University of Strathclyde Engineering

Mechanical and Aerospace Engineering

# Postgraduate Student Handbook 2025/26

## Faculty of Engineering
## MSc

- Advanced Materials Engineering
- Advanced Mechanical Engineering (inc. with Aerospace, Energy Systems and Materials
- Advanced Mechanical Engineering (Online Learning)
- Advanced Mechanical Engineering with Industrial Placement
- Aerospace Engineering
- Sustainable Engineering: Renewable Energy Systems and the Environment

***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 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 programme during years of attendance.***

*Note: "In the unlikely event of any conflict between the General Academic Regulations and other University publications, including Course 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, and ensure you thrive both now and in your future career. As bona fide Strathclyders now, 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 and fully equip you to make informed choices for your future. 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 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 university 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, and allow the department to gain student insight into proposed changes and challenges for the department as well as provide a vital conduit for students to 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,

**Mr 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.

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** | **29 September 2025** |
| **University Closed** | **23 December 2025 – 04 January 2026 (inclusive)** |

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

| | Dates |
|---|---|
| **University closed** | **03 and 06 April 2026** |
| **University Closed** | **04 May 2026** |

**Summer**

| | Dates |
|---|---|
| **University Closed** | **25 May 2026** |
| **University Closed** | **17 and 20 July 2026** |

**Academic Teaching (date commencing) and equivalent Timetabling System weeks are outlined on the University Academic Weeks Calendar 2025-26.**

# 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 Programme Advisers

There is an Adviser of Studies for each 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.

| | | |
|---|---|---|
| MSc Advanced Materials Engineering | Mr Jayson Cheyne | Mae-MATENG-adviser@strath.ac.uk |
| MSc Advanced Mechanical Engineering (including with Aerospace, Energy Systems, Materials) | Prof Marcello Lappa | Mae-AME-adviser@strath.ac.uk |
| MSc Advanced Mechanical Engineering with Industrial Placement | | |
| MSc Advanced Mechanical Engineering – Online Learning | Dr Bilal Ahmad | Mae-DL-adviser@strath.ac.uk |
| MSc Sustainable Engineering: Renewable Energy Systems and the Environment | Dr Daniel Costola | Mae-RESE-adviser@strath.ac.uk |
| MSc Aerospace Engineering | Dr Annalisa Riccardi | Mae-aeroeng-adviser@strath.ac.uk |

| | |
|---|---|
| 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 | Mr Cameron Johnstone |
| Director of Teaching and Learning | Dr Andrew McLaren |
| Departmental Safety Convener | Mr Drew Irvine |
| Departmental Operations Manager | Mrs Marie Gray |
| PGT Administration Contact | mae-pg@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 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.**

Prof Cartmell matthew.cartmell@strath.ac.uk is the **MAE Personal Circumstances Adviser**, who can initially meet with students where complex personal circumstances arise during the teaching year.
Mr Chris Cameron chris.cameron@strath.ac.uk is 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)

