

Mechanical and Aerospace Engineering

Postgraduate Student Handbook 2021/22

Faculty of Engineering MSc

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

IMPORTANT

While every effort has been made to ensure content is correct at time of publication, students should remain mindful that changes may occur due to the ongoing global pandemic. Students are expected to must regularly check communications/notifications for new information, in addition to the dedicated webpages which are frequently updated with new University and Government information:

<https://www.strath.ac.uk/coronavirus/students/>
<https://www.strath.ac.uk/studywithus/campuslife2021-22/>

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

Please note from the University Regulations, in Note 7:

'In the unlikely event of any conflict between the Regulations and other University publications including Course Handbooks, Regulations take precedence.'

It is the responsibility of each individual student to become familiar with University Regulations which apply to them, and in particular with any changes made to their Course Regulations during their attendance:

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

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Session 2021/22 – Important Dates

Up-to-date 'Key Dates' are at <https://www.strath.ac.uk/keydates/>

Semester 1: 13 September 2021 - 9 January 2022

Semester 2: 10 January 2022- 22 May 2022 (*SEM 1 for January starts*)

Please note that the University is **closed** on the following dates:

27 September 2021

24 December 2021 - 04 January 2022 (inclusive)

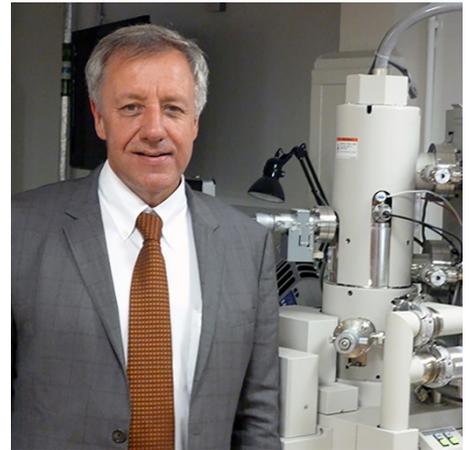
15 April and 18 April 2022

02 May 2022

02 June and 03 June 2022

15 and 18 July 2022

From the Head of Department



Dear Students,

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

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

StrathLife – The Student Journey

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

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

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

Yours sincerely,

Professor Alexander Galloway

Head of Department

Department of Mechanical and Aerospace Engineering

Section 1 – The Department of Mechanical & Aerospace Engineering

Introduction

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

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

The department's MSc programmes have been developed to provide high calibre engineering graduates with an in-depth technical understanding of advanced mechanical, energy, and aerospace engineering topics, together with generic skills that will allow them to contribute effectively in developing company capabilities. The programmes are designed to make students more employable and also satisfy the Further Learning requirements necessary to obtain CEng status. Students joining the programmes will have the opportunity to study a selection of technical/specialist postgraduate (level 5) classes, enabling them to build their technical knowledge within their chosen sector. All MSc programmes require the completion of an MSc industrial-based project or research thesis carrying 60 credits.

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 5 compulsory teaching modules in the field of materials (e.g. metal and alloys, composites, processing and fabrication of materials) and 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- on campus

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 condition to tackle a variety of industrially-relevant problems. Teaching is delivered by qualified and long 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 in practice what they have learned during the first two semesters.

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

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

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.

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 while contributing to competitiveness and economic growth.

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.

Satellite Data for Sustainable Development

The new MSc in Satellite Data for Sustainable Development has been developed to provide high calibre graduates with an in-depth technical understanding of how satellite data can be used to address global challenges particularly in sustainable development. It offers a cross-disciplinary approach to the teaching of space system design, data science and sustainability. The applied learning activities of the MSc programme are strategically aligned with the goals and interests of the University of Strathclyde's Centre for Sustainable Development at Strathclyde, to give students a wider exposure to the global movement that surrounds the 17 UN SDGs.

The programme will focus on the practical use of satellite data in direct applications to SDGs through the analysis of case studies, invited lecture talks and engagement, through student projects with start-ups and NGOs actively working in the field. Students will gain an insight in to the broad use of satellite data across various industries and will be equipped with a host of technical skills and knowledge relating to space system design, remote sensing and data analytics.

Students joining the course will take 4 compulsory modules and have the opportunity to select among a wide range of optional classes in the area of Entrepreneurship, Business and Management, Machine Learning and Data Analysis, Urban Design, Civil and Environmental Engineering and Energy Systems.

The Satellite Data for Sustainable Development course offers flexible postgraduate training opportunities, and leads to awards at Postgraduate Diploma and MSc levels. The course includes specialist and generic taught modules, and an individual project for those progressing to the MSc. Teaching methods include lectures, practical laboratories, invited lectures and a final individual project. This course is suitable for graduates with a broad range of backgrounds: Engineering, Physical Sciences, Applied Sciences, Public Policy, Law, and Business. Other qualifications may also be considered provided there is evidence of capacity for postgraduate study and an attitude to data analytics.

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.

People in the Department

PLEASE REFER TO THE UNIVERSITY DIRECTORY (<http://but.mis.strath.ac.uk/Teldir/control/search>) or MAE
STAFF SEARCH WEBPAGE LINK

(<http://www.strath.ac.uk/staff/?department=Mechanical%20and%20Aerospace%20Engineering>)

FOR ALL DEPARTMENT STAFF NAMES AND CONTACT DETAILS.

Departmental academic staff can be found on Level 8 of the James Weir Building.

(please report to **MAE Reception room JW804** on arrival prior to meeting staff)

Please note many staff are still working from home at the moment and best means of contact is via email

Head of Department: Prof Alexander Galloway

Deputy Head: Prof Donald Mackenzie

Director of Studies (UG & PGT): Dr Emma Henderson

Deputy Director of Postgraduate Studies: Dr Olga Ganilova

Director of Education: Professor Bradley Wynne

Departmental Safety Convener: Dr Tugrul Comlekci

PGT Administrator: Miss Emma Mcaulay

Programme Advisers

Each taught programme has been assigned a Programme Adviser of Studies(PA), in addition to the Deputy Director of PGT Studies who oversees all programmes. The aim of the Adviser is to counsel you on aspects of your course (in particular for academic queries/issues) and to assist you in choosing optional subjects to study. Details on this year's Programme Advisers are found below:

MSc Advanced Materials Engineering	Dr Stella Manoli Mae-MATENG-adviser@strath.ac.uk
MSc Advanced Mechanical Engineering (including with Aerospace, Energy Systems, Materials & Powerplant Technologies)	Dr Marcello Lappa Mae-AME-adviser@strath.ac.uk
MSc Advanced Mechanical Engineering with Industrial Placement	
MSc Advanced Mechanical Engineering – Online Learning	Dr Jie Yuan mae-dl-adviser@strath.ac.uk
MSc Sustainable Engineering: Renewable Energy Systems and the Environment	Dr Paul Tuohy Mae-RESE-adviser@strath.ac.uk
MSc Satellite Data for Sustainable Development	Dr Annalisa Riccardi Mae-SATDATA-adviser@strath.ac.uk
Deputy Director of Postgraduate Taught Studies	Dr Olga Ganilova olga.ganilova@strath.ac.uk

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

Student Support Services

There are numerous support services within the University and these are detailed on the University's 'Strathlife' student page at <http://www.strath.ac.uk/studywithus/strathlife/>. Further information on these can also be found on the PGT myplace page (<https://classes.myplace.strath.ac.uk/course/view.php?id=21089>).

