northumbria
UNIVERSITY NEWCASTLE

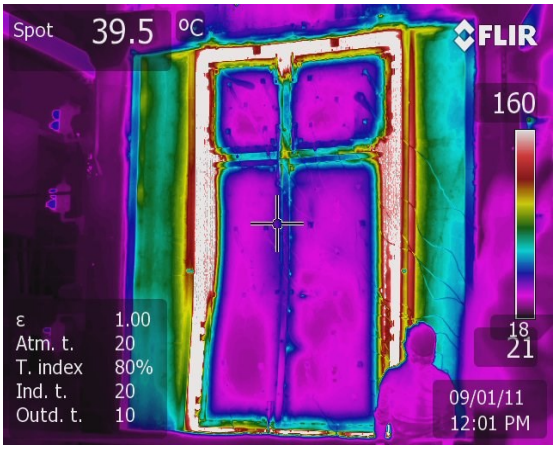
Faculty of Engineering and Environment

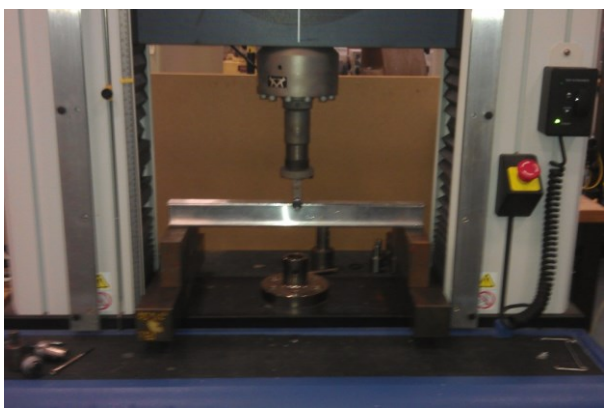
Department of Mechanical and Construction Engineering

PROGRAMME HANDBOOK 2015-16

BEng (Hons) Product Design Engineering

MEng Product Design Engineering





Contents

1 Welcome from the Programme Leader

Welcome to the BEng (Hons)/MEng Product Design Engineering programme at Northumbria University. An especial welcome to the Department of Mechanical and Construction Engineering that deliver this and other similar programmes! 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 at various worldwide institutes, in locations such as China, South Korea, Malaysia and Singapore.

Northumbria is strongly established as one of the leading Universities and the quality of our academic and professional staff has made this possible. Many of our lecturers have spent time in industry and research centers and are experts in their fields. We are actively involved in research and consultancy activities and these relate to how engineering knowledge can be applied to solve key industrial issues. This interaction with industry is key, as it keeps the knowledge and the content of our degree courses up to date, with the latest techniques and protocols from research and industry being introduced to undergraduate and postgraduate students via their studies.

The BEng (Hons) Product Design Engineering degree is a three/ four year programme, each year consisting of studying modules with a total value of 120 credits. The MEng Product Design Engineering degree is a four/ five year programme, each year consisting of studying modules with a total value of 120 credits. The course is characterized by a 'hands on' practical approach, with most of the modules having practical laboratory components within them.

I hope you find your learning experience at Northumbria University academically stimulating and enjoyable. I am sure the degree will provide you with the skills and knowledge base required to enable you to successfully achieve the goals in your chosen future career.

Best wishes,

Chris Connor

Dr Chris Connor
BEng (Hons), MSc, PhD, PCAP, FHEA

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2 About this handbook

This handbook is designed to provide a guide to your programme of study at Northumbria. It should be read alongside the University and Faculty Student Handbooks which contain more general information about being a student at Northumbria within the Faculty of Engineering & Environment. It does not provide all of the information that you will need although it attempts to tell you where to find most of that information. The latest version of much of the further information that you need is to be found in a comprehensive and definitive form on the Northumbria website.

A key page is titled '*New Students*' http://www.northumbria.ac.uk/browse/newstud/ (this is also available by clicking on '*New Students*' on the University home page).

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 key people who will support you at Department and subject area level.

Faculty 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

This is a dedicated point of help for students.
It should be your first point of contact for most queries.

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

Your Programme Administrator holds all the key information regarding your programme. This is the person who manages such processes as enrolment, option choice, day to day correspondence, confirmation of attendance letters, marks entry, etc. She can be contacted via the Faculty Office.

Programme Leader: Dr Chris Connor (email: chris.connor@northumbria.ac.uk)

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 needed, to ensure its development and delivery. Your Programme Leader is committed to helping you get the most out of the Programme and, where relevant, will liaise with your Module Tutors and other relevant staff to make sure that they are aware of your needs and programme issues.