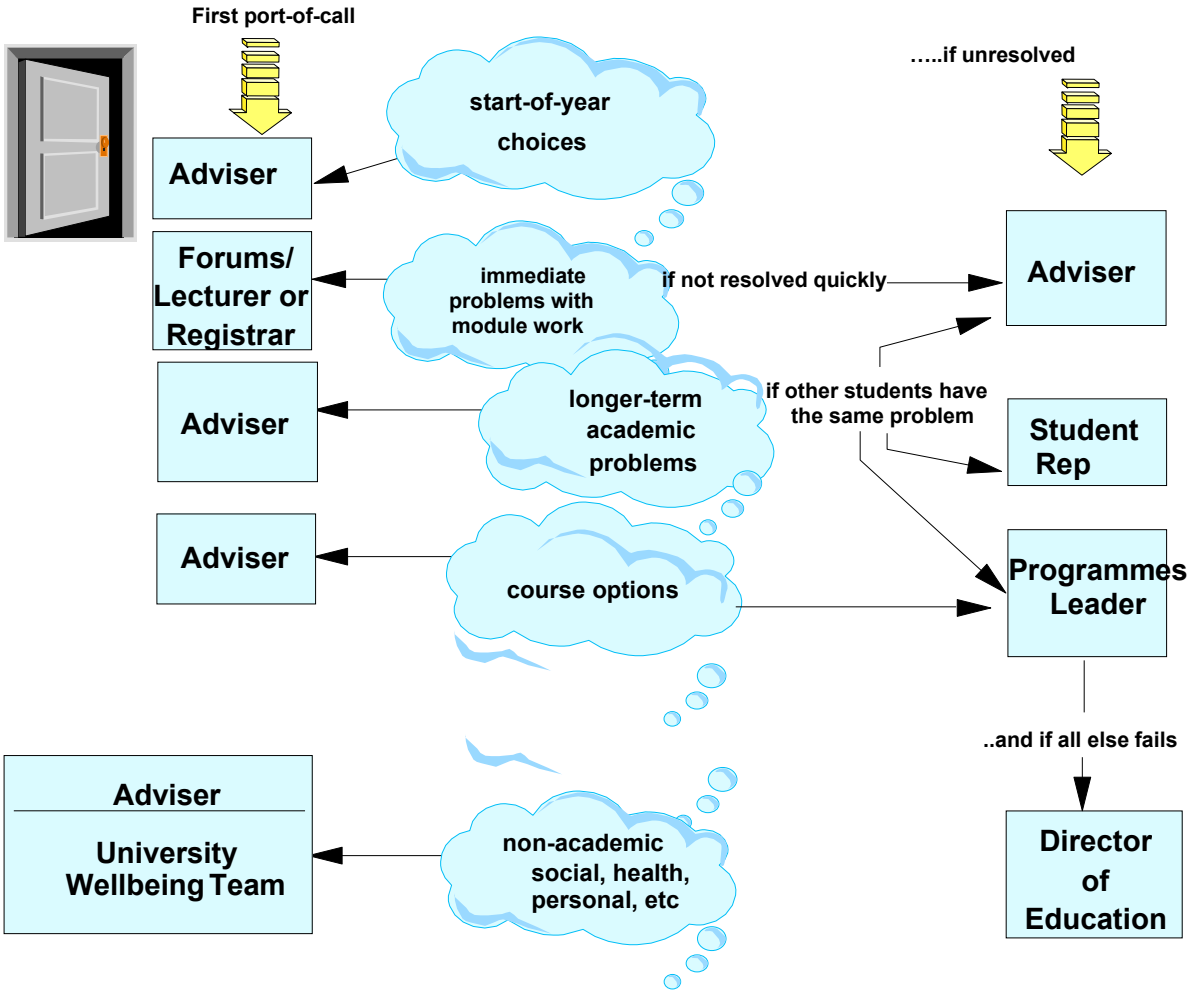
A Staff-Student Liaison Committee, which normally meets at least once per semester, provides a forum where academic problems may be raised by representatives. Students are encouraged to consider the benefits of becoming a 'Student Rep', further information on which can be found on the Student Representation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

Departmental Student Reps are encouraged to run the SSLC, which normally comprises two Reps from each programme, 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



# Useful Administrative & Other Information

## MAE Reception (Central Services)

General student enquiries should be directed in the first instance to mae-pg@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 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

Where required, a Jury Duty excusal letter can be requested by email to mae-pg@strath.ac.uk. The Citation Number and relevant Personal ID Number (as stated on documentation received from the Court) should be provided when emailing.

## 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 programme pages and a General MAE PGT 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 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 (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 / Personal Circumstances | |
| Extensions to Coursework Submission | Late Submission of Coursework | Compensation – see Faculty of Engineering |
| Voluntary Suspension | 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 Personal 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 procedures and regulations relating to absence through illness should be noted:

- Students must sit all assessments/examinations unless prevented by illness, in which case a medical certificate must be produced as documentary evidence. Personal Circumstances must be notified to Student Business Engineering **within five working days** of the latest affected examination or date of submission of affected 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 not valid reasons for non-attendance. An 'Absent' will be recorded in such situations (refer to the Personal Circumstances policy), 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 these circumstances** by recording them on Pegasus under 'Personal Circumstances' (clearly state the extent, duration and nature, plus how they impact on performance/attendance) and also by **submitting supporting documentary evidence to Student Business Engineering**. In addition, students must contact their Adviser of Studies as soon as possible to discuss adverse circumstances.

**CIRCUMSTANCES THAT WILL *NOT* BE CONSIDERED**
Personal Circumstances Boards (PCBs) meet prior to each Board of Examiners to consider whether intervention is required, based on the personal circumstances submitted. PCBs 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 Personal Circumstances via Pegasus will not be considered by the PCB or subsequent Exam Board. **NO** notifications of circumstances will be accepted after the PCB 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 ±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 personal circumstances. 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 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 courses 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 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**.

