

MEng (Hons) Civil Engineering BEng (Hons) Civil Engineering

PROGRAMME HANDBOOK 2015-16



Contents

1	Welcome from the Programme Leader	3
2	About this handbook	4
3	Who's Who and Communication	4
	3.1 Where to go for help	4
	3.2 Communication	6
	3.3 eLearning Portal (Blackboard)	7
4	Programme Information	7
	4.1 Programme Aims	7
	4.2 Civil Engineering Laboratory Provision	7
	4.3 Programme Structure	8
	4.4 Learning Teaching and Assessment Strategy	10
	4.5 Feedback	11
	4.6 Student Representatives	12
	4.7 Industrial Placement	12
	4.8 Timetable information	13
	4.9 Programme Assessment Schedule	13
	4.10 Academic Calendar 2015-2016	18
	4.11 Course work Guidelines	19
	Course work Styles	19
	The submission of coursework	20
	Academic Misconduct	20
	Calculators	20
5	Resources and Laboratories	21
	5.1 Laboratory Work	21
	5.2 Personnel Protective Equipment (PPE)	21
	5.3 Safety and Security	21
6	Supplementary Information	22
	6.1 Attendance Monitoring	22
	6.2 Personnel Extenuating Circumstances (PEC)	22
	6.3 Assessment Regulations for Northumbria Awards (ARNA)	22

All details are correct at time of going to press. Every effort is made to ensure that the information in the Handbook is accurate at the time of going to press. However, over time, circumstances may change and the University reserves the right to change or amend the information provided in this document.

1 Welcome from the Programme Leader



Welcome to Northumbria University and to the Department of Mechanical and Construction Engineering. Our department has over 1000 students based at Northumbria, and you are part of a growing number of students who are undertaking our degree courses and we look forward to working with you over the coming years of study.

Northumbria's reputation as a business focused, research rich, professional university is built on the quality of our academic and professional staff. Many of your lecturers will have spent time in industry and in research centers, and are experts in their fields. Informed staff who are actively involved in research and consultancy activities ensure that your programs remain focused on the current demands placed on civil engineers today.

The BEng (Hons) Civil Engineering degree is a three/ four year programme, each year consisting of studying modules with a total value of 120 credits. The MEng (Hons) Civil Engineering degree is a four/ five year programme, each year consisting of studying modules with a total value of 120 credits. Both courses are characterised by a 'hands on', practical approach, achieved through laboratory components, field work and site exposure.

The BEng programme is accredited by the Institution of Civil Engineers (ICE), the Institution of Structural Engineers (IStructE), the Institute of Highway Engineers (IHE) and the Chartered Institution of Highway and Transport Engineers (CIHTE). At the time of writing the MEng (Hons) programme is subject to pre-accreditation consideration by the Joint Board of Moderators (JBM) who accredit on behalf of the institutions presented above. The members of these institutions work at the heart of one of the World's most economically important and dynamic industries.

I hope you enjoy your learning experience at Northumbria University. Through immersing yourself in this academically stimulating environment you will provide yourself with the skills and knowledge base required on graduation to propel you towards success in your future career-path.

Best wishes,

Dr Alan Richardson

*Programme Leader and Reader
Mechanical and Construction Engineering*

Northumbria University
Faculty of Engineering and Environment
Department of Mechanical & Construction Engineering
Wynne-Jones Building
Newcastle upon Tyne, NE1 8ST

Tel +44 (0) 191 227 3741

Email alan.richardson@northumbria.ac.uk

WWW www.northumbria.ac.uk

2 About this handbook

This handbook is designed to provide a guide to your programme of study at Northumbria. It should be read in conjunction with the University and Faculty Student Handbooks which contain more general information about being a student at Northumbria, and within the Faculty of Engineering & Environment. This handbook is merely designed to sign-post you to information points that may prove useful.

However, as you begin your studies with us it is recommended that you access the 'New Students' <http://www.northumbria.ac.uk/browse/newstud/> (this is also available by clicking on 'New Students' on the University home page) information point on Northumbria's website.

3 Who's Who and communication

3.1 Where to go for help

You will meet a broad range of academic, administrative and technical staff throughout your studies. The majority of staff will be drawn from the various subject areas within the Faculty. However, we also draw upon subject specialism outside the Faculty and external consultants, industrialists and advisors.

Staff from the Faculty, and from the wider university (such as the University Library, IT Services and Student Support and Wellbeing Services) are here to help you get the most out of your Programme. In this section, we introduce you to some of the people who will support you at Departmental and subject area level.