Office Location: Wynne Jones Building, Room 106a
Email: chris.connor@northumbria.ac.uk Telephone: 0191 227 3229

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.

Dr Wai Ming Cheung (Denny)
Year One Tutor

Office Location: Wynne Jones Building WJ202
Email: wai.m.cheung@northumbria.ac.uk Telephone: 0191 243 7584

Dr Yifan Li
Year Two Tutor; Placements Tutor
Office Location: Wynne Jones Building WJ212
Email: yifan2.li@northumbria.ac.uk Telephone: 0191 227 5936

Dr Ben Xu
Final Year Tutor, Placements Co-ordinator
Office Location: Wynne Jones Building WJ106a
Email: ben.xu@northumbria.ac.uk Telephone: 0191 227 3608

Module Tutor

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

Further details on all modules including reading list, aims etc. can be found here:
http://nuweb.northumbria.ac.uk/live/webserv/mod.php

Guidance Tutor

Guidance tutors are there to support your academic and personal development for first year students. You will be allocated your guidance tutors shortly. Your guidance tutor will be getting in touch with you soon.

3.2 Communication

Contacting Your Year Tutor or Programme Leader

PLEASE ALSO ENSURE YOU MAKE USE OF YOUR MODULE TUTOR AND THEN YOUR YEAR TUTOR! They should be your first point of call for any issue that may arise, such as timetabling issues, missing lectures/other academic sessions, absence due to illness or other problems with your course etc. **The best way to contact us is via email.**

Contacting the Programme Team

You may wish to note that at University, many of your teaching and academic staff may not be available at all times for individual support. Instead, they may be carrying out a variety of other roles and activities that mean they are not always available at short notice; they may be away attending a conference for several days, carrying out some research or consultancy activity, working with collaborating partners at other establishments, or performing other such actions that mean they may not immediately be available to help you with your studies.

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

By Appointment

Sometimes you may want to talk to one of the tutors on the programme. 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, try again later, preferably by e-mail.

Email

Email is used extensively throughout the University and is a very effective method of communication between students and staff. You will be automatically allocated an email address by the University once you have enrolled. Do remember that the Northumbria email address is the one that should be used when contacting University and Faculty staff. It is also the one that is used by staff to make contact with you, so do make sure that you check it regularly, particularly if you also use a personal email account. Please be aware that staff **may not reply to your email immediately** due to their other duties and activities.

Please quote your Name (Enrolled Name), Student Number, Programme Name and Year of course in all correspondence as this will help in providing you with a prompt reply.

Please ensure your contact details are up to-date. Any changes can be updated on "MyNorthumbria"

PLEASE NOTE: ***IT IS VITALLY IMPORTANT THAT IF YOU HAVE AN ISSUE YOU CONTACT US AS SOON AS POSSIBLE – WE ARE HERE TO HELP!***

3.3 eLearning Portal (aka 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 inform you of things. It is therefore important that you check the eLP regularly – at least 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 Overview & Aims

The BEng (Hons)/MEng degree in Product Design Engineering at Northumbria University allows students to develop their engineering science knowledge and learn how to apply those principles to real life problems in the most professional, sustainable, economical and ethical manner. The course is based on design and development of products from the initial concept through production, testing and prototyping to mass production. Students will develop a balance of engineering and product development expertise required for this interesting area of engineering. The focus is on theoretical and practical understanding of product design through the use of dedicated engineering laboratories such as 3D Digital Design, Reverse Engineering, Product Performance Analysis and Rapid Prototyping.

The University's strong research culture feeds into the programme, together with direct feedback from employers about the skills that they want our graduates to develop. The programme is designed to meet some of the requirements of the Institution of Mechanical Engineers (IMechE) CEng emerging accreditation and aims to equip students with a firm grounding in the new emerging products, statistical evaluation of engineering data, technology management and exploration and a multidisciplinary group project. The additional MEng year will also allow students to study in contemporary research areas aligned with the interests of the mechanical and product design engineering staff. Students will be offered the invaluable opportunity to go into industry in their third year for a placement and earn money in a real job while receiving the full support of the University throughout the year. Previous students have secured placements at Cambridge Consultants, Bay Plastics and Nissan.