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-pg@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)

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

# PGT programmes, Educational Aims & Regulations

# PGT Programme Information

**Advanced Materials Engineering**

Materials engineering is the field of engineering where materials have been developed, processed, and tested to be used in a variety of applications, from computer chips and aircraft wings to wind turbines and biomedical devices.

The Advanced Materials Engineering programme through a variety of modules leads to awards in Postgraduate Certificate (requires 60 credits), Postgraduate Diploma (requires 120 credits) and MSc levels (requires 180 credits).

The programme includes a total of 7 compulsory taught modules, of which five are materials-focused (e.g. metals and alloys, composites, processing and fabrication of materials) and two address professional skills and research methods, together with a wide range of optional modules from which the student can choose. For students interested in pursuing an MSc qualification, an individual research project will be completed, generally working alongside industrial partners and research colleagues. Individual staff-supported projects provide students with the opportunity to apply the skills and knowledge acquired during their studies to a specific problem or project.

The Advanced Materials Engineering programme attracts graduates from a range of backgrounds in engineering, physics and materials science. This programme is designed to build a comprehensive understanding of basic materials engineering, including industrial metallurgy, composites, and advanced materials. Students will gain a broad knowledge base on advanced manufacturing processes and the importance of materials sciences. In addition, students will benefit from industry exposure through funded research projects, site visits and visitor lectures and other employability initiatives with the National Manufacturing Institute of Scotland and the Advanced Forming Research Centre.

**Advanced Mechanical Engineering (All on Campus Streams)**

The Advanced Mechanical Engineering programme offers flexible postgraduate training opportunities and leads to awards at Postgraduate Diploma and MSc levels. The course includes technical/specialist and generic taught modules, and industry-relevant projects for those progressing to the MSc. Teaching methods include lectures, practical exercises and site visits. The MSc requires 180 credits and the PgDip 120 credits.

This programme has been specifically conceived to attract graduates from different branches of engineering, physics or mathematics interested in developing a successful mechanical engineering career in industry, public institutions or academic research. It has therefore been designed as a broad-based programme covering a wide portfolio of mechanical engineering modules.

Inherently multidisciplinary, this programme stands at the intersection of different specialisms, which include (but are not limited to) aerospace disciplines, materials science, energy systems and powerplant technologies. Students can develop relevant knowledge and skills in any of these four specific sectors (AME with specialism) or build a more general curriculum (general AME) involving a balanced combination of theoretical, analytical, computational and experimental techniques and methods. This flexibility allows our course to branch out and put students in a position to tackle a variety of industrially relevant problems. Teaching is delivered by qualified and experienced academics, who are at the forefront of their respective fields. Individual projects in semester 3 are student led with staff support, allowing students to put into practice the theoretical knowledge and skills they have been provided with.

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

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

**Advanced Mechanical Engineering with Industrial Placement**

The MSc in Advanced Mechanical Engineering with Industrial Placement is designed to offer students a comprehensive learning experience that integrates theoretical knowledge with analytical, computational, and hands-on experimental approaches, much like the standard MSc in Advanced Mechanical Engineering (AME). However, what sets this programme apart is the chance for students to undertake an industrial placement after completing the taught modules.

This placement allows students to immerse themselves in a professional environment, gaining firsthand experience with real-world industrial challenges. After the placement, students return to the University to complete their individual project, bringing with them a deeper understanding of how theoretical concepts are applied in industry. By working in a business setting, students not only refine their skills but also demonstrate their value to potential employers, making them more competitive in the job market. The insights gained during this period are invaluable, offering a unique perspective that enhances their final project work.

The programme thus serves as a bridge between academic learning and professional practice, providing students with an opportunity to apply their academic skills in a practical setting. This experience not only expands their professional network but also helps them develop the qualities employers seek in engineering graduates. If, for any reason, a student is unable or chooses not to participate in the placement, they will transition into the standard version of the course, proceeding directly to their individual project. This flexibility ensures that all students can still benefit from a rigorous and rewarding educational experience.

**Advanced Mechanical Engineering- Online Learning**

The Advanced Mechanical Engineering Online learning programme has been developed to provide high calibre mechanical engineering graduates with an in-depth technical understanding of advanced mechanical engineering topics, working flexibly on their studies part time, while in other employment or circumstances.

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 (Online Learning) course offers flexible, part time 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.

**Sustainable Engineering: Renewable Energy Systems and the Environment (RESE)**

Engineering involves the creative process of turning knowledge of science and technology into products, services, and infrastructure that benefit society. 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.

The RESE course attracts graduates from a range of backgrounds and exemplifies the multidisciplinary nature of engineering required to meet the challenges of a “just transition” to sustainable renewable energy systems that benefit local and wider environments.