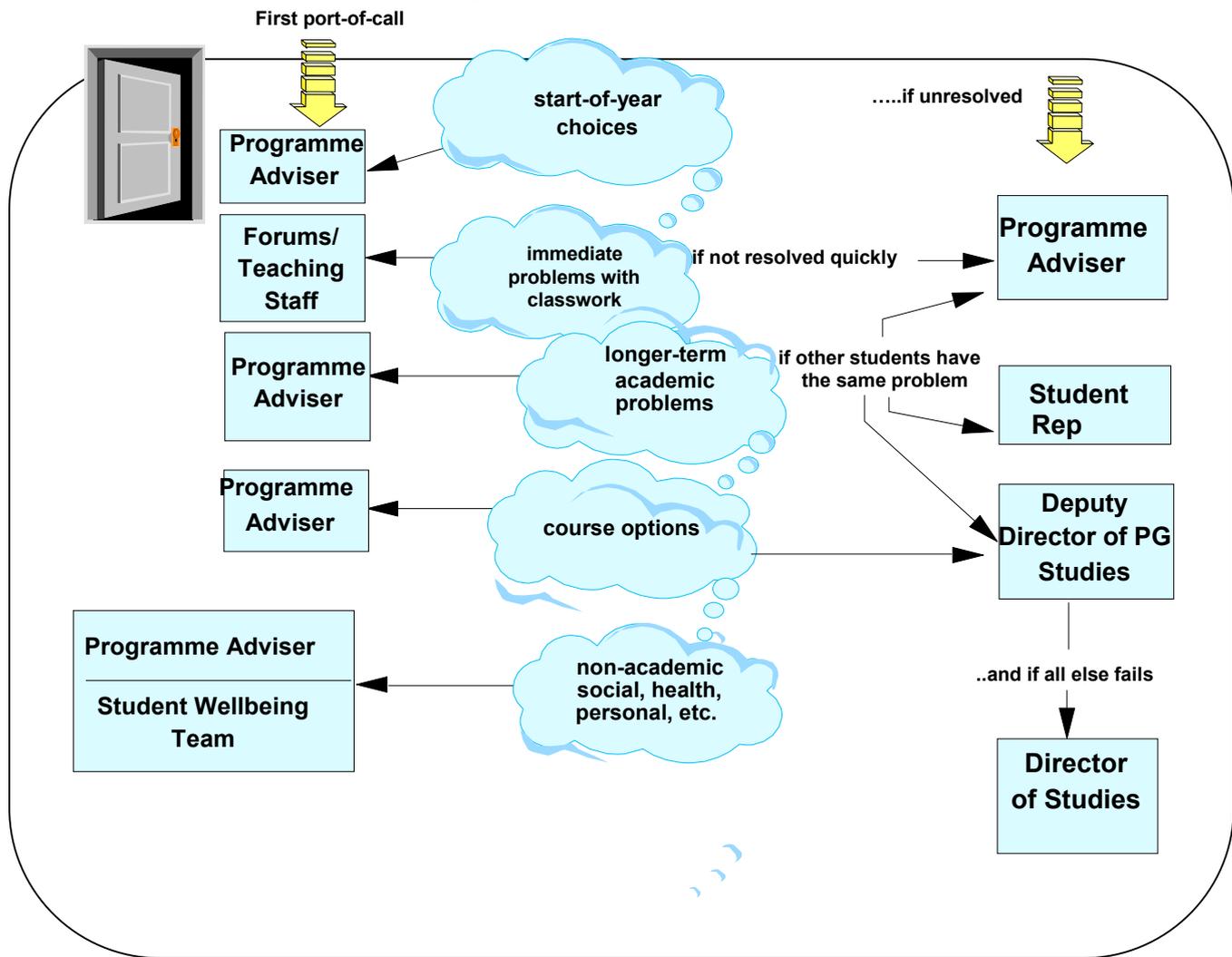
Information and any relevant forms are also available on the Student Experience and Enhancement Services website at: <https://www.strath.ac.uk/professionalservices/sees/>.

Staff-Student Liaison Committee (SSLC)

A Staff-Student Liaison Committee, which normally meets once per semester, provides a forum where academic problems may be raised by student representatives. Students are encouraged to consider the benefits of becoming a Student Rep, further information on which can be found from the USSA at <https://www.strathunion.com/voice/studentreps/>.

Departmental Student Reps are encouraged to run the SSLC, which normally comprises two reps from each programme, the PGT Course Director, Programme Advisers and senior members of staff or others as appropriate. When selected, the names of reps will be provided to all students. If there is an issue which is important to a large number of students which you believe should be discussed by this Committee, please 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 IMPORTANT that it has first gone through the proper 'Problems' channels which follow. Only if no satisfactory resolution can be accomplished through the normal channels should it be brought before the SSLC.

Problems? – Where to go



Disability

A disability is defined in the UK 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 this 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 with other staff without your consent. The University has a dedicated Disability and Wellbeing Team offering advice and assistance (refer to the 'Strathlife' webpage for details). If you believe you qualify for special assessment arrangements, you must contact the team without delay. **Requirements must be prepared several weeks prior to exams starting.**

The MAE Departmental Disability Coordinator is **Professor Matthew Cartmell**
matthew.cartmell@strath.ac.uk

Further details and additional contacts may be obtained from the Disability & Wellbeing Service webpages at <https://www.strath.ac.uk/professionalservices/disabilityandwellbeing/>.

Useful Administrative and Other Information

General enquiries

General enquiries should be directed in the first instance to mae-pg@strath.ac.uk or 0141 548 2039

Access to Buildings

If you wish to access University premises out-with normal hours (generally Monday-Friday, 0800 – 1800) it is important that you read Appendix 2 of this Handbook. All students must complete the appropriate form.

For access to computer labs, it will be necessary for you to have a 'Red Card' signed by a member of staff in MAE Reception. Thereafter the card must be taken for counter-signature to the Information Technology Services (ITS) Helpdesk based in the University Library. Cards issued by the Department only provide access to certain locations.

While we try our best, we cannot guarantee that you can obtain a card immediately even during MAE Reception opening hours, as certain staffing situations can prevent this. Therefore, you must plan ahead and not leave it until late on a Friday afternoon to ask for a card.

For further information and general details on access to buildings (including specific hours of opening), please refer to the University's Estates webpage <https://www.strath.ac.uk/professionalservices/estates/security/access/>. Direct any queries to Security Services – see <https://www.strath.ac.uk/professionalservices/estates/security/> (building codes are at <https://www.strath.ac.uk/professionalservices/estates/roombooking/buildingcodes/>).

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

Change of Address / Personal Details

Students are required to notify the University of any change in permanent home or term-time addresses as soon as possible. Letters are often posted to students therefore it is vital that your current addresses are on file and up-to-date. All relevant details must be updated via Pegasus – see <https://www.strath.ac.uk/professionalservices/studentlifecycle/personaldetails/>.

Email Accounts

You **must** check your '@uni.strath' email account on a regular basis to ensure that you do not miss announcements or updates. Emails should also be cleared regularly as communications cannot be received when your 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 communication).

Graduation

PGT Award Ceremonies (Congregations) are normally held in October/November. All students hoping to graduate or be presented must complete the enrollment form well in advance and pay the appropriate fee. Details of the ceremonies and enrolment forms are usually available from Student Experience in March each year - see <http://www.strath.ac.uk/studywithus/graduation/>.

Myplace

The University's virtual learning environment (VLE) is called Myplace. All classes for which you are officially registered will automatically appear on Myplace. In addition, MAE students will also see dedicated programme pages, and the General MAE PGT page, which include support, advice and information.

Login using your Strathclyde student DS username and password. Details can be found at <https://www.strath.ac.uk/studywithus/strathlife/whatitslikestudyingatuniversity/myplace/>. You will find hints and tips as well as support for Myplace 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 will include

assessments, online discussion, learning materials (e.g. lecture slides) and class news.

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

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:

<https://www.strath.ac.uk/professionalservices/library/>

Student Complaints

Please refer to the below University website for the official complaints procedure (note – student issues should always be directed to your Programme Adviser or PGT Director in the first instance).

<https://www.strath.ac.uk/contactus/complaintsprocedure/>

Student Experience

Student Experience is based on Level 1 of the McCance Building. All changes to classes/programme **must** be notified to Student Experience **by your department** (please contact your Programme Adviser). Student Experience hours of opening are:

Monday-Friday: 1000 to 1600 hours

Outside these times, much of the information/forms you may require should be available on the Student Experience webpages at <https://www.strath.ac.uk/professionalservices/sees/>.

See <https://www.strath.ac.uk/professionalservices/studentlifecycle/contactus/> for contact details.

Please note many staff are still working from home at the moment and best means of contact is via email

Tier 4 Visas

Students granted a Tier 4 visa have the responsibility to abide by the conditions of their visa. Engaging with your studies prevents any problems with your visa and protects your visa status. If you are absent or away from the Glasgow campus at any time during your studies and you hold a Tier 4 visa, you must request permission from MAE first. The Tier 4 Immigration Rules are very strict and the consequences of not adhering to these can include being suspended from study and/or reported to the Home Office.

All visa enquiries should be directed to the International Student Support Team – see webpages at <https://www.strath.ac.uk/studywithus/internationalstudents/whileyourehere/internationalstudentsupportteam/>.

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.

Further IT Services details can be found at <https://www.strath.ac.uk/is/>.

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 license, permitted by statutory exceptions or legal defenses 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 licenses 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 defense. 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 licenses 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 <https://www.strath.ac.uk/professionalservices/is/compliance/>.

General Information - summary

General Course regulations are published on the University website at: <https://www.strath.ac.uk/studywithus/academicregulations/>

Policies and Procedures for students are published on the University Student Experience and Enhancement Services website at: <http://www.strath.ac.uk/sees/studentpolicies/>. These include:

- Absence and Voluntary Suspension
- Academic Appeals
- Personal Circumstances
- Student Discipline
- Academic Dishonesty
- Assessment and Feedback
- Compensation Scheme and Progress
- Honours Classification & Other Awards Rankings
- Motivation Merit & Distinction
- Careers, Education, Information, Advice & Guidance

- Dignity & Respect (inc Equality & Diversity)
- Charging for Course Material
- Internal Review of Learning & Teaching
- Role, Selection & Briefing of Student Members of Review Teams
- Research: Code of Practice on Investigations Involving Human Beings
- Student Representation

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.