A degree in MEng opens the door to a wide range of careers as a result of our graduates' ability to solve problems using a variety of approaches, build rigorous arguments and to solve real-time engineering problems with the aid of models/ simulations to make testable predictions. The engineering graduates are highly sought after in a variety of sectors, both in the UK and internationally and are valued for their contribution to problem-solving and high level research.

BEng (Hons) Product Design Engineering

The programme aims to:

- Produce graduates in Product Design Engineering with the necessary skills and attributes to take roles within industry as Professional Designers, Engineers and leaders, and provide the full educational basis to facilitate progression to Incorporated Engineer (IEng) status and partially satisfy the requirements for Chartered Engineer (CEng) status.

- Produce graduates who can apply fundamental scientific principles and mathematical and computational techniques to realise creative and innovative solutions to engineering problems.

- Equip students with an awareness of engineering in the wider social, ethical, sustainable and economic context.

- Offer a challenging programme, which is current, relevant and informed by staff research, consultancy and professional experience.

- Provide wide opportunities for access, personnel and professional development, consistent with Professional Body requirements.

- Provide the opportunities for students to achieve their full potential.

Student Learning Support is given in the following ways:

- Web systems (eLP, MyNorthumbria etc.) giving access to learning materials electronically plus detailed programme and timetabling information.
- Easy access of staff for students (i.e. open-door philosophy for students).
- Open access to resources during published opening hours.
- Library induction pack and supporting tour.
- Programme handbooks providing detailed programme information.
- Induction programmes during Fresher's Week and subsequent years.
- Support from a placement office which aids students in finding placements, including providing advice on CV, application and interview preparation†.
- Support from a placement tutor before and during placement year†.
- Support from a project tutor in final year.
- Support of a Programme leader and Year tutor for each year of the programme
- Underpinning support is provided from central university support services including: online study skills facility, student counselling service, ASK, accommodation service, sports facilities, IT support (e-mail, on-line resources).

† *The dedicated placement team at the Northumbria University comprehensively assist students to secure 36 weeks' placements and closely monitor their progress during the placement year. The University's partnerships with employers and the success of our graduates has resulted an incredibly strong and international industry network. Our students have benefited from our links*

with household names such as CERN, Nissan, Siemens, Shell, Vauxhall Motors, Network Rail, Caterpillar, Agusta Westland, Airbus, Exxon Mobil, JCB, McCarthy & Stone, and many more. During placements, our students are visited by University academics twice to further strengthen the University-industry link, enhance employability of our students by listening to industry' voice and explore and develop knowledge transfer partnerships.

Professional Development

- Development of transferable/key skills throughout the programme.
- Individual Professional Development plans are developed in the Engineering Economics and Professional Skills module at level 5
- All students undertake major individual and group project work within later stages of the programme.
- Strong emphasis on project industrial/research base.
- Encourage and provide the opportunity of placements including guidance on CV writing, interviews, etc.
- Curricula are designed with very strong vocational/professional emphasis, informed directly by industrial expertise of staff and industrial liaison committees, and professional body requirements as appropriate.
- Encourage direct industrial input into programmes, including the use of visiting lecturers and industrial visits.
- Broad ranges of assessment techniques require students to demonstrate a range of transferable skills including teamwork, presentation skills, IT and numeracy, time management.

The learning outcomes for an Honours degree are as follows:

Upon completion of this programme, students will be able to:

Knowledge and understanding

A1 apply with an understanding, the context the underlying scientific principles and methodological approaches within product design engineering discipline.

A2 identify and show application of the mathematical principles, methods and tools employed in reaching solutions to engineering problems.

A3 demonstrate through integration an understanding of other engineering disciplines and the role they play in engineering systems, including awareness of developing technologies.

A4 identify the wider social, commercial and economic context of engineering operations.

A5 relate management techniques to engineering situations which draw upon recognition of requirements of professional, ethical and sustainable conduct.

Intellectual skills

B1 devise the structured application of engineering principles to generate solutions within

engineering contexts.

B2 undertake a structured approach for problems and reach solutions for analytical problems through the application of mathematical principles, methods and modelling tools.

B3 formulate verifiable solutions to engineering problems through the use of analytical methods and computer software.

B4 practice a systems approach to engineering problems.

B5 identify and integrate sustainable product design solutions which recognise social and environmental constraints.

B6 formulate ethical and sustainable design solutions employing creativity with consideration of user considerations and recognising fitness for purpose and value for money.

Practical skills

C1 practice good management of the design process and evaluate outcomes against specifications.