3.1.1 Faculty Reception and Student Support Office

Office Location: Ellison Building Room B201

Email: ee.studentsupport@northumbria.ac.uk

Telephone: 0191 227 4722

Office hours: 8.30 am – 5 pm Monday to Thursday, 8.30 – 4.30 pm on a Friday

Programme Administrators:

Catherine Hambley (email: catherine.hambley@northumbria.ac.uk)

Linda Scott (email: linda.scott@northumbria.ac.uk)

Your Programme Administrators hold all key information regarding your programme. They manage such processes as enrolment, option choice, day to day correspondence, confirmation of attendance letters, marks entry, etc. Both Catherine and Linda can be contacted via the Faculty Office.

Student Support Coordinators:

Joanne Forster (email: [Joanne Forster - BE Staff](mailto:Joanne.Forster@northumbria.ac.uk))

Yvette Haimes (email: [Yvette Haimes](mailto:Yvette.Haimes@northumbria.ac.uk))

Jack Holland (email: [Jack Holland](mailto:Jack.Holland@northumbria.ac.uk))

Your programme support co-ordinators work hard to ensure that any necessary support that you may require is available to you throughout your period of study. The support co-ordinators manage your induction experience, monitor attendance, integrate any recommendations for learning support that you may require into your programme's delivery and assessment and are also there to just talk and advise you if you feel the need of an addition support mechanism during your time with us.

3.1.2 Academic Staff

Programme Leader: Dr Alan Richardson (email: alan.richardson@northumbria.ac.uk)

Office Location: Wynne Jones Building, Room 303c

Telephone: 0191 243 7305

Your Programme Leader is the academic leader for your programme and is responsible for managing the programme, working with other Faculty and University staff – academic, administrative and technical, as required, to ensure its development and delivery. Your Programme Leader is committed to helping you get the most out of your programme of study and, where relevant, will liaise with other staff to make sure that they are aware of your needs and programme issues.

Year Tutors

Your Year Tutor is a member of the academic staff and is responsible for students on this particular year of the course. They work closely with the programme leader and programme administrator to support you on your programme.

Year One Tutor: Dr Marco Corradi (email: marco.corradi@northumbria.ac.uk)

Office Location: Wynne Jones Building WJ210

Telephone: 0191 243 7649

Year Two Tutor: Ms. Victoria Edmondson (email: vikki.edmondson@northumbria.ac.uk)

Office Location: Wynne Jones Building WJ207

Telephone: 0191 349 5930

Year Three Tutor: Dr Alan Richardson (email: alan.richardson@northumbria.ac.uk)

Office Location: Wynne Jones Building WJ303c

Year Four Tutor: *first cohort of year 4 students occurs in 2016*

Module Tutors

For each module of study, you will have a designated Module Tutor. The Module Tutor is responsible for the organization of individual modules of study and supporting your learning and assessment on that module.

Further details on all modules including reading lists etc. can be found on Blackboard via MyNorthumbria:

<https://portal.northumbria.ac.uk/studentintranet/Pages/Dashboard.aspx>

Guidance Tutors

Guidance tutors are assigned to all students on entering into their first year of the programme to support your academic and personal development for first year students. You will be allocated your guidance tutors at the start of the first academic year.

3.2 Communication

Contacting the Programme Team

There are a number of ways in which you may contact the programme team.

By

Dropping into the office

Sometimes you may want to talk to one of the tutors on the programme and given our 'Open Door Approach', to engaging with students, we encourage you to knock on our office door at any time that you feel the need to access academic staff. However, please be aware that while we will always try to deal with any issue there and then, this is not always possible. In this event, you may be asked to come back a little later or make an appointment for another time, depending on the situation.

By Appointment

The best way of requesting an appointment is by e-mail. Please note that appointments should normally be requested at least 48 hours beforehand. Also, be aware that a member of staff may have been held up by unforeseen events. If they are late for an appointment, please wait. If you are late or cannot make an arranged appointment, please contact the tutor, for example by e-mail, to let him/her know as soon as possible.

By Telephone

Tutors will not always be able to answer your call: they may be in a meeting, teaching, doing research, working off- campus or on holiday! If you cannot reach a tutor immediately by phone, it is recommended that you e-mail the tutor or in an emergency access the 'Faculty Student Support team' or 'Programme Administration' team who may either be able to deal directly with your concern or be able to access the staff member that you are trying to contact.

There are instances where tutors or programme administrators/ student support co-ordinators may access the telephone contact details that you give us on your entering the university. It is therefore important that these details and any details relating to your place of residence are kept up-to date. You can ensure that we have your latest contact details by managing this yourself through *MyNorthumbria*.

By

Email

Email is used extensively throughout the University and is a very effective method of communication between students and staff. On enrolment at the university you will be automatically allocated a university email address. Do remember that your Northumbria University email address is the one that should be used when contacting University and Faculty staff. It is also the one that staff will use to make contact with you, so do make sure that you check your university Inbox regularly. Please be aware that staff **may not reply to your email immediately** due to their other duties and activities.