Specialist Instructional Modules

Specialist instructional modules focus on different technical aspects allowing multidisciplinary tailored learning to suit individual needs. When choosing technical modules, individuals will discuss the options with their programme adviser.

Generic and Optional Instructional Modules

Students can select from a range of generic modules which are available to provide other skills which are considered necessary for professional engineers. Those on offer include the areas of Design Management, Project Management, Environmental Impact Sustainability, Information Management, Financial Engineering, Risk Management, and Knowledge Engineering and Management for Engineers. It is also possible for students to select alternative 'elective' masters level modules with approval of the Programme Adviser.

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 outwith those listed above with the approval of the Programme Adviser and of the related Class Registrar
 - a. It is the student's responsibility to contact the class registrar to ask permission, before completing on your curriculum form. Please 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 classes 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 25/35.
6. Certain classes 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.

Class Details: Modules and Timetables

Module Description Forms (MDFs) for all MAE classes can be found on the departmental Student webpage at <http://www.strath.ac.uk/engineering/mechanicalaerospaceengineering/student-information/>. These contain the most up-to-date information on all class assessments/syllabuses. NB: general class enquiries should be directed to Registrars. Past exams papers can be found via the University Library.

Timetables can be retrieved via the University Timetabling page <http://www.strath.ac.uk/timetables>. Information on personalised student timetables can also be found on this site.

Attendance / Absence and Personal Circumstances

(key points to note)

All students are expected to be in attendance for activities during all Terms (as outlined on the University's Key Dates webpages). This includes Welcome & Development Week, Consolidation & Development Week and also 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 **within five working days** of the latest affected examination or date of submission of affected

assessment. Self-certification is not sufficient. Note, this includes scheduled assessments such as presentations during the semester.

- Failure to attend due to being “unaware of the dates or times or submission deadlines” of assessments and missing an assessment 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 degree classification.
- Students whose performance has been, or will be, affected by circumstances that are severe and outside their control should contact their Programme Adviser as soon as possible to discuss their adverse circumstances. They must also **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 are affecting performance) and by also **submitting supporting documentary evidence to Student Business**.

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 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 acceptable grounds for discounting attempts or appealing.

If a student does not submit Personal Circumstances via Pegasus, they will not be considered by the PCB or subsequent Exam Board. In **NO** cases will a notification of circumstances be accepted after the PCB has met and students cannot appeal if they fail to report them prior to Exam Boards.

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

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

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

EF900: Individual Project/Dissertation

MSc students from all programmes will undertake the class EF900, the Individual Project. This usually occurs after the 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, as a pdf file as directed by their Project Supervisor. This component is valued at 60 PG credits.

Students are encouraged to self-generated 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 for Semester 2, while the general guidance can be found in Appendix 3. It is the students' responsibility to identify, in the first instance, suitable project supervisors in the department of MAE 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 and/or a few potential supervisors using a selection from. Students will be asked to select multiple options based on remaining student numbers from this list via Myplace. The allocation of these projects will then be managed centrally in the department and students will be notified of their allocated project. The allocation committee will do their best to match one of the area of interest indicated with the supervisor specialising in the area. However it can not be guaranteed (see Appendix 3 for more details).

The Project Coordinator will hold an introductory project meeting at the beginning of Semester 2 for all students undertaking their projects in the summer and following academic year.

The project coordinator for 2021/22 is Dr Olga Ganilova (olga.ganilova@strath.ac.uk).

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

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

<https://www.strath.ac.uk/research/energysystemsresearchunit/courses/individualprojects/>

All queries regarding projects should be directed to Dr Olga Ganilova.

Part-time Students

The normal duration for a Part-time (PT) student on the MSc programme 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 they can begin their project in the new academic session starting in September.

PG Diploma Students

Students who are enrolled in the PG Diploma course, who meet the requirements and wish to be moved to the MSc course can request that a transfer 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 of Examiners. Students should inform mae-pg@strath.ac.uk and [their Programme Adviser](#) of which option they wish to choose:

- Students can wait until the board of examiners results before commencing their project; meaning they would commence in early June and submit mid-September which would result in a June graduation in the following year.
- Students can commence their project 'at risk' in May and if the board of examiners agree on the PG-MSc transfer, they can continue and graduate in November. Please discuss the 'at risk' process with your Programme Adviser.

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

Note, Extensions and Late Submissions are NOT APPLICABLE to the MSc project.

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

Section 2

Coursework

It is the responsibility of the student to ensure that all courseworks are completed and submitted prior to the deadline. If you miss a deadline without satisfactory reasons, you may find that your assessment for that class is heavily compromised.

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 via the Myplace online extension request facility.

The University policy, which provides guidance on requirements, is available at <https://www.strath.ac.uk/sees/studentpolicies/policies/assessmentfeedbackandexternalexaminers/policyandproceduresonextensionstocourseworksubmission/>.

Extension requests should be made in advance of a coursework submission deadline.

Policy and Procedure on Late Submission of Coursework

It should be noted that penalties will be incurred for late submission. Coursework is deemed to be late when submitted after the published deadline without an agreed extension and in the absence of personal circumstances. Students should ensure they are familiar with this policy, available at <https://www.strath.ac.uk/sees/studentpolicies/policies/assessmentfeedbackandexternalexaminers/policyandprocedureforlatesubmissionofcoursework/>.

If you think you are unlikely to meet a coursework deadline due to medical issues or personal circumstances, you must apply for an extension as early as possible.

More detailed information on both of the above can also be found on the MAE Student Information page <http://www.strath.ac.uk/engineering/mechanicalaerospaceengineering/student-information/>.

NOTE: Extensions and Late Submissions are NOT APPLICABLE to the MSc project.

Academic Dishonesty

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

The University is aware that there are a variety of temptations for students to engage in academically doubtful or dishonest activities during formal examinations, or in relation to assignments, practical work, dissertations or thesis preparation. In setting assessed assignments of whatever form, all teaching staff actively consider how to minimise the opportunities for students to cheat. Promoting a general climate of academic integrity within the student body is important.

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

Plagiarism and Collusion

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

You could be accused of plagiarism if you:

- hand in (as your own) work that was written by someone else
- copy out someone else's work and hand it in

- copy out sections of someone else's work and include it in your own submitted work without acknowledging it
- use someone else's work in any of the above ways with a few words changed

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

You could be accused of collusion if:

- you and another student submit identical or almost identical work

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

If there is evidence of plagiarism or collusion, penalties may be imposed ranging from a reduction in marks, to resubmission of work, to University disciplinary action. Each case of plagiarism/collusion will be discussed by an adjudication panel who will recommend an appropriate course of action. The University's guidance on plagiarism can be found using the url below. If you are in any doubt as to what constitutes plagiarism, please read this document.

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

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

https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/20130801_AcademicDishonestyGuidance_v2.0.pdf

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

Examinations (General information)

It is important to note that:

- students **MUST** be available for exams during ALL of the 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 classes during the course of the academic year. Those who fail to complete a class at the first attempt will be given one additional assessment opportunity before the September Board of Examiners. This will either be by coursework or examination (as detailed in the class Module Descriptor Form).

Please check the Student Experience and Enhancement Services (SEES) Student Lifecycle webpage at <https://www.strath.ac.uk/professionalservices/exams/> for further information.

For all MAE classes (with codes beginning "16" and "ME") the Examination Co-ordinator is:

Donna Fairley, donna.fairley@strath.ac.uk

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/School). 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.**

Requests to sit exams off campus

Your attention is drawn especially to the following:

All students are expected to attend for examination at the University of Strathclyde on the dates and times scheduled, including mid-semester assessments (such as class tests). Only EXCEPTIONALLY will permission be given for students to sit examinations out-with the University.

Events such as holidays, family gatherings, or other personal appointments do not constitute exceptional reasons for exam purposes. In addition, sporting commitments will only be considered for students who are officially registered on the Elite Athlete Programme.

Permission will **NOT** be granted by the Department in the following cases:

- if a student wishes to leave the University during/prior to the end of an examination period

- where a student has a resit examination (all students must attend resits in Glasgow in person)

NOTE – arrangements to travel overseas must not be made until you know that you have passed all classes for the current academic year.

Students who choose to make travel arrangements (such as purchasing non-flexible/changeable airline tickets) prior to receiving official results at the end of the academic year, must return to the University of Strathclyde in Glasgow during the resit diet to carry out examinations on campus for any failed classes.

Where necessary and where provisionally agreed in principle by the Exam Co-ordinator, requests to take an examination at a BONA FIDE institution other than this University (normally one of our overseas exchange institutions or a British Council Office) should be formally made in writing via the Exam Co-ordinator.

