- holidays, social events, moving house, or any event planned in advance of the submission deadline
- failure to make alternative travel plans when disruptions were advised in advance

Myplace Extension Request Process

Instructions for the submission of an extension request via Myplace are below. [A version of these instructions with images of the screen to support the explanation is also available.](#)

1. Go to the Myplace site for the class in which you wish to request an extension to the deadline of a piece of coursework
2. Click on the assignment link for the piece of coursework. This will open a page containing information about the assignment, the status of your submission and the deadline
3. Click on the Extensions section and select 'Request Extension'
4. You will be required to fill in three parts of a form:
 - i. Select a reason from the dropdown list
 - ii. Propose a new deadline (date and time)
 - iii. Describe in more detail your reason for requesting an extension
5. Submit your extension request

You will receive a Myplace notice and an email to confirm that your request has been submitted. If you have downloaded the University's Mobile App and have logged in using your DS username, you will also receive a push notification on your device.

Your request will be considered, resulting in one of the following two outcomes:

1. Your extension request will be granted – either based on the date and time you proposed or based on an alternative date and time specified by the appropriate member of staff
2. Your extension request will not be granted*

The outcome of your extension request will be communicated to you via a Myplace notice and an email. If you have downloaded the University's Mobile App and have logged in using your DS username, you will also receive a push notification on your device.

If you submit an extension request and decide that you no longer require it, you can cancel the request up until the point at which it is approved. After it has been approved, you cannot cancel the request but you can, of course, submit the work in time for the original deadline.

*If your extension request is not granted and you would like to access support please contact the Postgraduate (Taught) Course Director. For details of central University support services, please see the 'Support' section below.

Offline Process for Submitting an Extension Request

If your assignment does not allow you to request a selection through myplace, or your assignment is not on myplace, then you should email direct mae-extensions@strath.ac.uk with the following details:

- Course name and course code, and assignment for which you require the extension
- Your full name and registration number (as it appears in Pegasus)
- The details of the length of extension requested
- The Medical or Personal Circumstances which have prompted your request for extension.

Extension requests submitted via email where there is the capability to submit via myplace, will be denied, unless there is a specific justification for this.

All other conditions of the Extensions Policy and process remain in place when submitting through these channels.

Support

Disability and Wellbeing Service (including Student Counselling Service and Student Health)

Phone: 0141 548 3402

Email: disability-wellbeing@strath.ac.uk

Disability & Wellbeing Service

Room 4.36, Level 4,

Graham Hills Building

50 George Street

Glasgow

G1 1QE

For more information visit the [Disability and Wellbeing Service webpage](#).

Study Skills Service

Phone: 0141 548 4064/4062

Email: studyskills@strath.ac.uk

Level 6,

Livingstone Tower,

26 Richmond Street,

G1 1XH

For more information visit the [Study Skills Service webpage](#).

Maths Skills Support Centre

Phone: 0141 548 3343

Room LT308,

Livingstone Tower,

26 Richmond Street,

G1 1XH

For more information visit the [Maths Skills Support Centre webpage](#).

International Student Support

Phone: 0141 548 4273

Email: infoandadvice@strath.ac.uk

For more information visit the [International Student Support webpage](#).

Strathclyde Students' Union's The Advice Hub

Phone: 0141 567 5040

Email: strathunion.advice@strath.ac.uk

For location see [Strath Union's Advice Hub webpage](#).

Penalties for the Late Submission of Coursework

Coursework is deemed to be late when it is submitted after the published deadline without an agreed extension, and in the absence of personal circumstances.

The [Policy and Procedure on Late Submission of Coursework provides a detailed account of the policy and procedures for the late submission of coursework](#). You should read this

document carefully, noting that there may be exceptions to the policy outlined for specific types of coursework, such as (but not limited to) group work or presentations. Staff will communicate any such instances to students. However, in all instances, the range and timing of penalties will be applied according to a commitment to fairness and supporting all students in their studies alongside agreed procedures. Staff will monitor the late submission of assessments in order to identify any students who may require support. For regular coursework, the Policy and Procedure on Late Submission of Coursework outlines the penalties to be applied, and these are summarised below.