C2 interpret the framework of relevant legal requirements governing engineering activities, including personnel, health, safety, and risk (including environmental risk) issues.

C3 demonstrate knowledge of a range of engineering equipment, processes and products to enable a critical appraisal of their functional characteristics and quality.

C4 demonstrate technical literacy and information and knowledge management in a professional engineering context.

Transferable/ key skills

D1 perform engineering workshop and laboratory tasks in a structured and safe manner.

D2 adapt to working productively in unfamiliar environments or base judgements on limited or contradictory information.

D3 undertake self-evaluation and identify specific areas for personal and professional development or future CPD.

D4 use IT tools effectively.

D5 ability to convey information by written report and oral presentation.

D6 manage time and resources efficiently.

D7 work effectively both individually and as a member of a team.

An unclassified degree or lower level qualification may also be awarded where a students has not met all learning outcomes.

MEng Product Design Engineering

In addition to the Programme Learning Outcomes for the BEng (Hons) programme, the MEng programme also builds upon these to achieve Level 7 expectations.

The main educational aims of the programme are to:

- Produce graduates in Product Design Engineering with the necessary skills and attributes to take roles within industry as Professional Designers, Engineers and leaders, and provide the full educational basis to facilitate progression to Chartered status.

- Deliver a broad and deep understanding of engineering knowledge, and a critical awareness of current insights in the field of product design engineering.

- Produce graduates who can apply fundamental and integrated scientific principles and mathematical/computational techniques to realise creative and innovative solutions to a substantial range of engineering problems, including some of the complex nature.

- Equip students with a wider and critical appreciation of the economic, social, ethical, sustainable and economic context of engineering.

- Develop practical transferable skills such as teamwork, decision making, delegation, identifying and solving problems, and communications skills, consistent with Professional Body requirements.

- Offer a challenging programme, which is current, relevant and informed by staff research, consultancy and professional experience.

- Provide opportunities for students to achieve their full potential, personnel and professional development, providing them with the ability to learn new theories and concepts to allow them to tackle problems in unfamiliar situations.

BEng/MEng programme Transfer

It is possible to transfer from the BEng (Hons) programme to the MEng programme subject to satisfactory academic progress. To transfer, students must have attained a Level 5 average of 60% or greater. For further details and to discuss transfer please contact the Programme Leader.

4.2. Mechanical and Product Design Engineering Laboratory Provision

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

- EB E003 - Mechanics, Materials and Manufacturing laboratory
- EB E002 - Project space and workshop
- EB C002a - Rapid Manufacturing Lab
- EB C002 - Thermodynamics, Fluids and Materials Laboratory
- EB C004c - Research Laboratory
- EB C004d - Composites Laboratory
- Specialist Software labs and open access areas
- Ellison Building - E303, D211, D201
- Pandon Building - G2
- Wynne Jones Building 301 306 and 310
- The Zone

4.3 Programme Structure

Full-time BEng (Hons) Product Design Engineering

Level 4 (Year 1)

EN0100 Introductory Mechanics 20 credits Y/L	MS0265 Engineering Mathematics 20 credits Y/L	EN0103 Design 20 credits Y/L	EN0416 Engineering Skills in Experiment and Presentation 20 credits Y/L	EN0143 Engineering Product Design I 20 credits Y/L	EN0146 Materials and Manufacture 20 credits Y/L

Level 5 (Year 2)

EN0200 Applied Mechanics 20 credits Y/L	MS0264 Further Engineering Mathematics 20 credits Y/L	EN0204 Computer Modelling and Design 20 credits Y/L	EN0576 Engineering Economics and Professional Skills 20 credits Y/L	EN0558 Engineering Product Design II 20 credits Y/L	EE0511 Application of Mechanical & Electrical Systems 20 credits Y/L

Optional placement year

Level 6 (Final year)

EN0300 Advanced Mechanics 20 credits Y/L	EN0619 Design for 'X' 20 credits Y/L	EN0635 Product Design Practice Competition 20 credits Y/L	OPTION module 20 credits Y/L	EN0360 Investigative Project 40 credits Y/L

Level 6 Options

A	EN0620 Digital Product Design and Analysis	B	EN0622 Renewable Energy Technologies

Y/L = Year long

Full-time MEng Product Design Engineering

Level 4 (Year 1)

EN0100 Introductory Mechanics 20 credits Y/L	MS0265 Engineering Mathematics 20 credits Y/L	EN0103 Design 20 credits Y/L	EN0416 Engineering Skills in Experiment and Presentation 20 credits Y/L	EN0143 Engineering Product Design I 20 credits Y/L	EN0146 Materials and Manufacture 20 credits Y/L