This request must be made no later than SIX WEEKS prior to the start of the examination diet. Once permission, in principle, has been granted you must thereafter arrange for written communication to be sent by an authorised person at the proposed examination site confirming that the institute is prepared to act for the University of Strathclyde in this matter and giving a contact name, telephone number, e-mail address and full postal address.

NB: Post box addresses are not suitable as exam papers will be transported by courier. This written communication must reach your Programme Adviser 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 by the departmental Examination Co-ordinator to the Director of Professional Services from whom formal approval must be obtained. **Examination papers cannot be sent abroad unless the above procedure has been followed.**

Names of Examination Co-ordinators for other Departments may be obtained from the ‘Students’ section on the Disability Service webpage <http://www.strath.ac.uk/disabilityservice/> or from the relevant Department.

You should also note that you will be liable for all expenses incurred and fees charged (if any) by the overseas institution.

Boards of Examiners for Postgraduate Taught Courses

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

- 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 August Board will consider PgCert, PgDip and MSc students with resit examinations which are preventing them from progressing to the next stage of their programme.
- The September Board of Examiners, is the main Examination Board 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 the meeting of the Board of Examiners can be found at:

<https://www.strath.ac.uk/exams/examboardsandresultsfaq/>

Academic Appeals

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

Please refer to the [Appeals Procedure](#), before submitting an appeal to the Faculty Office – Engineering

Section 3

MSc Programme Specific Details

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

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

MSc Advanced Materials Engineering

Curriculum

All students shall undertake an approved curriculum as follows:

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

Compulsory Modules

ME962 Degradation of Metals and Alloys

ME966 Fundamentals of Materials Science

ME978 Advanced Materials Processing & Manufacturing

16565 Engineering Composites

ME931 Industrial Metallurgy

Students for the degree of MSc only:

EF900 Project

Optional Modules

Student must choose 70 credits of optional credits which must include a minimum of 30 credits from List A and a minimum of 30 credits from List B.

List A (minimum of 30 credits)

EF927 Design Management

EF931 Project Management

EF932 Risk Management

EF929 Financial Engineering

AB975 Sustainability

EV939 Environmental Impact Assessment

List B (minimum of 30 credits)

BE900 Tissue Mechanics

BE906 Biomaterials and Biocompatibility

CL996 Materials and Microstructures

CL976 Pre-stressed concrete, composite materials and structural stability

CP535 Molecular and Interfacial Science, **OR** CP970** Molecular and Interfacial Science (online)

DM946 Micro and Nano Manufacturing

DM947 Advanced Forming Technology and Systems

DM948 Advanced Materials and Production Technology

16598 Aerodynamic Performance

ME926** Nuclear Power Systems

ME927 Energy Resources and Policy

ME928 Energy Systems Analysis

ME929 Electrical Power Systems

ME930 Energy Modelling and Monitoring

ME945** Introduction to Open Source Computational Fluid Dynamics

ME948** Hydraulics

ME950** Boiler Thermal Hydraulics

ME953 Engineering Artificial Environments

ME963** Structural Integrity

ME965** FEA in Mechanical Engineering Design

**denotes those modules delivered by online learning. A maximum of 30 credits spread over the programme by distance learning may be selected.

Not all optional modules on this list will be available in each academic year.

Exceptionally, such other Level 5 modules as may be approved by the Programme Adviser.

MSc Advanced Mechanical Engineering- All on campus streams

SEPTEMBER & January START Curriculum

All students shall undertake an approved curriculum as follows:

- for the Postgraduate Certificate – no fewer than 60 credits
- for the Postgraduate Diploma – no fewer than 120 credits including no fewer than 30 from the classes in List A and no fewer than 80 from the classes in List B
- for the degree of MSc – no fewer than 180 credits including the Project and including no fewer than 30 from the classes in List A and no fewer than 80 from the classes in List B

List A Module Descriptors can be viewed through the Class Catalogue: <http://but.mis.strath.ac.uk/classcatalogue/>

MAE Level 5 and Postgraduate Module descriptors indicated in **List B** are available to view at: <http://www.strath.ac.uk/engineering/mechanicalaerospaceengineering/student-information/>

Please refer to Undergraduate MDFs for Level 5 classes.

LIST A

Generic Modules

EF927	Design Management	(SEM1)
EF929	Financial Engineering	(SEM2)
AB975	Sustainability	(SEM1)
EF931	Project Management	(SEM1)
EF932	Risk Management	(SEM2)
EV939	Environmental Impact Assessment	(SEM2)

LIST B

Specialist Modules:

16565	Engineering Composites	(SEM2)
16587	Pressurised Systems	(SEM1)
ME507	Machinery Diagnosis and Condition Monitoring	(SEM 2)
ME514	Advanced Topics in Fluid Systems Engineering	(SEM2)
ME517	Spaceflight Systems	(SEM2)
ME526	Engineering Plasticity	(SEM1)
ME527	Introduction to Engineering Optimisation	(SEM2)
ME528	Control Systems Design	(SEM1)
ME953	Engineering Artificial Environments	(SEM2)
ME966	Fundamentals of Materials Science	(SEM 1)
ME926	Nuclear Power Systems	(SEM2)
ME928	Energy Systems Analysis	(SEM1)
ME929	Electrical Power Systems	(SEM1)

Aerospace (Compulsory for AME with Aerospace MSc, optional for others):

ME979	Fundamentals of Aeronautical Engineering	(SEM2- online)
16599	Aerodynamic Propulsion Systems	(SEM2)
ME512	Spaceflight Mechanics	(SEM1)

Energy (Compulsory for AME with Energy Systems MSc, optional for others):

ME927	Energy Resources and Policy	(SEM1)
ME929	Electrical Power Systems	(SEM1)
ME930	Energy Modelling and Monitoring	(SEM1)

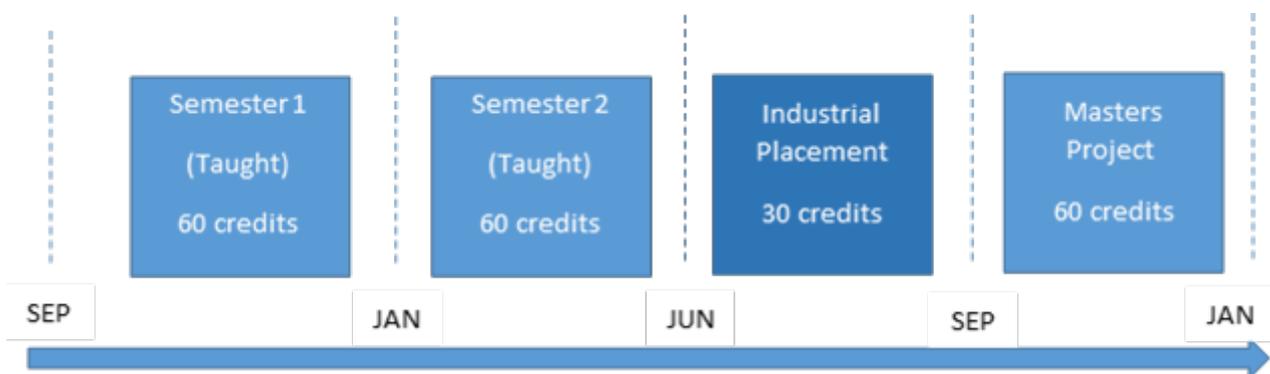
MSc Advanced Mechanical Engineering with Industrial Placement

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 work place 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 applications for placements;
- prepare for employer networking and other events by researching the employers you plan to approach and preparing questions in advance to ensure that 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.

MSc Advanced Mechanical Engineering – Online Learning

Curriculum

All students shall undertake an approved curriculum as follows:

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

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

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

Available Modules (for Sep 2021)*

Core Technical Classes:

ME919 Electrical Power Systems	10 credits	(SEM 1)
ME962 Degradation of Metals and Alloys	10 credits	(SEM 1)
ME965 FEA in Mechanical Engineering Design	10 credits	(SEM 1)
ME966 Fundamentals of Materials Science	10 credits	(SEM 1)
ME946 Pressurised Systems	10 credits	(SEM 1)
ME948 Hydraulics	10 credits	(SEM 1)
ME945 Introduction to Open-Source CFD	10 credits	(SEMS 2)
ME529 Aerodynamics in C	10 credits	(SEM 2)
ME926 Nuclear Power Systems	10 credits	(SEM 2)
ME950 Boiler Thermal Hydraulics	10 credits	(SEM 2)
ME960 Applied Metallurgy	10 credits	(SEM 2)
ME963 Structural Integrity	10 credits	(SEM 2)
ME979 Fundamentals of Aeronautical Engineering	10 credits	(SEM2)

Students may select up to four from the following generic classes

(Note, these classes will run subject to minimum number of registrants):

DM810 People, Organisation and Leadership	10 credits	(SEM 1)
DM811 Project Management	10 credits	(SEM 1)
DM814 Technology and Innovation Management	10 credits	(SEM 1)
DM808 Introduction to Systems Thinking, Modelling and Optimisation	10 credits	(SEM 2)
DM807 Financial Information	10 credits	(SEM 2)
DM812 Strategic Procurement Management	10 credits	(SEM 2)

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

Department of Biomedical Engineering:

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

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

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.