By

Snail Email

The postal service is used to dispatch formal communication documents. It is therefore important that details relating to your place of residence, are kept up-to date. . You can ensure that we have your latest contact details by managing this yourself through *MyNorthumbria*.

<https://portal.northumbria.ac.uk/studentintranet/Pages/Dashboard.aspx>

3.3 eLearning Portal (Blackboard)

The eLearning Portal (eLP) is a very important resource for students. You will find specific information related to the modules you are taking, such as copies of lecture and seminar handouts, assignment briefings, instructions, and announcements. Your Programme Leader uses the eLP to pass on information concerning programme matters. Faculty office staff may also make use of the eLP to disseminate relevant information. It is therefore important that you check the eLP daily for new announcements and new material.

4 Programme Information

Here you will find specific information on your programme of study. There is a national requirement that all university programmes of study have a publicly available Programme Specification and this section is based on that programme specification. The full and definitive version of the programme specification can be found at <http://www.northumbria.ac.uk/programmespecs/>

4.1 Programme Aims

4.1.1 BEng (Hons) Civil Engineering

The main aims of the programme are to:

- Produce engineering graduates who are educated in the knowledge and application of classical core subject areas, namely structures, materials, geotechnics, fluid mechanics and design, to real technological, financial, ethical, regulatory and managerial problems encountered in civil engineering.
- Develop creative, enquiring graduates, willing to influence change and challenge accepted practice, demonstrating innovative and creative practice.
- Offer an educational environment that facilitates the acquisition of graduate skills in the context of collaboration, communication, and the development of the independent and responsible working practice.
- Produce graduates in Civil Engineering with the necessary skills and attributes to take roles within industry as Professional Engineers, and provide the educational base to facilitate progression to Chartered Engineering status.
- Provide opportunities for personnel and professional development engendering the value of lifelong learning and the role of the professional institutions as promoted by the professional bodies.
- Offer a challenging programme, which is current, relevant and informed by staff research, consultancy and professional practice.

4.1.2 MEng (Hons) Civil Engineering

The main aims of the programme are to:

- Produce engineering graduates who are educated in the knowledge and application of classical core subject areas and areas of specialist subject learning to real technological, financial, ethical, regulatory and managerial problems encountered in civil engineering.
- Develop creative, enquiring graduates, willing to influence change and challenge accepted practice, demonstrating innovative and creative practice both technically, and with respect to commerce and business.
- Provide a learning framework to secure the development of the autonomous learner.
- Offer an educational environment that facilitates the acquisition of graduate skill across the variety of possible communication interfaces amid the contexts of independent and multi-disciplinary working practice.
- Produce graduates in Civil Engineering with the necessary skills and attributes to take roles within industry as Professional Engineers, and provide the educational base to facilitate progression to Chartered Engineer status.
- Provide opportunities for personnel and professional development engendering the value and practice of lifelong learning and the values of the professional institutions as promoted by the professional bodies through their Codes of Conduct.
- Offer a challenging programme, which is current, relevant and informed by staff research, consultancy and professional practice.

4.2 Civil Engineering Engineering and Computer Laboratory Provision

Some of the most interesting learning happens in a laboratory environment the main laboratories are;

- EB E006 – Materials, soils, loading, impact testing
- EB C004 - Fluids, and structural analysis
- EB E002 - Project space and workshop
- EB C002 - Thermodynamics, Fluids and Materials Laboratory

Specialist Software labs and open access areas

- Pandon Building - G2
- Wynne Jones Building 301 306 and 310
- The Zone

4.3 Programme Structures

BEng (Hons) Civil Engineering

Year 1

Semester 1 (September – December)	Semester 2 (January – May)
BE1307 Interdisciplinary Studies for Civil Eng. (10 Credits)	BE1334 Introduction to Fluid Mechanics (10 Credits)
BE1306 Introduction to Design and Professional Skills (20 Credits)	
BE1308 Surveying (20 Credits)	
BE1309 Material Science (20 Credits)	
BE1379 Introductory Mechanics For Civil Engineers (20 Credits)	
MS0265 Engineering Mathematics (20 Credits)	

Year 2

Semester 1 (September – December)	Semester 2 (January – May)
BE1310 Structural Design (20 Credits)	
BE1311 Structural Analysis 1 (20 Credits)	
BE1312 Hydraulics and Hydrology (20 Credits)	
BE1313 Construction Management 1 (20 Credits)	
BE1314 Engineering Geology and Geotechnics (20 Credits)	
MS0264 Further Engineering Mathematics (20 Credits)	
BE1351 Placement Preparation (non-credit bearing)	