Coursework that is submitted late, but within seven calendar days of the published deadline date and time, will be subject to penalties, as shown in the table below. The table demonstrates the application of a sliding scale of penalties, where a late submission within 24 hours of the deadline will incur a penalty of 10% applied to the original mark, and for each subsequent 24 hour period, an additional 5% penalty will be applied to the original mark. The table also shows that the application of penalties will be capped for coursework that is of a Pass standard. Coursework submitted after seven calendar days of the published deadline date and time will receive a mark of zero. Students who can demonstrate that they faced exceptional circumstances on the deadline day, and who submit their coursework within 4 hours of the published date and time, will not have their coursework subject to penalties. This 4 hour period is called the 'grace period' – see below the table for further information.

Example	Day of submission	Penalties applied
1.	Coursework submitted after the deadline, student has an approved extension and submits within the approved extension period.	No penalty to be applied.
2.	Late submission on the day of the deadline (or approved extended deadline), student has communicated exceptional circumstances and is granted a grace period of up until four hours after the deadline.	No penalty to be applied.

3.	Late submission within one calendar day (less than 24 hours) of the deadline, student has no approved extension.	10 percentage point penalty applied to original mark, unless the penalty reduces the student's mark to below 50% (PG), in which case the mark is capped at 50% (PG).
4.	Late submission more than one calendar day (more than 24 hours) after the deadline but less than two full calendar days (less than 48 hours) after the deadline has expired, student has no approved extension.	15 percentage point penalty (10 points for first day, 5 points for second day or part day), unless the penalty reduces the student's mark to below 50% (PG), in which case the mark is capped at 50% (PG).
6.	Late submission more than two full calendar days (longer than 48 hours) after the deadline but less than three calendar days (72 hours), student has no approved extension.	20 percentage point penalty (10 for first day, 5 for second day, 5 for third day or part day), applied to original mark, unless the penalty reduces the student's mark to below 50% (PG), in which case the mark is capped at 50% (PG)
7.	Late submission more than three full calendar days (longer than 72 hours) after the deadline but less than four full calendar days (less than 96 hours), student has no approved extension.	25 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 50% (PG), in which case the mark is capped at 50% (PG)
8.	Late submission more than four full calendar days (more than 96 hours) after the deadline but less than five full calendar days (less than 120 hours), student has no approved extension.	30 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 50% (PG), in which case the mark is capped at 50% (PG)
9.	Late submission more than five full calendar days (more than 120 hours) after the deadline but less than six full calendar days (less than 144 hours), student has no approved extension.	35 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for fourth day, 5 for fifth day, and 5 for sixth day or part day), applied to original mark, unless the penalty reduces the student's mark to below 50% (PG), in which case the mark is capped at 50% (PG).
10.	Late submission more than six full calendar days (more than 144 hours) after the deadline but less than seven full calendar days (less	40 percentage point penalty (10 for first day, 5 for second day, 5 for third day, 5 for

	than 168 hours), student has no approved extension.	fourth day, 5 for fifth day, 5 for 6 th day and 5 for the 7 th part day), applied to original mark, unless the penalty reduces the student's mark to below 50% (PG), in which case the mark is capped at 50% (PG).
11.	Late submission more than seven full calendar days after the deadline. For example, a deadline was set for Midday on a Wednesday and a student submits an assessment after midday the following Wednesday	A mark of zero will be applied to the work.

Requesting the application of the grace period

If you experience unexpected circumstances before the time set on the day of the deadline and it results in a delay to your submission of less than four hours, you can request that the grace period is applied to your coursework submission via the late submissions tool in Myplace. If the reason provided is acceptable for use of the grace period, this will mean that a penalty is not applied to your mark. **Requests for the grace period to be applied must be submitted within 4 hours of the published date and time and no longer** – we strongly suggest that you submit your request as soon as you have submitted your coursework. To request that the grace period is applied:

1. Submit your coursework
2. In the assignment page containing information about the status of your submission and the deadline, click on the Late Submissions section to expand it
3. From the 'Reason for grace period' dropdown list, select the reason that best describes why you are requesting the grace period
4. Submit your request

The grace period will be automatically applied to your submission. However, if it becomes apparent that the grace period has been misused, a member of staff may revoke it and apply the appropriate late penalty. [Instructions with images of the screen to support this explanation is also available.](#)

If the late submissions tool is not available for your coursework, you must follow the below procedure.