MSc Sustainable Engineering: Renewable Energy Systems and the Environment

Now in its twenty-fourth year, the course is part of the Sustainable Engineering postgraduate training provision. In today's society there is a growing awareness that the quality of life must be balanced by the need for conservation of world resources, especially energy, and the protection of the environment. Society therefore needs professionals who understand this balance and seek to harness energy resources in an environmentally friendly manner.

On the course you will learn about the different energy resources: renewable, fossil and nuclear, and the systems employed to harness and make use of these resources such as geothermal, wind, hydro and photovoltaic systems, combined heat and power schemes, heat pumps, solar thermal capture devices, high efficiency plant, advanced materials, advanced buildings, storage systems, adaptive control systems, the importance of end users and controls. You will also learn about the impact energy has on the environment and the ways in which this impact can be reduced. In particular, you will come to understand the technical relationships between Renewable Energy Systems and the Environment and feel confident about using modern computer-based methods to address the complexities that underpin these relationships.

The programme consists of instructional classes covering key energy themes (normally first semester); group projects tackling topical and demanding issues, site visits to see renewable and sustainable energy systems in practice (second semester), followed by an individual project, possibly with industrial attachment, leading to the submission of a dissertation. Teaching methods include: lectures, discussions, group working, informal crits, site visits, debating, and computer-aided learning.

The course leads, at its final level, to an MSc degree by instruction while offering Diploma and Certificate qualifications for students completing selected parts, either on a full- or part-time basis. There are three course parts, progressive in their rigour, corresponding to these three possible qualifications. The course has been accredited by the Energy Institute, the Institution of Mechanical Engineers and the Royal Aeronautical Society and deemed to satisfy further learning requirements for progressing to Chartered Engineer status.

Part A: Instructional Classes

All 5 specialist modules and several generic modules are offered in the first semester, with other generic modules offered in the second semester. The specialist classes address the principles, concepts and issues which underpin all Renewable Energy Systems. The objective is to inform students about the different generation, supply and utilisation technologies and to prepare those who will progress to Part B. Details of specialist classes can be found in Part A of this document, while details of generic classes can be found in the separate Sustainable Engineering Course handbook. Students can select elective instructional modules in place of generic classes with the approval of the programme adviser and the module registrar. Successful completion of six instructional modules (with a correct mix of classes, see later) will lead to the award of a Postgraduate Certificate.

Part B: Group Project

In the second semester students undertake a design project (valued at 40 credits) in addition to completing the remaining credits from part A taught modules. While the approved projects will change over time, they will typically involve the evolution of an energy system from inception to completion, including an assessment of its cost effectiveness and environmental impact. For example, this might involve the evaluation of a renewable energy design, the quantification of the impact of advanced facades with generation, insulation, shading properties and smart controls on an energy efficient building, or the analysis of field data from an energy installation to form and validate a model. Industry attachment is encouraged, often the project will be undertaken within a real industrial context. On successful completion of Part B (the 40-credit group project plus a total of 80 credits from taught modules), students can either graduate with a Postgraduate Diploma or continue down the MSc route.

Part C: Dissertation

In this part of the course, students undertake supervised, individual project work which typically entails an in-depth study of an issue (or set of issues) possibly identified from the Part B activities.

Curriculum

Part A - Module Descriptors

All students shall undertake an approved curriculum as follows:

- For the Postgraduate Certificate - no fewer than 60 credits including the 10 credit compulsory class and 20 credits of Faculty-wide or Approved Elective Optional Classes and 30 credits of classes chosen from the appropriate individual pathway.
- For the Postgraduate Diploma - no fewer than 120 credits including the 10 credit compulsory class, a 40 credit group project and at least 20 credits of Faculty-wide or Approved Elective Optional classes and at least 30 credits of classes from the appropriate individual pathway
- For the degree of MSc only - no fewer than 180 credits including Individual Project (60 credits)

Individual pathway Compulsory Classes:

ME 927 (SEM1)	Energy Resources and Policy
ME 928 (SEM1)	Energy Systems Analysis
ME 929 (SEM1)	Electrical Power Systems
ME 930 (SEM1)	Energy Modelling and Monitoring

Information on the following Generic Modules are available in the Sustainable Engineering handbook or by browsing the [University class catalogue](#):

Compulsory Class:

AB 975 (SEM 1)	Sustainability
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Faculty-wide Optional Classes:

EV 939 (SEM2)	Environmental Impact Assessment
EF 927 (SEM1)	Design Management
EF 929 (SEM2)	Financial Engineering
EF 931 (SEM1)	Project Management
EF 932 (SEM2)	Risk Management
ME 527 (SEM2)	Engineering Optimisation
ME953 (SEM2)	Engineering Artificial Environments

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

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

[Please refer to Undergraduate MDFs for Level 5 classes](#)

Part B: Group Project

Part B commences on **Monday 10 January 2022 at 1400 hours** (venue to be confirmed). In this part of the course, projects are constructed in a student led process for groups of typically four to six individuals. Each project involves the critical evaluation and/or evolution of an energy/environmental system, including a technical appraisal and, where appropriate, an assessment of its cost effectiveness and environmental impact.

For full details of examples of Group Projects, please visit:

<https://www.strath.ac.uk/research/energysystemsresearchunit/courses/projectwebsites/>

The expectation is that each group will:

- progress the project independently facilitated by the course tutors and in collaboration with an associated industrialist or focussed on a current industry challenge.
- present themselves for project kick-off on Monday of week 1 semester 2 and project crits on Thursdays between **2.00pm and 5.00pm** (venue to be confirmed).
- submit a web-based final project report which includes a succinct statement on the main technical, economic and environmental findings and the learning and technical outcomes.
- Make a final presentation of the project during the University's Knowledge Exchange week, to an audience of industrialists and tutors.
Date to be confirmed in Semester 2.

As a complement to the Part B projects, field trips will be undertaken. Visits usually take place on Wednesdays. Participation is compulsory. **Dates and venues to be confirmed at start of semester 2.**

SITE VISITS		
these locations and dates are provisional]		
Date	Visit	Comment
TBC	New Lanark and SSE Hydro	Hydro, micro-hydro, water source heat pumps
TBC	GSK Irvine	GSK biomass, wind, storage and chip
TBC	Fintry+AD	Eco-village, PV, Solar HW, Biomass, Air Source Heat Pump, Elec Vehicles, building upgrades, AD CHP Plant, biomass DH.
TBC	West Whitlawburn Housing and Whitelees Wind Farm	Biomass district heating and large scale windfarm, domestic energy efficiency.
TBC	Hydrogen Office and Offshore Wind Catapult	Large scale Offshore Wind, Small scale Wind/PV, Hydrogen Electrolysis, Hydrogen Storage, H2 Vehicles, Fuel Cell, Heat Pump.

Projects must have a high technical content and include a significant amount of quantitative analysis, simulation or experimental work

The following provide examples of project templates which help illustrate the group project activity:

Example Project One: Clean Fuel Technologies

Objectives: Acting as a small consultancy/development partnership the group will prepare a brief for a large public transport company to consider alternative fuels to replace diesel.

Outline: This subject emulates the project carried out in Reading for the Council bus company, and takes into account previous experience in Italy. The subjects to be considered by members of the team working in partnership include:

- Experience using biofuels in Italy (e.g. esters of rape seed oil)
- European Commission policy on alternative fuels
- Relationship to "set aside" land policy for agriculture
- Technical aspects of the fuels and their use
- Pollution aspects and their costs
- Costs, including taxes
- UK Government policy
- Relationship with developing countries

Procedure: The team would make two presentations to a transport company. The final report would be circulated to one or more companies. The team would include members able to cover details of engineering, environmental impact, transport and marketing. The work would be structured under a team leader for individual responsibilities within the group.

Programme: A possible activity plan:

Week	Tasks
1 - 2	Formulation of the project and allocation of responsibilities and tasks. Initial site visits.
3 - 5	Initial reports and in-house discussion. More details on site.
6	First presentation to the associated company.
7 - 10	In-depth investigation and individual report presentation.
11	Assembly of final report.
12	Final project presentation.

Outcome: Feasibility report for the bus company and two presentations to the company.

Example Project Two: Commercial Viability of Landfill Gas (LFG)

Objectives: To examine the various factors that determine the economic and resource viability of landfill gas (LFG) and to scope the potential multi-purpose use as a source of energy in Scotland.