Year 3

Semester 1 (September – December)	Semester 2 (January – May)
EE0500 Professional Placement (Optional)	

Year 4

Semester 1 (September – December)	Semester 2 (January – May)
BE1318 Construction Management 2 (10 Credits)	BE1336 Integrated Group Design Project (20 Credits)
BE1335 Building Physics (10 Credits)	
BE1317 Environmental Engineering (20 Credits)	
BE1319 Geotechnical Engineering (20 Credits)	
BE1320 Structural Analysis 2 (10 Credits)	
BE1321 Individual Research Project (30 Credits)	

Full-time MEng (Hons) Civil Engineering

The MEng (Hons) programme is to build on core of BEng (Hons) degree and broaden the delivery framework to provide a more global focus.

Proposed MEng (Hons) Civil Engineering Grid

Level 4

Semester 1 (September – December)	Semester 2 (January – May)
BE1307 Interdisciplinary Studies for Civil Eng. (10 Credits)	BE1334 Introduction to Fluid Mechanics (10 Credits)
BE1306 Introduction to Design and Professional Skills (20 Credits)	
BE1308 Surveying (20 Credits)	
BE1309 Material Science (20 Credits)	
BE1379 Introductory Mechanics For Civil Engineers (20 Credits)	
MS0265 Engineering Mathematics (20 Credits)	

Level 5

Semester 1 (September – December)	Semester 2 (January – May)
BE1310 Structural Design (20 Credits)	
BE1311 Structural Analysis 1 (20 Credits)	
BE1312 Hydraulics and Hydrology (20 Credits)	
BE1313 Construction Management 1 (20 Credits)	
BE1314 Engineering Geology and Geotechnics (20 Credits)	
MS0264 Further Engineering Mathematics (20 Credits)	
BE1351 Placement Preparation (non-credit bearing)	

Semester 1 (September – December)	Semester 2 (January – May)
EE0500 Professional Placement (Optional)	

Level 6

Semester 1 (September – December)	Semester 2 (January – May)
EE 0605 Transportation (20 Credits)	
BE1317 Environmental Engineering (20 credits)	
EE 0607 Structural Methods and Models (20 Credits)	
EE 0616 Geotechnical Engineering and Substructure-Superstructure Design (20 Credits)	
EEX0617 Research Innovation and the Individual Project (40 Credits)	

Level 7

Semester 1 (September – December)	Semester 2 (January – May)
EE 0618 Collaborative Management of Civil Engineering (20 credits)	
EE 0619 The Interdisciplinary Design Project (20 Credits)	
EE 0620 Wind and Water Infrastructure Engineering (20 Credits)	
EE 0621 Highway Engineering (20 Credits)	
EE 0622 Structural Integrity and Historical Engineering (20 Credits)	
EE 0623 Slope Instabilities (20 credits)	

The modules currently on our courses are outlined in these tables.

Please note that more information can be found on the individuals modules on eLP (Blackboard). <https://portal.northumbria.ac.uk/studentintranet/Pages/Dashboard.aspx>

4.4 Learning Teaching and Assessment Strategy

At all Levels LEARNING and TEACHING take place via lectures supported by small-group seminars (problem-solving classes) or computer laboratory sessions, in which students obtain direct help, from academic staff, with problems associated with a particular module.

Lecturers are free to adopt teaching styles to suit the material delivered, and their own personalities and abilities, and may choose to use distributed materials (including via Blackboard), specified texts, OHP slides, projected material via a PC, lab-based teaching with appropriate software, traditional 'chalk and talk', or combinations thereof.

To support lecture materials, lecturers generally supply students with problem sheets of a routine nature. You may be expected to consider these prior to seminars or laboratory sessions, referring to lecture notes and/or recommended texts. In this way the problem sheets encourage both directed and independent learning. During seminars students attempt problems and obtain help with any difficulties encountered. Seminars also provide a point of contact where both students and staff can reflect on the learning experience.

At all Levels ASSESSMENT takes place via a combination of formal examinations and/or In - Course Assessments, such as individual or group assignments. The forms of module assessment and their contribution to your overall module mark is identified from the module descriptors which can be found on Blackboard (eLp) for each module site.

At Level 4 modules combine to provide the underpinning academic skill delivery to encourage the development of good academic habits. Through the combination of formal examination in class tests and practical laboratory work, you will experience the range of expectation that academic staff will demand of you while providing you with the support required to help you meet that demand. Students will be encouraged to develop independent learning skills and techniques in Level 4 and these will be used increasingly in levels 5 to 7. At levels 5 to 7 students are increasingly expected to incorporate critical analysis and critical evaluation into their learning. Students will be supported in developing these skills throughout the programme. The development of transferable skills is addressed through all stages of the programme, particularly with regard to the acquisition of good communication and

presentation skills which are seen as vital to the development of engineers.