- Email direct mae-extensions@strath.ac.uk with the following details:
 - Course name and course code, and assignment for which you have submitted late.
 - Your full name and registration number (as it appears in Pegasus)
 - The Reason for the Grace Period request.

Grace Period requests submitted via email where there is the capability to submit via myplace, will be denied, unless there is a specific justification for this.

All other conditions of the Late Submission Policy and process remain in place when submitting through these channels.

NOTE: where the late submissions tool in Myplace is available, it should be used.

Where a penalty is applied in Myplace, you can view the grade awarded to your work, the late penalty deducted and the final grade received after the deduction of the penalty. You can do this by expanding the *'late submissions'* section on the assignment page, once the grades have been released. [Instructions with images of the screen to support this explanation is also available.](#)

Penalty for late submission	The penalty applied as a percentage
Performant grade	The mark you would have received if there was no penalty
Pass mark	The mark required to pass the assignment
Marks deducted	The number of marks deducted (not the percentage deducted)
Effective percentage point penalty	How many percentage points were deducted
Grade	The mark returned to you shows you your Performant Grade minus the Marks Deducted

In the case of coursework to be submitted through Myplace, issues with Myplace which prevent students from submitting their coursework before the deadline will not result in late penalties. In this situation, staff will amend the deadline to allow enough time for students to successfully upload and submit their coursework after the issue has been resolved.

If you think you are unlikely to meet a coursework deadline due to medical issues or personal circumstances, please [apply for an extension](#) as early as possible.

APPEALS

Appeals can only be made after you have been officially informed of a result in Pegasus and there will be a link in Pegasus to indicate when and how to make an appeal, and when the deadlines are. Appeals go to the faculty rather than the department, although the department will be asked for a response to any appeal that will be considered alongside the student submission, by the appeals board. Note, that any appeal must have grounds, rather than for example a feeling that you should have received a better mark. You may wish to discuss this with the course director before making a formal appeal.

Appeals information can be found on the following website:

<https://www.strath.ac.uk/staff/policies/academic/>

COMMUNICATION

Students are required to communicate with the Department through e-mail, and are also encouraged, wherever possible, to submit courseworks electronically. Students are, therefore, expected to purchase or have access to a suitable computer (with internet access) and printer. This should also prove useful at a later stage for project work.

Students **MUST** access their emails on a regular basis so that all communications are received and responded to in a timely fashion.

Important updates will be given through MyPlace and students will receive an email through their Strathclyde email addresses to let them know, for example, of a marked assignment or a posting on a class forum. Students are encouraged to use their Strathclyde email address so that they receive these notifications.

If you think that you may have issues meeting the computing requirements of the course or will not have access to a reliable internet connection, you should contact the programme advisor before the start of the course. Students who are not able to access a suitable personal computer may be advised to delay or cancel starting the course as inability to access a suitable computer or internet connection may make it difficult or impossible to complete the course.

Please note that while we will try to be reasonable and help wherever we can, computing issues such as erratic or slow internet connections, inability to access VPNs, install software or upload/download files due to country or company restrictions, issues relating to non 'IBM PC type' computers and outdated software/operating systems cannot be considered reasons for non-completion or submission of coursework.

If in any doubt about this, you should contact the course adviser prior to beginning the course.

BOARDS OF EXAMINERS FOR POSTGRADUATE TAUGHT COURSES

1ST EXAMINATION BOARD (USUALLY MAY/JUNE)