Outline: Organic wastes decay in landfills under anaerobic conditions, producing a mixture of primarily methane and carbon dioxide. Methane is a potent "Greenhouse Gas" and emissions from landfills can also be a significant environmental risk. However, once the environmental impacts of LFG are controlled, its methane content makes it a useful source of renewable energy. Using the gas offers significant environmental benefits over flaring it off or simply venting it to the atmosphere. Strengthening environmental protection legislation is mandating effective gas control measures at most landfills. Energy recovery, if perceived as an economically viable prospect, can complement the prime objective of gas control.

Procedure: The team will:

- establish a database of Scottish landfill sites.
- assess the potential landfill gas resource in Scotland.
- consider the impact of current and future environmental legislation.
- consider sustainable development strategy and LFG utilisation, particularly in rural areas.
- examine the potential applications, markets and economic potential of LFG.
- investigate the economics, investment and infrastructure requirements of various utilisation scenarios.
- identify those areas which are more suitable for the deployment of particular utilisation scenarios.
- investigate the perceived constraints or barriers to investment and commercialisation of LFG as an energy source.

Programme: A possible activity plan:

Week	Tasks
1 - 2	Establish sites data base.
3 - 5	Resource assessment aspects.
6	First presentation to collaborators.
7 - 8	Utilisation options, applications and potential markets.
9 - 10	Sustainable development and implementation issues.
11	Draft final report, second presentation.
12	Final project presentation.

Outcome: A report to illuminate and clarify the commercialisation issues and the interactions of the various participants (waste operators, developers and potential customers). In this manner, the study will develop a method for matching potential market applications with the most suitable sites and their chances for a successful development.

Example Project Three: Renewable Energy, Bottom-Up

Objective: To evaluate national energy policy, but from the experience of individual installations and programmes.

Outline: It is well known that the major difficulties facing a company developing renewable energy, relate to institutional and local factors, and not to grand policy. For instance raising finance is a very immediate difficulty; obtaining planning permission is a local problem that varies from area to area; installation and maintenance of equipment require the skills of local companies whose abilities vary greatly; many practical matters are not foreseen at national level, but only come to light with working experience.

Procedure: The team will:

- consider UK policy and experience of renewables from a governmental point of view.
- plan which renewables schemes to consider in detail, e.g. some of those developed in Scotland and Northern England that can be visited.
- divide the work for detailed investigation of named projects, subject to cooperation from the operators and owners.
- make site visits and individual cooperation with the operators.
- report on particular schemes.
- analyse common and special factors.
- identify relationship to national policies.
- conclude and recommend.

Programme: A possible activity plan:

Week	Tasks
1 - 2	Specification of the task; literature review.
3 - 5	Detailed plan and trial visits.
6	First presentation to collaborators.
7 - 10	Detailed site/company reports.
11	Draft final report; second presentation to collaborators.
12	Final report.

Outcome: The aim is to publish the results as a web-based information resource.

Example Project Four: Energy Conscious Building Design

Objectives: To impart an understanding of the principles underlying the design and operation of energy efficient buildings and to encourage the development of skills in the application of advanced simulation within a design context.

Outline: This project will entail a review of best practice in terms of each building design parameter (construction, layout, etc.), the utilisation of available energy (passive solar, group heating, etc.) and system control. Sources consulted will include the Energy Efficiency Office, the Energy Design Advisory Service, the Building Research Establishment and the Energy Technology Support Unit in the UK; and the programmes of the Commission of the European Community, especially DGXII and DGXVII.

Procedure: The various options available for energy saving will be identified and placed within a suitable 'taxonomy'. Dynamic energy modelling techniques will then be used to assess the energy savings and environmental impact of the different design options and environmental control regimes. In particular the project will focus on advanced energy saving technologies such as adaptive envelopes, 'smart' controllers, simulation based energy management systems, passive solar features and energy use metering. The feasibility of the integration of photovoltaic panels into the building fabric could also form a component of the project.

Programme: A possible activity plan:

Week	Tasks
1	Team formation, development of project brief, preliminary task assignment.
2 - 3	Best practice review and industrial visits.
4	Technical planning, detailed task assignment.
5 – 10	Energy/environmental appraisal by computer simulation.
11	Economic evaluation.
12	Submission of group report and poster.

Outcome: The elaboration of a methodological approach to energy conscious building design based on simulation. The methodology will offer a procedure whereby designers can differentiate between available options and select near optimum combinations. A particular building design will be evolved to demonstrate the methodology in use.

Example Project Five: Transmission of Renewable Energy

Objectives: To identify where the "best" sources of renewable energies may be found. To examine technically the feasible solutions which would enable the energy gained to be transmitted to the users.

Outline: In general the sources of renewable energy are far away from the high concentration of users, e.g. areas of high winds or waves are not normally near densely populated cities. As a result, the cost of transmitting the acquired energy becomes uneconomic unless attractive solutions are available. The study will explore the usable potential of renewable energy and consider ways in which it might be maximised in the future.

Procedure: The project begins by identifying locations of renewable energy sources in Europe with a view to assessing the spare capacity available on existing transmission systems. Case studies will be used to examine the range of options and the economic/environmental issues.

Programme: A possible activity plan:

Week	Tasks
1 - 2	Preparation for project work. Definition of objectives and preparation of work schedule.
3 - 4	Literature review and selection of case studies.
5 - 8	Data collection and analysis, review of technologies for energy transmission and storage.
9 - 10	General conclusions extracted from case studies with projections for the future.
11	Assembly of final report.
12	Final report and presentation preparation.

Outcome: At the micro level: a practical assessment of the limitations on exploitation of Renewable Energy Systems in the short to medium term, in a form appropriate for use by regional planning authorities.

At the macro level: an assessment of existing systems to determine spare capacity and availability, and an identification of the best option for future European development.

Example Project Six: Energy from Waste

Objectives: To examine and evaluate EfW systems, principally multi-fuel/MSW incineration technology, as representative of the BPEO in the context of an integrated and sustainable waste management strategy, encompassing waste minimisation, recycling, energy recovery and landfill.

Outline: The Government's policy on sustainable waste management is clearly intended to increase the proportion of waste managed by the disposal options towards the top of the 'Waste Hierarchy'. Further, > 85% of MSW is currently being landfilled, despite the fact that under NFFO tranches 1 and 2 municipal waste to energy represented 82% of contract awards. However, to date the vast majority of these projects have never been implemented.

Procedure: The team will: Review UK waste management strategy and policy developments relating to EfW. Investigate recent EfW case histories. Detail an EfW integrated scheme in terms of the various design, control and technology aspects found in a typical MSW incineration plant with energy recovery facilities. Explore the environmental issues, advantages and impacts likely resultant from an EfW scheme, i.e. air pollution, principally dioxins, and ash residue treatment and disposal. Particularly in the light of pollution control and new UK emission limits. Further, consider human health and safety aspects of surrounding population. Consider the role and influence of the planning authority. Consider the economics, investment and infrastructure requirements along with any Government 'Level playing field' policy, i.e. the tax treatment of incinerator residues, etc., likely to act as a barrier or affect implementation. Assess the local issues and factors likely to be responsible for the 'critical mass' necessary for or influencing the implementation of any EfW facility.

Programme: A possible activity plan:

Week	Tasks
1 - 2	Literature review of EfW technology
3 - 5	Investigate case histories
6	First presentation to collaborators
7 - 8	Environmental impact/pollution issues
9 - 10	Implementation issues
11	Draft final report, second presentation
12	Project presentation and report/poster submission.

Outcome: An informed report on EfW technology, environmental impact, implementation factors and the likely future role in a sustainable waste management strategy.

Example Project Seven: Disposing of Decommissioned Offshore Oil Platforms in the North Sea

Objectives: To examine decommissioning and disposal procedures currently adopted by the oil industry and determine the associated environmental impacts resulting from these methods.

Outline: This project aims to:

- identify a small number of feasible methods which could be used in disposing of decommissioned offshore oil platforms in an environmentally friendly way.
- technologically examine one key issue or problem which has to be overcome or solved if the groups preferred method is to become a feasible solution.
- outline a procedure for the implementation of the chosen method for a given concept which has been adopted in platform design.

Procedure: It is recommended that some of the following steps should be taken:

- Acquire an understanding of the problems involved.
- Examine the various options on offer.
- Critically review these options.
- Select a preferred option and give the reason for your choice.
- Consider the key issues relating to the options and identify one technological problem requiring attention.
- Investigate the problem.
- Make visits, discuss the problem, think out solutions, evaluate them etc.
- Prepare a contents list for the report.
- Write the report using the contents list as a guide.

Programme: The following twelve week programme is suggested:

Week	Tasks
1	Project specification and literature review.
2 - 3	Identification of options with advantages and disadvantages.
4 - 6	Analysis of key issues for preferred option.
7	Review, presentation of initial ideas and evaluation
8 - 10	Refine analysis.
11 - 12	Reporting and final presentation.