Level 5 (Year 2)

EN0200 Applied Mechanics 20 credits Y/L	MS0264 Further Engineering Mathematics 20 credits Y/L	EN0204 Computer Modelling and Design 20 credits Y/L	EN0576 Engineering Economics and Professional Skills 20 credits Y/L	EN0558 Engineering Product Design II 20 credits Y/L	EE0511 Application of Mechanical & Electrical Systems 20 credits Y/L

Optional placement year

Level 6 (Year 3/4)

EN0300 Advanced Mechanics 20 credits Y/L	EN0619 Design for 'X' 20 credits Y/L	EN0635 Product Design Practice Competition 20 credits Y/L	OPTION module 20 credits Y/L	EN0360 Investigative Project 40 credits Y/L

Level 6 Options

A	*EN0620* *Digital Product Design and Analysis*	*B*	*EN0622* *Renewable Energy Technologies*

Level 7 (Final year)

EN0750 Engineering Technology Management 20 credits (SEM 2)	EE0746 Emerging Product Technologies 20 credits (SEM 1)	MS0702 Applied Engineering Statistics 20 credits (SEM 1)	OPTION module 20 credits (SEM 2)	EN0751 Interdisciplinary Engineering Project 40 credits Y/L

Level 7 Options

A	*EN0771* *Product Design & Development*	*B*	*EN0775* *Advanced Stress and Structural Analyses*

Y/L = Year long

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

Please note that more information can be found on the individuals modules by using the module search facility (http://nuweb.northumbria.ac.uk/live/webserv/mod.php) on the University web site– here you look up a module by module code (e.g. EN0146).

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. Students are 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 form of assessment, and weightings, is specified by the Module Tutor, appropriate to the particular module.

At Level 4 all core modules, Mechanics, Engineering Product Design, Manufacture and Mathematics, providing vital underpinning, are assessed by a combination of formal examination in course tests and practical laboratory work. This aims to encourage students to develop a good attitude to their studies from an early stage. Students will be encouraged to develop independent learning skills and techniques in Level 4 and these will be used increasingly in levels 5 and 6. At levels 5 and 6 students are increasingly expected to incorporate detailed analysis and comprehensive evaluation into their learning, whereas at level 7, students are expected to widen and deepen their knowledge and incorporate critically analysis and evaluation in their learning. Students will be supported in developing these skills throughout the programme. The development of transferable skills permeates the whole of the programme, particularly with regard to communication and presentation of the results of investigations in an engineering and business environment.

The subject matter is continuously developing, evolving and changing and as a result students will be expected to keep up to date with developments through independent research. The input from guest speakers (practitioners and industry experts) will contribute to the currency of the subject material).

Additional Maths support for first year students

During the transition from our "BSc Product Design Technology" to "BEng (Hons)/MEng Product Design Engineering" provision, additional Maths support (i.e. drop-in sessions) will be timetabled

during the first semester. Please liaise with your programme leader or year tutor for more information.

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 Module Options

You will be required to make your choice of any available Options around Easter. The Options actually delivered in any year will be subject to satisfactory demand. The options available are shown in the Programme Structures, see Section 4.3.

4.7 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 students in your Year Group elect the Student Representatives for the coming academic year. The Reps' commitment will be to gather 'issues and ideas' from fellow students and feed these back each semester at Staff Student Liaison Committee (SSLC) meetings with the Year Tutors and Programme Leader and at Programme Committee Meetings with the Programme Management Team. The results of such discussion between the Reps and programme team may then be actioned as appropriate, and results fed back via published minutes and through the 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.

4.8 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 will count towards a graduate training programme possibly contributing 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 a Programme into full time employment after graduation. Students often gain sponsorship (and the offer of permanent employment) from their placement employer. There are 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 by the Placement Tutor. You will be strongly encouraged to seek a suitable placement yourself. In this way you are more likely to spend time in the area of engineering in which you have most interest. However you obtain your training place, it is important to remember that you will be employed by the company and have a responsibility to it. Department staff will assist you to gain maximum benefit from the experience. Arrangements for the industrial placement must be made before the end of year two. The Placement Office is located in Pandon Building.