The Civil Engineering programme benefits from substantial industrial support and you are encouraged to participate in the wealth of opportunities presented for industrial and practitioner engagement through 'guru lectures' from industrial experts to site visits both locally and occasionally further afield. Further links to industry may be realised through student membership of the Institution of Civil Engineers (ICE), the Institution of Structural Engineers (IStructE), the Institute of Highway Engineers (IHE) and the Chartered Institution of Highway and Transport Engineers (CIHTE), these memberships are free to students and offer students an easy form of access to industry experts and current information concerning civil engineering activity and current issues impacting on industry.

4.5 Feedback

Students receive feedback on their progress throughout the year in a number of ways. We aim to mark assignments within 20 days of submission. Class time is usually then set aside to return scripts to students and for lecturers to give general verbal feedback. More specific remarks are written on the front of the assignment, whilst detailed annotations are usually made on the script itself. Students retain individual assignments once marked and moderated. Formative assessment and feedback is incorporated into modules wherever appropriate and students are encouraged to participate in formative assessment (this is not marked but rather is designed to help you improve your work) through linking those activities to personal development plans (PDP) and using the formative activities to develop the skills, techniques and expectations of summative assessment. Summative assessment methods include assignments, exams, technical reports, case study analyses, presentations, portfolio and project work.

4.6 Student Representatives

Student Representatives are elected in Induction Week (if possible). Being a Student Representative is a responsible task and one that is important, not only to help the University operate effectively, but also to make sure that you and your fellow students are getting the best experience possible whilst at Northumbria. The election of Student Representatives is the responsibility of all students from each year group at the start of each academic year. The responsibility of the student representatives is to gather comments and ideas from fellow students and present these each semester to the Programme Committee in the presence of the module tutors, programme Leader and Programme Management Team. The results of such discussion between the Student Reps and the programme team may then be actioned as appropriate, with the documentation of actions being published via the committee minutes and through dissemination to the student body via the Student Reps.

The main role of the Student Rep is to represent the students in the Faculty on programme related matters at the programme committees, however their role need not be limited to participation in programme committees, nor need they wait for the committee to meet to act on any issues affecting the student body.

4.7 Industrial Placement

Students without industrial experience are strongly encouraged to undertake a one-year placement in industry (36 weeks minimum). The placement does not contribute directly to the degree classification but may count towards a graduate training programme possibly leading to the CEng professional status. A placement year is found to be invaluable in developing

general knowledge and engineering skills. These will be helpful during the final year and often provide an avenue into full time employment after graduation. There are also opportunities to work abroad for this period.

Over the years the Department has developed close contacts with many companies and will assist you to find a suitable placement. Information on available placements will be issued during year two and assistance with pursuing a placement opportunity will be presented at both a programme level and through the staff employed within the Faculty Placement team are located in Faculty Reception and Student Support Office, ground floor of Pandon Building. They are also available in the area next to the Zone in the Ellison Building, 11-3pm, Monday to Friday. Arrangements for the industrial placement must be made before the end of year two

4.8 Timetable information

Timetables are subject to change at short notice and should be checked daily, your 'MyNorthumbria' page will display timetable and other related information.

To check timetables for lectures, labs seminars and EXAMS etc. use the online service at <http://nuweb.northumbria.ac.uk/timetabling/tt/ttreports.htm>

1. Select the programme or module option.
2. For programme enter (where 'x' is the year):
21SCEH_CEH1_BNN_x for full time
for example year one full time would be: **21SCEH_CEH1_BNN_1**

Note: Laboratory sessions are scheduled by the central timetabling and appear on your "MY Northumbria" approximately 2 weeks prior to the session, it is YOUR responsibility to attend laboratories and to know which laboratories you should have from your module tutor!

4.9 Programme Assessment Schedule

The following schedule illustrates the dispatch of assessment briefs to the student body and the expected submission dates of completed assessments by the student body. Where modules are also assessed by examination, these occurrences are also identified.

4.10 Academic Calendar

Course Dates 2015/2016

All students should check specific programme dates with their Faculty as dates for some provision will vary.