Outcome: An informed report on platform decommissioning procedures and the resulting environmental impacts from these methods, concluding with a report on future decommissioning procedures that minimise environmental damage.

Example Project Eight: Decentralised Integration of Wind Energy with Desalination Plant

Objectives: To study the architectural and control options which exist when designing an integrated wind driven desalination plant and to identify the optimum solutions.

Outline: In many parts of the world fresh water is scarce and reliance is placed on desalinated brackish or sea water. Desalination is energy intensive, and creation of new water plants inevitably means parallel creation of new energy supplies. Given recent environmental awareness, renewable energies such as wind are often considered in this context. For new water plant remote from a strong grid, local, decentralised energy production is an alternative to grid creation or reinforcement. This gives rise to a major problem - desalination processes tend to be designed to give constant power demand whereas wind can only supply power in a random manner. Special approaches must be taken in designing architecture and control strategies to overcome this mismatch. Three desalination techniques are suited to wind energy: reverse osmosis (mechanical), electrodialysis (electrical/mechanical) and vapour compression (thermal/ mechanical). It is not clear which combination offers best overall advantage.

Procedure: The project team will:

- identify the operational characteristics of different desalination plant (for a team of four it is suggested that one member specialises in electrodialysis, one in vapour compression and two in reverse osmosis)
- identify the scope for varying the gross power demand of the plant either by modularisation or 'acceleration/deceleration'
- define performance indices for a combined wind-desalination system (e.g. water quality, overall efficiency, cost etc.) against which assessments can be made
- define a specification for a target plant in terms of required water production profile and quality limits
- model and refine different architecture and control strategies to obtain the 'best' systems based on each of the three desalination processes, this being done by time domain modelling using a year's worth of one hourly wind speeds as the basic input.

Programme: The following twelve week programme is suggested:

Week	Tasks
1	Project planning and task allocation, definition of target specification.
2 - 3	Definition of operational constraints/characteristics of desalination plant.
4	Planning of computer programming strategy.
5 - 7	Testing of models.
8 - 10	Ongoing refinement and assessment of systems.
11 - 12	Reporting and final presentation.

Outcome: The outcome will be a report highlighting the key technical, economic and operational considerations which must be taken into account when designing a decentralised, integrated wind driven desalination plant.

MSc Satellite Data for Sustainable Development (January start)

The programme consists of four compulsory modules (for a total of 50 credits) and up to seven optional modules (for a total of 70 credits) over the full calendar year run alongside an individual project. The wider choice of optional modules will allow students to deepen their knowledge in specific fields of interest. A descriptive table of how the study load can be distributed across two semesters is provided below

FULL TIME STUDENTS		
January Semester	Summer Semester	September Semester
Core module Satellite Applications for Sustainable Development Goals (20 credits)	MSc Individual Project (60 credits)	Core module Geographical Information Systems (10 credits)
Core module Satellite Data Assimilation and Analysis (10 credits)		Optional Module (10 credits)
Core module Machine Learning for Satellite Data (10 credits)		Optional Module (10 credits)
Optional Module (10 credits)		Optional Module (10 credits)
Optional Module (10 credits)		Optional Module (10 credits)
		Optional Module (10 credits)
		Optional Module (10 credits)

Curriculum

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

All students shall undertake an approved curriculum as follows:

50 credits of core compulsory classes

- ME975 Satellite Data Assimilation and Analysis (10 credits, Sem 2)
 - for students to develop a knowledge on available satellite datasets, how they can be assimilated, and which tools exist to analyse them
- ME977 Machine Learning for Satellite Data (10 credits, Sem 2/April block)
 - for students to develop an understanding of the use of machine learning techniques in the processing of satellite data, inclusive of cloud-based GPU computing and ethical use of spaceborne and ground data
- ME976 Satellite Applications for Sustainable Development Goals (20 credits, Sem 2)
 - for students to develop an understanding of the capability of the use of satellite data to address UN SDGs. Introductory lecture on the sustainability of satellite data provision. The course SF105 is planned to be used as propaedeutic for this class and introduction to SDGs.
- CL961 Geographical Information Systems (10 credits Sem 1/September)
 - for students to provides a thorough introduction to the field of Geographical Information Systems and spatial analysis

A minimum of 20 credits from the following optional classes

- EF931 Project Management
- AB975 Sustainability

- CL994 Circular Economy and Transformations Towards Sustainability
- EF932 Risk Management
- CS978 Legal, Ethical and Professional issues for the Information Society
- EV939 Environmental Impact Assessment

Classes, bringing taught credit total to 120 credits, to be chosen from

- AB931 Design Studio
 - AB935 Urban Landscape Design
 - CL971 Air pollution, Climate Change and Human Health
 - CS952 Database & Web Systems Development
 - CS985 Machine Learning for Data Analytics
 - CS988 Big Data Tools and Techniques
 - CS989 Big Data Fundamentals
 - CS990 Database Fundamentals
 - ME512 Spaceflight Mechanics
 - ME517 Spaceflight Systems
 - ME927 Energy Resources and Policy
 - ME928 Energy Systems and Analysis
 - ME930 Energy Modelling and Monitoring
 - NM833 Marine Renewable Energy Systems
 - Z1931 Entrepreneurship, Innovation and Commercialisation
-
- Z1986 New Venture Planning
-
- Exceptionally, such other Level 5 classes, totalling no more than 20 credits, as approved by the Programme Adviser.

Students for the degree of MSc only

- EF900 Individual Project

Important:

1. Students are expected to finalise their curriculum as soon as possible at the start of semester, changes beyond the 3rd week of semester are strongly advised against.
2. Only students passing 40 credits at the June Exam Board will be entitled to proceed to project.
- 3.
4. Other modules out with the above selection will be at the discretion of the Programme Adviser of Studies whom the student should contact prior to selection.

Appendix 1

Departmental Occupational Health and Safety Arrangements

Emergency telephone numbers (internal) - Extension 2222 or 3333

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

1. Safety Organisation

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

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

Health and safety management is undertaken by the Departmental Safety Convener.

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

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

The University's Safety Services Unit can be contacted on Ext 2726.

2. Departmental Safety Committee

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

3. Fire

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

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

In the event of a fire being discovered:-

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

- Do not accumulate waste material.
- Keep litter bins covered.
- Keep fire exits clear of obstructions

4. Accident or Illness

Emergency Telephone Numbers - Extension 2222 or 3333

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

5. Reporting of Accidents and Dangerous Occurrences

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

An official Accident or Occurrence Report Form S.1 should be completed for all accidents and dangerous occurrences and sent to the University Safety Officer via the **The Departmental Safety Convener**. Should an incident result in hospital attendance, the Safety Office should be informed by phone as soon as possible.

6. COSHH

Under the Control of Substances Hazardous to Health Regulations 1988 (COSHH), it is incumbent upon anyone involved in the use of hazardous materials to ensure that a safe working practice is agreed upon. No work is permitted until a **RISK ASSESSMENT FORM (S20/S21)** has been completed. Copies of each assessment must be lodged with the Safety Convener.

All staff and relevant students should be acquainted with the Regulations.

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

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

7. Hazardous Operations

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

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

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

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

8. Permits to Work

All persons, other than trained workshop staff, who wish to use machine tools, hand held tools or welding equipment, etc must have a Permit to Work signed by the Head of Department or his 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 is not permitted in laboratories or workshops.
- Always use machine guards where provided.
- Clean tools and machines after use and deposit all scrap material in the bins provided.
- Keep litter bins covered.
- Observe and obey No Smoking 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.
- Solvents should only be used in well ventilated areas and kept clear of heat sources.

10. Access to Buildings outwith Normal Hours

See Access to University Premises (Appendix 2) and page 14 of this Handbook.

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.

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

13. Electricity at Work Regulations 1989

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

It should be noted that the University's Estates Management Department is responsible for all electrical services in the University, e.g. isolators, sockets and other such fixed equipment and no one may break into the electrical system for any reason without the 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.

14. General Electrical Safety

Open-bar electric fires and non-automatic kettles are not allowed in the University.

Multi-way distribution boards 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. Adaptors are not permitted.

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

All staff have individual responsibility to report obviously faulty equipment, e.g. broken plug tops, damaged cables, etc. to their supervisor or directly to the relevant Laboratory Superintendent. Equipment thought to be defective should not be used and must be reported immediately to the relevant Laboratory Superintendent. 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 Superintendent.

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

15. Inspection and Testing of Electrical Apparatus

All electrical apparatus is required to be inspected and tested at certain intervals. 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 Departmental Safety Convener. 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 have to be put in place to prevent or reduce risks from exposure to noise at work. It can also be a safety hazard at work, interfering with communication and making warnings harder to hear.

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

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

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

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

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

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

a. Lower exposure action values:

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

□ peak sound pressure of **135dB**.

b. Upper exposure action values:

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

□ peak sound pressure of **137dB**.