The RESE course is structured to deliver knowledge and skills plus experience of real-world application. The 5 compulsory taught classes in semester 1 establish the knowledge base for application in group and individual projects in semesters 2 and 3. Group projects tackle industry and societal challenges, employing a range of software tools, with students presenting their outcomes to peers and at a final ‘industry day’ forum. During semester 2 site visits to renewable energy sites are arranged to gain practical insights from practitioners. Students select an additional 3 elective taught classes in semesters 1 and 2. Individual projects in semester 3 are student led with staff support, allowing students to explore fields relevant to their individual career path.

**Aerospace Engineering**

The MSc in Aerospace Engineering at the University of Strathclyde is a forward-looking program designed to meet the evolving demands of the aerospace industry. It combines foundational aerospace engineering principles with essential interdisciplinary skills in Artificial Intelligence (AI), sustainability, and engineering management, fields increasingly crucial to the sector.

This integrated program focuses on emerging trends and technologies within aerospace. Students will develop expertise in data-driven engineering methods and AI tools, allowing them to optimize aerospace system design, control, and performance. Sustainability is embedded in the curriculum, with an emphasis on reducing environmental impact and utilising aerospace technologies to monitor and address global challenges. Additionally, the program incorporates management principles, ensuring that students are prepared for leadership roles by blending technical expertise with strategic insight.

Throughout the course, students will complete six compulsory modules and have the flexibility to choose from a broad range of electives in Aero-Mechanical Engineering, AI, Sustainability, and Management. The program is offered in both full-time and part-time options, with start dates in September and January. The taught credits are structured into three main areas: 60 credits in advanced aerospace engineering, as well as research and professional development skills; 60 credits in specialised subjects and 60 credits dedicated to an individual project.

This MSc provides flexible postgraduate training, leading to both Postgraduate Diploma and MSc awards. The course includes specialist taught modules, practical laboratories, and an individual project. It is designed for graduates with a background in engineering or physical sciences though other qualifications may be considered if there is evidence of the ability to undertake postgraduate study.

Individual Project:
Alongside completion of 120 credits of taught modules, students completing the MSc route undertake an industry-relevant 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 strengths within the Department.

## ME900: Individual Project/Dissertation

MSc students from all programmes will undertake the class ME900, the Individual Project. This usually occurs after a taught part of the course. Students are expected to undertake supervised, individual project work, with the award of MSc being made on the basis of an acceptable electronic thesis submission pdf file, as directed by their Project Supervisor. This component is valued at 60 PG credits.

Students are encouraged to self-generate a project topic based on their experiences of the course and aligned with their future career aspirations. More specific details on this process will be detailed at the beginning of semester 2, while general guidance can be found in this Handbook's Appendix. It is the students' responsibility to identify, in the first instance, suitable project supervisors in the MAE department based on research and other interests.

Students who do not wish to self-generate a project, will be able to suggest a topic/area of interest using a selection form and will be asked to select multiple research areas of interest. Supervisor allocation will then be managed centrally by the department and students will be notified of their allocated supervisors. The allocation committee will do their best to match one of the areas of interest indicated with the supervisor specialising in the area. However, it cannot be guaranteed (see Appendix for details).
The Project Coordinator will hold an introductory project meeting at the beginning of semester 2 for all students undertaking projects in the summer and following academic year. The current Coordinator is Dr Wael Abdou (wael.abdou@strath.ac.uk), to whom all project queries should be directed.

In order to graduate at the ceremony in November, the final version of the student's dissertation must be submitted online via Myplace **by the published deadline** (a first draft should be submitted to the project supervisor 2 weeks prior to the final submission deadline which will provide time for feedback).

Theses from recent years may be found on the web at: RESE Theses.

### Part-time Students

Normal duration for part-time (PT) study on MSc programmes is 36 months, meaning 60 credits should be completed per year. PT students can choose to start the project in the summer of their second year of study, in line with the full-time cohort, or in the new academic session starting in September.

### PG Diploma Students

Students enrolled in the PG Diploma course, who wish to be moved to the MSc and meet the requirements, can request that a transfer be considered at the June Board of Examiners. They can still choose a project, however this will be 'at risk' and will not be confirmed until after the Board. Students should inform their Programme Adviser and mae-pg@strath.ac.uk of the option they wish to choose:

- Students can wait until Board results are released before commencing their project, which means starting early June, submit mid-September, then graduate in June the following year.
- Students can commence their project 'at risk' in May and if the Board of examiners agree on the MSc transfer, they can continue and graduate in November. The 'at risk' process must be discussed with the relevant Programme Adviser.