Semester Dates

Semester One Starts Monday 14 September 2015

Semester One Ends Friday 15 January 2016

Semester Two Starts (new students) Monday 11 January 2016

Semester Two Starts (continuing students) Monday 18 January 2016

Semester Two Ends Friday 20 May 2016

Term Dates

Autumn Term Starts - Monday 14 September 2015

Autumn Term Ends - Friday 11 December 2015

Spring Term Starts - Monday 4 January 2016

Spring Term Ends - Friday 18 March 2016

Summer Term Starts - Monday 11 April 2016

Summer Term Ends - Friday 3 June 2016

Semester One		
International student enrolment	Friday 11 & Saturday 12 September 2015	2 days
Home student enrolment	Saturday 12 September 2015	1 day
Welcome/Induction Week	Monday 14 September to Friday 18 September 2015	1 week
Teaching Weeks	Monday 21 September to Friday 11 December 2015	12 weeks
December Congregation for courses completing after June Examination Boards	Monday 7 & Tuesday 8 December 2015	2 days
Winter Break	Monday 14 December 2015 to Friday 1 January 2016	3 weeks
Assessment Weeks	Monday 4 January to Friday 15 January 2016	2 weeks
Semester Two		
Welcome/Induction week	Monday 11 January to Friday 15 January 2016	1 week
Teaching Weeks	Monday 18 January to Friday 18 March 2016	9 weeks
Spring Break	Monday 21 March to Friday 8 April 2016	3 weeks

Teaching Weeks	Monday 11 April to Friday 29 April 2016	3 weeks
Assessment	Tuesday 3 May to Friday 20 May 2016	3 weeks
Final year results published	Friday 24 June 2016	1 day
Summer Award Congregations	Thursday 7 July to Wednesday 13 July 2016	1 week
Reassessment Period	Monday 22 August to Friday 26 August 2016	1 week

Students must note the above dates and ensure their availability to fulfil all academic requirements for their programme of study.

- Good Friday 25 March 2016
- Easter Monday 28 March 2016
- Bank Holiday Monday 2 May 2016
- Bank Holiday Monday 30 May 2016
- Bank Holiday Monday 29 August 2016

4.11 Course work Guidelines

As well as ensuring that you prepare yourself properly for the end of Module examinations, it is important to maintain a high standard of course work, and that you submit all the course work required from you. Some subjects such as Design are 100% course work, while in many lecture based subjects course work counts for 20-40% of the marks. Briefly the types of course work are:

- Assignment;
- Class Tests;
- Short Laboratory Report;
- Formal Laboratory Report;
- Design Report;

Course work Styles

Assignments

These are usually questions to research and require you to submit a solution. They may be mathematically based, requiring calculation, or they may involve a technical report on a topic. The lecturer will specify the length of the report that is required and deviating from these guidelines could carry a penalty. References should be presented as in "Cite them Right" which is available from Learning Resources. The lecturer will provide a summary of the assessment criteria for your guidance. You will have at least TWO WEEKS to complete each assignment. Sometimes assignments are undertaken in 'test' conditions where you are presented with a question paper and have to answer it immediately. This happens particularly in the first year. These tests are designed to focus your efforts and to ensure that you tackle the tutorial work systematically for each subject. They also give you a rapid feedback on the success of your study pattern, and enable you to judge the pace of work you must maintain in order to cope with each subject.

Formal Laboratory Reports

Formal laboratory reports will be required for a sample of your experiments. Your module tutors will inform you as to whether you are required to write a laboratory report as part of your assessment. You must keep full records of each experiment you perform so that you have the information available for the formal report. Laboratory investigations are deliberately introduced at level 4 and 5 to give you experience of experimentation and the development of your critical evaluation skills in determining whether experiments are reflective of practice. This will support you in establishing a skill base in experimental methods to enable you to pursue an independent experimental investigation at Level 6, if you so desire.

A guide to laboratory report writing will be disseminated in the first Semester of your first year.

The submission of coursework

All work that is submitted for marking is handed in via the Faculty Office. The lecturer will inform the Faculty Office that work is to be handed in on a particular day and time period.

Students may be required to submit work electronically or in hard-copy. Where students are to submit work in hard-copy, submission proformas (obtained from the Faculty Student Support Office) should be attached to the front of the work and the necessary details such as Module Number, Lecturer, Students name etc. completed. On submission you will receive a receipt as proof of submitting your work.

Work submitted for assessment may be handed in earlier than the date specified on the coursework schedule but may not be handed in beyond the specified date (unless appropriate authorisation has been given). Failure to submit on the dates specified by the tutor, will result in a mark of zero.

Late submission of work

The rules and regulations regarding the late submission of work and personal extenuating circumstances are as defined in the Assessment Regulations for Northumbria Awards (ARNA).