Exposure limit values: (these are levels of noise exposure which must not be exceeded)

daily or weekly exposure of **87dB**, peak sound pressure of **140dB**. These exposure limit

values take account of any reduction in exposure provided by hearing protection ie personal protective equipment.

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

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

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

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

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

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

17. Buildings and Equipment

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

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

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 Departmental Safety Convener.

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 (15th December 2009).

Appendix 2

Access to University Premises - John Anderson Campus

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

(1) Unlimited Access

- (i) An unlimited authorisation access card (RED) must be issued by the department and signed by the Head of Department or their deputy and the person being granted access.
- (ii) The department and those areas specified within it which have been authorised for entry must be stated on the card.
- (iii) The card may be valid for up to one year from issue. However, the expiry date must be shown on the card.
- (iv) The card is only valid if used in conjunction with an unexpired student/staff identity card or other photographic identification.
- (v) The card is issued on the understanding that the cardholder has read and understood that part of the appropriate Departmental Safety Regulations pertaining to out of hours working.
- (vi) Unlimited access should only be granted when considered essential by the Head of Department.
- (vii) Requests for red cards for lab access must be accompanied by a risk assessment (S20 form) and a red card request form (see pages 12 and 13) signed by the project supervisor.

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

Computer Centre Access

- 6.7.10 RED card access needs a countersignature by Computer Centre staff as well as Head of Department signature.

Temporary Rights of Access

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

Children - Special Access

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

Pet Animals

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

Mechanical and Aerospace Engineering

Request for a Red Card for After Hours Work

(6pm -10pm Mon-Fri;
9am-5pm Sat/Sun & Holidays)

James Weir Building.

Please complete the following and make **two copies of the signed document**. The Safety Convener will retain the original. A copy must be retained by the supervisor and one kept by yourself for reference.

A: Is the Red card (permission for out-of-hours work) being issued to allow the researcher to conduct non-hazardous work and/or paper work i.e. office work?

B: Is the Red card (permission for out-of-hours work) being issued to allow the continuation of practical work in laboratories? A Risk Assessment must also be provided with the Red Card application that outlines measures that will be implemented to ensure out-of-hours work will be conducted safely.

Date

Name

Supervisor(s)

Area(s) of the building to which access is requested (Floors and or labs)
.....

For all persons requesting access for activities associated with A only (no partner required)

In return for permission to be in the building after hours, I agree to register my presence with Security on every occasion that I work out of normal hours (6pm -10pm Mon-Fri; or 9-5 Sat/Sun or when the Univ. is officially closed)

Signature

For all persons requesting access for activities associated with B.

NOTE: All those requiring laboratory work should complete this section.

In return for permission to be in the building after hours, I agree to register my presence with Security on every occasion that I work out of normal hours (6pm -10pm Mon-Fri; 9-5 Sat/Sun or when the Univ. is officially closed)

It is understood that I can only work when I have a partner who is prepared to remain in the building until my activity has been completed. The onus is on me to ensure that this person has been identified prior to 6pm weekdays and 6pm Fri for Sat & Sun work or for days when the Univ. is to be officially closed.

The programme of work to be conducted will be discussed in advance and approved by my supervisor or his nominee prior to its commencement.

Signature

Supervisors

It is my wish that the above be provided with permission to work out of normal hrs. Where the researcher has requested access to continue practical work, the programme will have been approved in advance. I understand that I have a duty of care (defined in the area safety regulations Sec. 9) to the researchers under my direction working after hours.

Signature

The department will not be held responsible for any accident or incident which occurs should you deviate from the above. Should you be found within the building working alone after hours on activities covered by section B your permission to work out of normal hours will be withdrawn.

Appendix 3 - Guidance on Student Projects and the supervision

1. Introduction

This document aims to provide students and supervisors with a summary of the relationship that should build up between both parties during the project and the responsibilities on each part. This document aims to cover supervision of individual research projects in the department.

1.1 Project purpose

Projects provide students with an opportunity to apply the skills and knowledge acquired during their course of study and during placement periods to a specific problem or project. These topics can be extremely varied. Some may lean more towards design or development, others may be part of a wider research programme, or industrial collaboration. They offer the chance to undertake in-depth study into a project area of personal interest or value, with the potential of producing a unique body of work. Irrespective of the specifics of the project, the main priority is to encourage the aim of “Technical Achievement”, defined as follows:

“Make a contribution to the field in which you are working, in line with the application, ability, intelligence and imagination expected of a MSc/Hons graduate level engineer.”

The assessment scheme has been devised to encourage and reward this. The project is worth a significant portion of the final degree qualification and classification. Undergraduate projects constitute 40 credits and MSc project 60 credits. It is expected, that students spend a MINIMUM of 400 or 600 hours of works towards it respectively.

2. Supervision and Roles

The project module contains both student and staff stakeholders. This section of the document aims to set out the main stakeholders who may be involved in the management, supervision and completion of student projects.

2.1 Module Registrar/Project Coordinator

The project coordinator or module registrar will be the contact point during the project selection phase, they will also be responsible for advising on all matters surrounding assessment and submission of the work, and keeping the myplace module page up to date. The project coordinator will be available to answer general queries regarding the project. The best way to contact them will be provided on the myplace page.

Students may also at times be contacted about their projects from the generic MAE-UG or MAE-PG emails.

2.2 Project supervisor

The main function of the project supervisor is to support the student in developing a coherent project and ensure they remain focussed on this. This supervisor should **provide feedback** on the work done by the student. **It is not the supervisors' function to direct or instruct the student what to do.**

The student may take project problems to the supervisor but should not expect to have the work closely directed or time-managed by the supervisor: it is emphasised, **this is your project** - you have to demonstrate that **you** are capable of independent project work, just as would be expected of you upon graduation.

Supervisors will know about the approaches to carrying out projects, the common pitfalls and be able to provide advice on structure, plans, etc. Some supervisors may be technical experts in the project area and some may not. If this is the case expertise should be sought by the student from elsewhere in the University or externally, if necessary. This should be discussed with the supervisor.

Students should note that supervisors will be supervising a significant number of students on top of a teaching, research, knowledge exchange and administration. Supervisors are not expected to 'chase up' students who fail to attend meetings or produce work.

Where supervisors will be on extended periods of absence from campus (>2 weeks) of the project, this will be communicated to the student wherever possible. Ideally, a meeting will be held before the leave takes place, to ensure that the student has a clear plan of work for the duration of leave of the supervisor, and where appropriate a substitute supervisor may be identified.

Supervisors are expected to:

- Advise on planning and methodology;
- Respond to students in a timely manner (e.g. to email usually within 3 days);
- Review and provide feedback on **one** draft of the thesis within 2 weeks by prior agreement*;
- Give informal feedback approximately every fortnight on progress (i.e. meet in person or via Zoom)*;
- If necessary, agree a substitute supervisor in extended periods of absence;
- Advise students of extended periods of absence from campus (where known);
- Be constructively critical of work and offer helpful suggestions and direction.

**based on full time working for an MSc project, and may be pro-rata'd where MSc students are not working on project full time.*

2.3 Student

Students are **individually responsible** for their own project work and for managing all tasks and communications in relation to the project. It is crucial that each student engages early on with the individual project to allow adequate time to achieve a positive outcome.

Students are expected to discuss at the first project meeting the most suitable means of communication with the supervisor, and the most appropriate meeting schedule. It is the responsibility of the student to arrange and minute meetings. It is recommended that the students update the supervisor on the progress once a week via e-mail and indicate their plans for the following week. If the student experiences technical or personal difficulties they must discuss them with their supervisor as early as possible. **Problems rarely disappear without being addressed.**

During the project, the onus is on the student to drive and deliver on the project. This means the students have to be proactive in their time management, including arrangement of meetings, workload management, decisions on the project development, as well as minor technical problems coming up during the research progress.

At all times, when speak to supervisor, other department, faculty, or wider University staff, and external contacts, it is expected that a **professional approach** will be adopted and any relevant University policies adhered to.

An essential part of the student's work will be to familiarise themselves with the up-to-date technical and/or research literature in the field of research; there will be some assistance on the MyPlace page provided by library services.

Students are expected to:

- Be responsible for the progress of their project.

- Be professional at all times.
- Arrange and minute* supervisory meetings and other necessary appointments, etc.
- Progress and carry out work; being responsible for ensuring that work is of an appropriate standard.
- Inform their supervisor of planned absences and of illness.
- Maintain a log book** of project progress.
- Correct spelling or grammatical errors.

*Students should discuss with the supervisor at the first meeting whether they wish to review the meeting minutes.

**Log book may be physical or online

3.0 Queries

Questions or queries on this guidance should be directed to the project supervisor or project coordinator in the first instance.

Prepared and Approved by:

Education Committee

Department of Mechanical and Aerospace Engineering

February 2021