**PLEASE NOTE:** the undertaking of the project of 60 credits, to qualify for the award of MSc, requires approximately 600 hours of study. Therefore, it is important that students are fully committed to their project during this period. Any request for an extension will only be granted by the Personal Circumstances Board for recognised extenuating circumstances.

**IMPORTANT: Extensions and Late Submissions are NOT APPLICABLE to projects.**

**For example, other work commitments are not considered an adequate reason. Delays due to unavailability of software or hardware required for project delivery will not result in an extension (potential mitigation strategies will be discussed and agreed directly with the Project Supervisor).**

## Boards of Examiners for PGT Courses

There are usually three meetings of the Board of Examiners per year. June, September and January.

- The June 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.
- The September and January Board of Examiners are the main Examination Boards for PGT Courses. 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.
    - Note, the 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).

Full details on Board of Examiners can be found at: Board of Examiners FAQ.

## 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. Distance learning students can access the University library online services, whilst on campus students can also access our hard copy media too. All students 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: Library Guide.

## Student Self-Development

The University provides a range of information 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: Supporting Online Learning.

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.

# Communication

Students are required to communicate with the Department through e-mail and module forums, and are also encouraged, unless advised otherwise, to submit coursework 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 University 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 adviser 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 programme adviser prior to beginning the course.

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**The following sections detail specific information relating to curriculum and the requirements to complete your programme.**

**Please read this section in detail prior to selecting modules and contacting your Programme Adviser regarding curriculum.**

## PGT 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.

Full details of the curriculum, including compulsory and optional modules, are available on the MAE – PGT Myplace page. Course: MAE – PGT General Information | classes

**Please note that the availability of modules may vary annually.**

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

*Note for MSc Sustainable Engineering :Renewable Energy Systems & the Enviroment, please view regulations under Faculty Programmes*

**Important:**

1. All curriculum choices are subject to approval by your Programme Adviser.
2. It is possible to take up to 20 credits from modules out with those mentioned in the regulations with the approval of the Programme Adviser and of the related Module Registrar
    - It is a student's responsibility to contact the Module Registrar of such modules (from other Departments) to ask permission before completing the curriculum form and to forward the corresponding email to your Programme Adviser.
3. Students are expected to finalise their curriculum as soon as possible at the start of semester, changes beyond the end of week 2 are not possible.
4. It is the student's responsibility to check that the timetables of your selected modules do not clash.
5. Normally the balance of credits between semester 1 / semester 2 should be either 60 / 60 or 50 / 70. For those in part time study, the balance of credits between semester 1/ semester 2 should be 30/30, or 20/40.

Certain modules require specific pre-requisites. It is the students' responsibility to check that you satisfy ALL pre-requisites (listed at the beginning of the class MDF). If in doubt, contact the module Registrar.

A maximum of 20 credits spread over two semesters by online learning may be selected.

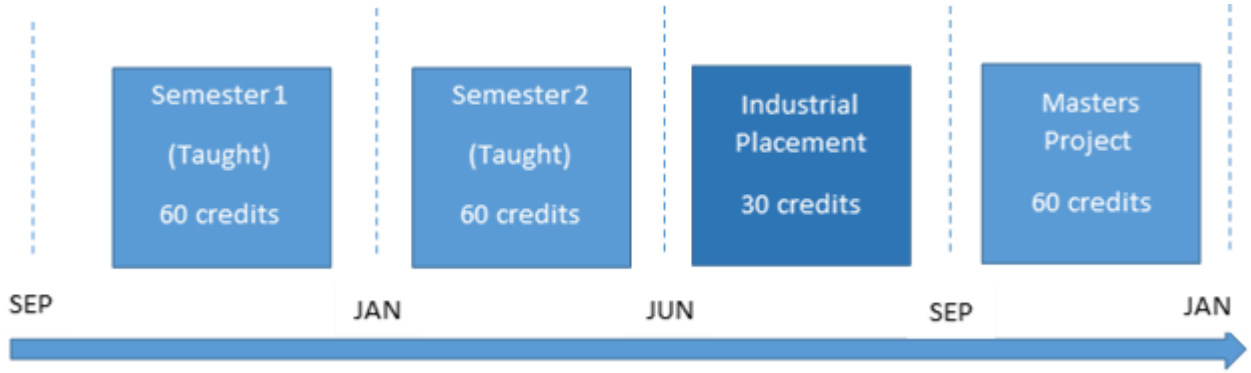
# MSc Advanced Mechanical Engineering with Industrial Placement

## Programme Structure

### Taught Classes (120 credits)

The criteria for the selection of the 120 credits related to the taught classes are identical to those already illustrated for the MSc in Advanced Mechanical Engineering (no fewer than 30 modules from List A and no fewer than 80 from List B).