<https://www.northumbria.ac.uk/sd/central/ar/qualitysupport/assessment/assessmentregs/studentguidance>

Academic Misconduct

Any assessed work that is submitted by a student must be their own work and must fully acknowledge the opinions of others. This will normally include the following:

- A full citation of all sources of material used including text and graphics
- Properly referenced sources using a recognized referencing system. Use "Cite them right"

Full details of the regulations governing academic misconduct can be found in the Assessment Regulations for Northumbria Awards (ARNA) or at:

<https://www.northumbria.ac.uk/sd/central/ar/qualitysupport/assessment/assessmentregs/studentguidance>

Calculators

The Department has identified a range of calculators which have all the necessary functions required to complete all programmes. The allowed model numbers for existing students are:

Casio FX 83M, FX 85MS, FX570MS, FX 991MS, FX 570 and FX9925, and those recommended for new students are the Casio FX range including the 115ES, 115MSPLUS, 300ES, 300MS, 250HS and 260 models.

No other calculator will be allowed to be used in examinations. It is therefore very important that every student has one of the specified models. They are readily available and cost between £6 - £15.

5.0 Resources and Laboratories

The Faculty of Engineering and Environment is mainly housed in the Ellison Building and most of your classes will take place in this buildings. Computing laboratories abound – some are open to all University students, such as those in the Library or Pandon Basement.

5.1 Laboratory Work

The Faculty has approximately thirty laboratories with many of them containing fast moving, high voltage or dangerous machinery. It is for this reason that the Faculty has a Student Code of Practice for Safe Working and Health and Safety Guidelines and can be found in the Faculty Student Handbook.

Introduction to workshop safety

The Faculty of Engineering and Environment Student code of Practice for Safe Working requires students to attend a course on the safe working practice during the first year induction.

This compulsory one day course provides instruction in safety, use of drawings and measuring equipment, hand and power tool operations, correct work holding techniques and operations. The course normally takes place within the first 2 weeks of the semester. Attendance dates will be allocated to each student by the programme leader for your programme. If you are a new direct entry (other than first year) student please contact your Year tutor to arrange your training. Alternative dates CANNOT be provided for students who do not turn up on the date allocated.

STUDENTS WILL NOT BE ALLOWED TO ATTEND TIMETABLED LABORATORY SESSIONS OR USE WORKSHOP FACILITIES UNLESS THEY HAVE ATTENDED THIS SAFETY COURSE.

The course normally takes place within the first 2 weeks of the semester. Attendance dates will be allocated to each student by the programme leader for your programme. If you are a new direct entry (other than first year) student please contact your Year tutor to arrange your training. Alternative dates CANNOT be provided for students who do not turn up on the date allocated.

5.2 Personnel Protective Equipment (PPE)

All students who wish to work in the laboratory or workshop are required to wear Safety shoes. PPE is available FREE OF CHARGE during induction week but you must take responsibility for acquiring this.

5.3 Safety and Security

The University is committed to ensuring the safety and security of all students. To this end the University has an approved Student Safety and Security Strategy and a permanent Working Group which:

- Addresses student safety and security concerns – both on and off campus.
- Fosters good relations between students and other residents in the local community, -
- Ensures students are aware of safety and security issues,
- Helps students understand their potential responsibilities as residents of the local community.

It is important that all students understand issues of personal safety and community responsibility. To help you with this you are asked to visit the website indicated and take time out to familiarize yourself with the information contained at:

<https://www.northumbria.ac.uk/sd/central/campus/hse/healthandsafety/>

6.0 Supplementary Information

6.1 Absence Monitoring

Registers of attendance (hand and electronic) of attendance are taken in scheduled teaching sessions (e.g. in lecturers/seminars/workshops). These are used to monitor attendance and if students are found not to be attending they will be contacted to determine the reason. If there is a problem causing poor attendance it may be that the University can help. Experience shows that that good attendance helps students to progress successfully through their programmes and realise higher levels of attainment than those who do not attend.

Please note that continued non-attendance can result in students being asked to leave their programme of study.

6.2 Personnel Extenuating Circumstances (PEC)

If you feel your study or assessment performance has been affected by circumstances that could not have been foreseen and were outside your control, then you can submit a Personnel Extenuating Circumstance (PEC) application. The PEC will then be reviewed at a PEC board prior to the exam boards and if found to have evidence and validity can be considered at progression Exam boards. For instance illness supported by a doctors sick note, may allow Late Authorized Submission of Assessment (LASA). **Contact the Faculty Student Support Team to discuss PEC and LASA prior to the assessment submission deadlines**, it is important that prior to submission, you are aware of the implications of these actions which can be discussed with you by one of our experienced staff.

6.3 Assessment Regulations for Northumbria Awards (ARNA)

The Assessment Regulations for Northumbria Awards are usually referred to as ARNA. ARNA applies to all Northumbria programmes (or courses) delivered in the UK and overseas. PLEASE FIND THE LATEST ARNA ON THE WEBSITE LINK.