20. This Board will normally consider the transfer of candidates between PgCert, PgDip and MSc and progression to the MSc project/dissertation. This Board will also consider any outstanding candidates from the previous academic year.
21. The compulsory and optional classes required by candidates for either progression or award can be found in the relevant course regulations.
22. To proceed to the MSc project/dissertation a candidate will normally have accumulated all the credits on the taught component of the course at the first attempt.
23. With respect to students who have not passed all their credits at the first attempt the Board of Examiners will apply the Faculty PGT Compensation Scheme, if applicable, as outlined in Part B below. If this can be done and the student thereby gains sufficient credits, then the decision will be "Proceed to MSc Project/Dissertation".
24. Students with a first attempt credit weighted average of 50% or above in the taught component, can resit, once, any number of credits and remain eligible for the award of MSc.
25. After any compensated passes have been applied (see Part B), students carrying 30 or more credits will be required to pass any resits before commencing the project. If the student passes their resits, they will be allowed to commence the project and potentially qualify for MSc.
26. After any compensated passes have been applied (see Part B), students carrying 10 or 20 credits of resits may "proceed at risk", or they may choose to delay the start of their project until after the resit exams.
27. Students who are allowed to proceed to their project/dissertation, under the terms of paragraph 26, must be warned that they cannot remain on the MSc course unless all outstanding taught classes are passed at the second attempt. Such students are required to sign a form verifying that they understand and accept the conditions required to remain on the MSc course.
28. MSc students who have failed to achieve the required credit weighted average outlined in paragraph 24 will normally be transferred to the PgDip.
29. Students enrolled on a PgDip, who satisfy the terms of paragraphs 8 and 22-24 and have passed all taught components, may be transferred up to the appropriate MSc course and proceed to the project/dissertation.
30. An MSc student who has failed taught credits, but has not achieved a credit weighted average >50% will normally be entitled to one further attempt to obtain enough credits for the award of

a PgCert or a PgDip. A student is only entitled to one further attempt at classes for the award of an MSc under the conditions outlined in paragraph 24.

31. The Board may also consider awards for students who have satisfactorily completed the requirements of the course.

2ND EXAMINATION BOARD (USUALLY SEPTEMBER)

32. This is the main Examination Board for PGT Courses. Notwithstanding paragraph 31, this Board considers the award of MSc, PgDip and PgCert, and the transfer of students between MSc, PgDip and PgCert. Outstanding issues from the earlier Examination Board will also be considered.
33. A student must submit the individual project by the first deadline set in order to qualify for Merit or Distinction. A student may only be granted an extension to this deadline if they have submitted evidence of personal circumstances which meet the criteria in the Personal Circumstances and Academic Appeals Procedure.
34. Boards of Examiners may allow a thesis/dissertation to be re-submitted only if the original mark is at least 45%, in which case the re-submission must be made before the end of November (in the same calendar year).

AWARDS

35.

- a. Where a candidate has accumulated 120 credits of taught classes from the curriculum, together with 60 credits for the project/dissertation, they will be awarded an MSc.
- b. Where a candidate has accumulated 120 credits of taught classes from the curriculum, but has not obtained 60 credits for the project/dissertation, they will be awarded a PgDip.
- c. Where a candidate has not accumulated 120 credits of taught classes after 2 attempts, they may be considered for a PgCert. The PgCert can be awarded if the candidate has accumulated at least 60 credits of taught classes from the curriculum.
- d. A candidate who has accumulated less than 60 credits of taught material after two attempts will be deemed to have failed, and no award will be made.

Awards may be made “with Merit” or “with Distinction”. Examination Boards should have regard to a student’s performance against criteria approved by Senate and consider the composite mark against the following general framework (19.1.49):

Classification	Composite Mark
Distinction	70 - 100
Merit	60 - 69
Award	50 - 59

THE FACULTY PGT COMPENSATION SCHEME

41. The Faculty operates a compensation scheme that is designed to assist Boards of Examiners to take decisions about student progress to the MSc project/dissertation. The scheme can be applied only to the student's first attempts and, therefore, is normally used only at the May/June meetings of the Boards of Examiners. Marks of N+mark (i.e. where there is an examination result but missing coursework) are not eligible for compensation.
42. Students who have attempted at least 120 credits from the course curriculum and who have a credit-weighted average (CWA) of at least 55% are eligible for compensation. Any combination of classes, up to a maximum of 20 credits, may be compensated (where the class marks are in the range 40-49%). Compensation can be applied to part-time students when they have completed classes totalling at least 60 credits. Students who have attempted at least 60 credits and who have a CWA of at least 55% are eligible for compensation. A maximum of 10 credits of classes may be compensated (where the class marks are in the range 40-49%) or taken as a resit (where the class marks are below 40%).
43. Only in circumstances where compensation is not acceptable for professional accreditation will degrees be allowed to deviate from the scheme. In such cases, Departments must provide documentary evidence of the concerns expressed (e.g. a letter from the accrediting body stating that the Department may not apply compensation to specified accredited courses) together with any alternative proposals. Any such modification requires approval by the Board of Study and by Senate.