The course structure is illustrated in the following figure:




### Industrial Placement (30 credits)

Students will undertake an industrial placement in the period after you have completed the taught part of your degree, but before your MSc project. The Department will support you in making applications for industry placements. **Please note that it is the student's responsibility to secure a work placement.**

Dedicated support sessions tailored to meet the needs of this programme have been arranged with Career Services staff and details of these will be shared with students after they have registered on the course. These sessions will help students submit applications, prepare for interviews and provide guidance to help students prepare for the work placement environment.

Students will be supported by the University while on placement and will be allocated an academic supervisor who will act as the point of contact during the placement.

**Please note: Students who fail to accumulate 210 credits over the programme duration will be transferred and considered for an award of MSc/Postgraduate Diploma or Certificate in an appropriate Mechanical Engineering programme.**

## Student Charter for Industrial Placement

**The Department will endeavour to support you by working with you to provide:**

- a programme of support to enable you to develop the knowledge and skills needed to secure a work placement;
- opportunities to reflect on your learning, the skills you are developing and action required to address development needs;
- access to opportunities to develop your skills and advise you in your attempts to gain experience through the University of Strathclyde Career Service.
- assistance for you to seek access to employer networking opportunities, events and presentations;
- access to information on placement opportunities and to understand what employers are looking for to enable you to create opportunities to put yourself in a competitive position within the recruitment and selection process;
- One-to-one support with job hunting, application, CV and cover letter development and with preparing for interviews and assessment centres through the Careers Service;
- support whilst on work placement and on your return to the University to help you review your progress, reflect on your learning and development needs arising from your placement experience;
- a named contact (University of Strathclyde) who will support you during the work placement and help you review your learning and achievements; your workplace supervisor should be the first point of contact for any problems that arise during your work placement.

**We expect you to:**

- fully participate in programme of support offered by the Department and Careers Service and attend all planned sessions;
- complete any tasks by the due date; be punctual, arriving ready for the start of all sessions;
- be a self-managing, motivated career professional, taking responsibility for your own professional development and making full use of the range of services and support provided to help you secure a work placement;
- recognise that it is your responsibility to secure a placement, take action early on in your course to understand the competitive UK job market and prepare for making placement applications;
- prepare for employer networking and other events by researching the employers you plan to approach and preparing questions in advance to ensure you make the most of the opportunity;
- meet the norms and expectations for professional conduct in the particular area of work you are undertaking (whilst at University and when on work placement) and take action to seek guidance in the event of any uncertainty about the standards of behaviour expected;
- ensure that your personal presentation (including written) is at all times professional and business like when dealing with employers and employer related organisations; wear appropriate business attire for any face-to-face contact with employers or their representatives;
- raise any concerns you have about your programme of learning with an appropriate person (e.g. programme adviser for the academic element and work place supervisor when on work placement) as soon as possible;
- make full use of the support provided by the University and specifically the Careers Service.
- complete all work placement documentation by the deadline and declare any difficulties and/or disabilities that may impact on your performance at work.
- to honour the agreed duration of the placement (agreed at time of contract between the student and placement provider) and work professionally throughout this period. Under certain circumstances, should the student or placement provider need to finish the placement earlier, the student will then move to the student project part of the Masters programme at the earliest scheduled opportunity. Any changes to the work placement need to be endorsed by the Head of Department.

# Appendix 1
# Departmental Occupational Health and Safety Arrangements

Emergency / First Aid telephone number (internal) - Extension 2222 (or non-emergency 3333)

Emergency telephone number 9 (external connection) then 999 for Fire / Police / Ambulance

1. **Safety Organisation**
   The Head of the Department has ultimate responsibility for all health and safety matters in the department.
   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 Central Services or from the Departmental Safety Convener (DSC).
   General information on any health and safety matter should be directed to the DSC in the first instance, mae-safety@strath.ac.uk.
   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 DSC 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 in all rooms 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.

   - Every Monday morning at 9.30am Fire alarm is tested in James Weir building
   - Fire drills will be held at least once per semester.
   - 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 – they are clearly marked.

   In the event of a fire being discovered:

   - Leave the room, close the door and if alarm is not already sounding, 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. Do not fight the fire if not safe to do so.
   - 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. This includes isolation of gas cylinders.