<https://www.northumbria.ac.uk/sd/central/ar/qualitysupport/assessment/assessmentregs/studentguidance>

Library

The libraries at City Campus and Coach Lane provide access to a wide range of print and electronic resources including over half a million print books, over 700,000 eBooks and more than 50,000 electronic journals. More details can be found on the University Library website: <http://library.northumbria.ac.uk/home>

City Campus Library (number 14 on City Campus map) is housed near the Student Union building (number 30 on City Campus map).

Coach Lane Library is situated on the East Side of the Campus, in F Block (number 16 on Coach Lane Campus map).

City Campus library is open 24/7 during term time and from 9am to midnight during vacation times. Coach Lane library is open 7am until midnight (Monday to Friday), 9am until midnight (Saturday and Sunday). Opening hours are prominently displayed in the foyers of the library buildings, any changes are advertised on the Library website and on social media. Opening hours vary during bank holidays and are subject to change, so please check before you travel.

You will need to keep your smartcard with you to gain access to and leave the libraries. Your Smartcard is a universal card which not only gives access to the Libraries and other University buildings, but it also allows you to print, copy, scan, borrow books and make cashless payments.

The Library Catalogue can be accessed on and off-campus through the University Library website and the dedicated catalogue computers on each floor of both Libraries. The catalogue can be used to search for books and eBooks located in the University Library. It is quick and easy to use and will give you the information you need to locate the material on the shelves or read online. eBooks can be read on and off-campus, anytime, anywhere. NORA can be used to search for, and retrieve, up-to-date scholarly materials including articles, reports and statistics that are relevant to your studies. You can browse through all the online resources relating to your subject in one place including databases, journals and websites.

Students are entitled to borrow up to 15 items at any one time. Items can be issued using the self-issue machines on the ground floor of City and Coach Lane Libraries. You can renew your library books online through the MyLibrary section of MyNorthumbria or via the Library Catalogue.

Northumbria students can use other libraries such as the Robinson Library at Newcastle University and Newcastle City Library using the SCONUL access scheme. For more information see the Library SCONUL information page: <http://library.northumbria.ac.uk/sconul-holiday>

The Northumbria Skills Programme is a comprehensive skills programme designed to develop the key skills you need to succeed at university and beyond provided by the Library. It runs throughout the year and provides classroom style skills sessions on many topics including academic writing skills, giving accomplished presentations, and referencing your work correctly, as well as regular drop in surgeries. Some sessions are bookable; simply consult the timetable on the Northumbria Skills Programme website: <http://library.northumbria.ac.uk/skillsdev-nsp>

Skills Plus is the Library's collection of online learning materials, with a focus on digital literacy and study skills that can be accessed on and off-campus. Using these resources is an excellent way to develop your skills through a range of online tutorials with quizzes, video demonstrations and printable help guides. <http://nuweb2.northumbria.ac.uk/library/skillsplus/topics.html?l3-0>

If you need help or advice, on or off campus, you can contact Ask4Help. The Ask4Help service provides you with help and support to access a range of University services including Library, Disability Support, Student Finance and Careers. The quickest way to find answers to some of the most popular questions asked by students is to look at Ask4help online. You can also contact us by phone and speak to a member of our dedicated enquiry team or email us your questions.

www.northumbria.ac.uk/ask4help

ask4help@northumbria.ac.uk

0191 227 4646

Northumbria Students' Union (NSU)

Northumbria Students' Union (NSU) is here to make sure you have the best experience possible. NSU is one of the largest and most exciting Unions in the country and that's all because of YOU. We represent you, the student, on all levels, on the issues students are concerned about; receiving a great academic experience, being very employable when you graduate, being safe on campus and in the city and having a fantastic time while a student.

NSU is run by students for students. You can have your say in what NSU does and how it is run, by contacting your [Sabbatical Officers](#) or by coming along to [Student Council](#)

MEMBERSHIP: As a student of Northumbria University you are automatically a member of the Students' Union. We also sell NUS Extra Card from the Students' Union at both [Coach Lane](#) and [City Campus](#) giving you discounts in shops and online, but you don't need one to use any of our services.

DIVERSE: Your Students' Union is a place which brings together students from all walks of life, all parts of the country and the world and many different cultures. NSU provides lots of opportunities for you to [Get Involved](#), make lasting friendships, increase employability and have FUN!

INDEPENDENT: NSU is independent of the University, with its own staff, services and decision-making structure. Run by students for students, providing the best services and opportunities for students we push for change from the University to deliver for students. Find out more at our [You Said, SU Did](#) page. If you need advice about academic appeals or other issues, we can help. Check out the [Advice Page](#).

VALUE: Your NSU offers the best value for money, and everything you spend goes straight back into the Students' Union to fund all the activities that we run for you.

If you would like more information check out the website www.mynsu.co.uk or come and see us at our [offices](#) in City, Coach Lane and London.