- Do not store combustible materials on or near electric heaters. All combustibles must be stored in designated storage areas e.g. solvent cabinets and fuel bunkers.
- Do not accumulate waste material.
- Keep litter bins covered.
- Keep fire exits clear of obstructions

**4. Accident or Illness**

Emergency Telephone Numbers for Security- Extension 2222 or 3333. Security are first aid trained and will assist.

- 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 and in the Administration Office on Level 8.
- Get help of colleagues or first aider.
- Telephone Security on 2222 or 3333 giving own name and department, exact location (building, floor, room number) and nature of incident.
- Tell operator / warden if an ambulance or transfer to hospital is required.
- Do not move the patient from the 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 and should not be taken to hospital without having notified Security of the incident. Security will arrange ambulance or taxi transport to hospital.

**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. If you are working in the laboratory for your Individual Project, all accidents, incidents or near misses should be reported through the online system SIRIS https://safe360.info-exchange.com/safetyincidents. Please also report all incidents via email to the Departmental Safety Convener, mae-safety@strath.ac.uk and your project supervisor.

**6. Risk Assessment**

Laboratory work should not proceed unless a Risk Assessment has been issued and signed. If carrying out a risk assessment you must have completed the Principles and Practice of Risk Assessment. Access to risk assessments and training can be found here. All staff and relevant students should be acquainted with the Regulations.

A minimum of laboratory coat and safety spectacles must be worn in all laboratories and additional protective clothing must be worn for other 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. Winchesters should be carried only in proper holders, not in the hand. Passenger lifts should not be used unless special precautions are taken.

All hazardous materials should be returned to the correct storage cabinets after each session.

**7. 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. All staff and relevant students should be acquainted with the Regulations. All students must complete the COSHH Awareness course and anyone undertaking a COSHH Assessment must also complete the COSHH Assessor Training.

Copies of the approved Guidance handbook on COSHH may be obtained from the University website

Failure to comply with the Regulations will result in that area of activity being shut down and no further work being allowed until approved by the Department Safety Committee and HOD.

## 8. Permits to Work

All people, 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 their appointed Deputy and an appropriate Academic Supervisor. Permits will only be granted to persons who can show evidence of satisfactory training and relevant experience. Permit holders must liaise with the Laboratory Superintendent 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.
- Coat racks or lockers are provided and should be used for outdoor clothing (coats, scarves, etc.).
- Food and drink are 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 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 Superintendent or 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.
- Lifting tackle should only be used by trained personnel under the overall supervision of the technician in charge and in accordance with appropriate regulations. Replace all guard rails which may have been removed to facilitate the movement of equipment.
- Do not overload electrical power points.
- 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.
- Desk equipment such as PC's and laptops should be PAT tested before use and not used if not PAT tested.

## 10. Access to Buildings with Normal Hours

Students are not permitted to have out-of-hours access to buildings unless under special circumstances. This must be approved by the project supervisor and DSC. Email DSC, mae-safety@strath.ac.uk. For the James Weir Building normal working hours are 08:00 – 18:00 Monday to Friday.

## 11. Supervision of Postgraduate and 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.

The supervisor should be competent to and trained in COSHH, Risk assessment as minimum to

sign off on all safety paperwork making sure that these documents for lab work are suitable and sufficient quality should an incident take place.

The supervisor is responsible for the student's health and safety during duration of the project.

### 11.1 Students from other departments working in labs

- It is common practice to share high value lab equipment throughout the university, should any student or staff member from other department wish to use MAE lab equipment the must do the following, Contact the lab manager / DSC get inducted to MAE department requirements, undertake any training required to operate equipment and have the appropriate safety paperwork in place before carrying out the work.

### 11.2 Students and staff from other Universities or institutions working in labs

- Should joint project take place which requires staff or students from other educational institutions to work in the MAE labs then the following must take place.
- Contact the lab manager and discuss scope of work.
- If the work is deemed suitable by lab manager, the HOD must be informed and written and signed authorization from the HOD must be before work can take place.
- University insurance policy will only cover visiting Staff and students wishing to work in labs by written authority by HOD.

## 12. Visitors to Laboratories

Visitors to the laboratories who are not accompanied by a member of staff should report to the relevant Laboratory Superintendent. Maintenance staff should report to the relevant Laboratory Superintendent before commencing work in any laboratory area. 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. No out-of-hours access is permitted. 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.

## 13. Assistance Dogs

Assistance dogs will normally be permitted unrestricted access to university premises. A risk assessment must be completed for access and working in the laboratories. Please notify the DSC, mae-safety@strath.ac.uk if required.

## 14. 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 authorisation 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.

## 15. General Electrical Safety

All students must check that 240V 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.
Open-bar electric fires and non-automatic kettles, toasters, air fryers, ovens, grills and sandwich makers are not allowed on University premises.
Multi-way extensions 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 24V.** Any equipment that needs wired or modified must be done by a competent qualified person, in MAE contact the Laboratory Manager Drew Irvine, drew.irvine@strath.ac.uk. Should this situation arise please contact the lab manager to aid with electrical modification and ensure it is electrically safe before use.

New equipment inspected by the Laboratory Manager Drew Irvine (drew.irvine@strath.ac.uk), 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 DSC 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).

Every individual has a responsibility to report 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 persons wishing to use new or existing equipment in laboratory areas must liaise with the relevant Laboratory Manager before commencing work.

**15. Inspection and Testing of Electrical Apparatus**

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. All fixed installations are the responsibility of the University Electrical Engineer. All other equipment which can be plugged into a socket, including extension cables, etc. (and can also include battery operated equipment) is the responsibility of the Head of Department. The Regulations require records to be kept of the maintenance, inspection and testing of all equipment in some detail for the duration of its working life. These records will be maintained centrally by the DSC. Advice should be sought from the relevant Laboratory Superintendent prior to the introduction of any new electrical equipment.

**16. Control of Noise at Work Regulations 2005**

Loud noise at work can damage hearing therefore, measures must 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.

Hearing protection will be made available where there is exposure above the new lower exposure action value (80dB). This is not currently required for any areas of Mechanical and Aerospace Engineering, but if visiting industrial sponsors where this is identified as a risk, please inform the DSC, mae-safety@strath.ac.uk as health surveillance may be required. 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. 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 occupationalhealth@strath.ac.uk.

**17. Buildings and Equipment**

Building structural faults should be brought to the attention of the Laboratory Manager, drew.irvine@strath.ac.uk or the DSC, mae-safety@strath.ac.uk .

**18. 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 DSC. Students should be working with any radiation sources without prior approval from DSC, mae-safety@strath.ac.uk.

**19. Compressed Gas Safety**

Only persons within the Department who have been specifically trained may transport, attach or detach gas cylinders from equipment. These persons will follow the University Guidance on Compressed Gas Safety. For use of compressed gases, contact Laboratory Manager, drew.irvine@strath.ac.uk.

**20. Medical conditions**

Should a student or staff member have or develop a medical condition or wish to declare a medical condition or disability while attending Strathclyde university you should inform the departmental DSC.
Students should remember if doing lab work a condition or disability may impede your lab work, you should speak to the departmental DSC for further guidance. 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

**21. Dust masks**

When working with substances in labs that produce vapor or dust these must be COSHH assessed by the 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.

**22.Hazardous waste**

Lab work will generate waste, this could be oil, grease, solvents chemicals, acids or alkalis. This material can be hazardous if not disposed of correctly. waste material should be stored in a clearly labeled container and stored in the appropriate Flammable or acid or chemical cabinet.

The user should contact the departmental designated hazardous waste disposal person with waste type and quantities. The designated person will arrange an uplift and ensure that it is disposed of through the university hazardous waste disposal. This process takes place every month during the calendar year.

**Useful Contacts in the Department**

**Departmental Safety Committee – mae-safety@strath.ac.uk**

**Departmental Safety Convener, lab Manager, Laser safety officer & First Aider – Drew.irvine@strath.ac.uk ext 2315 Level 2**

**Departmental Operations Manager & First Aider – Marie.gray@strath.ac.uk ext 2189 Level 8**

**Departmental Radiation Officer & First Aider Fiona.sillars@strath.ac.uk ext 4721 Level 2**

**Departmental Face Fitting Tester – Lewis.mcfadden@strath.ac.uk ext 2336 Level 1**

**Chemical Safety Advisor – James.kelly@strath.ac.uk ext 3123 Level 2**

**Hazardous Waste Disposal Co Ordinator – David.bryce@strath.ac.uk Level 2**

**Departmental PAT tester – Blair.cairns@strath.ac.uk ext 2336 Level 1**

**Workshop Supervisor – Alistair.kerr@strath.ac.uk ext 5171 Level 1**

**Other Departmental First Aiders –**

**Derek.roberts@strath.ac.uk ext 2336 Level 1**

**nicola.mcpake@strath.ac.uk Level 8**