4.9 Timetable information

Timetables are subject to change at short notice and should be checked regularly, 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):
   21SENG_PDE1_BNN_x for full time BEng
   21SMCG_XXX1_BNN_x for full time MEng
   for example year one full time would be: **21SENG_PDE1_BNN_1**

It is also possible for you to access your timetable via your mobile phone/tablet – details available from IT services.

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 labs and to know which labs you should have from your module tutor!

4.10 Programme Assessment Scheme

Year 1 (Level 4)
This consists of the following six year-long 20 credit modules with the form of assessment and weightings shown:

EN0100 Introductory Mechanics
Class test/Laboratory work - 40%, Examination - 60%

EN0143 Engineering Product Design I
Portfolio 100%

EN0146 Materials and Manufacture
Class tests - 30%, Examination - 70%

EN0103 Design
Design assignments 50%, technical drawing, 2D & 3D CAD- 50%

EN0416 Engineering Skills Experimentation and Presentation
Portfolio of assignments, presentation and reports integrated with the EN0146 Materials and Manufacture labs – 100%

MS0265 Engineering Mathematics
Examination - 100%

Year 2 (Level 5)
This consists of the following six year-long 20 credit modules with the form of assessment and weightings shown:

EN0200 Applied Mechanics
Assignments / Laboratory work - 30%, Examination - 70%

EN0558 Engineering Product Design II
Portfolio 100%

EN0204 Computer Modelling and Design
Portfolio 100%

EE0511 Application of Mechanical & Electrical Systems
Assignment 100%

EN0576 Engineering Economics and Professional
Portfolio - 30%, Examination - 70%

MS0264 Engineering Mathematics
Examination - 100%

Year 4 (Level 6)
This consists of the following three year-long 20 credit modules, one year-long 40 credit project, and one 20 credit module option:

Year-long 20 credit modules:

EN0300 Advanced Mechanics
Assignments (1 off) - 20%, Examination - 80%

EN0635 Product Design Practice Competition
Assignment 100%

EN0619 Design for "X"
Assignment 30%, Examination 70%

Year-long 40 credit module:

EN0360 Investigative Project
Draft Document 15%, Project Report 60%, Viva 25%

Year-long 20 credit Option modules:

EN0620 Digital Product Design and Analysis
50% individual assignment, 50% group project

EN0622 Renewable Energy Technologies
Examination – 100%

Year 5 MEng only

This consists of the following three year-long 20 credit modules, one year-long 40 credit group project, and one 20 credit module option:

Year-long 20 credit modules:

EN0746 Emerging Product Technologies
Assignment 100%

MS0702 Applied Engineering Statistics
Coursework 100%

EN0750 Engineering Technology Management
Coursework 100%

Year-long 40 credit module:

EN0751 Interdisciplinary Engineering Project
Coursework 100%

Year-long 20 credit Option modules:

EN0771 Product Design and Development
50% assignment, 50% presentation

EN0775 Renewable Energy Technologies
Coursework 100%

For options, see module descriptors as explained in section 4.3.

Product Design Engineering - Level 4-7 - Assessment Schedule 2015-16 (Sep intake)

Modules	Module tutor/ Weeks	Induction 14/09/2015	1 21/09/2015	2 28/09/2015	3 05/10/2015	4 12/10/2015	5 19/10/2015	6 26/10/2015	7 02/11/2015	8 09/11/2015	9 16/11/2015	10 23/11/2015	11 30/11/2015	12 07/12/2015	Christmas 14/12/2015	Christmas 21/12/2015	Christmas 28/12/2015	Assessment wk 04/01/2016	Assessment wk 11/01/2016	1 18/01/2016	2 25/01/2016	3 01/02/2016	4 08/02/2016	5 15/02/2016	6 22/02/2016	7 29/02/2016	8 07/03/2016	9 14/03/2016	10 21/03/2016	Easter 28/03/2016	Easter 04/04/2016	Easter 11/04/2016	11 18/04/2016	12 25/04/2016	Exam 02/05/2016	Exam 09/05/2016	Exam 16/05/2016	
Year 1																																						
EN0100 Introductory Mechanics	Marco Corradi													T1				F							T2								F					
EN0103 Design	Wai Ming Cheung			H1				A1		H1				A2				Day School		F							H3							A3					Derived from 2014-15 information
EN0143 Engineering Product Design I	Chris Connor		Portfolio															Portfolio																				
EN0146 Materials and Manufacture	Fawad Inam									T1		F														T2	F											
EN0416 Engineering Skills in Experimentation and Presentation	Haydn Jenkins										H1							A1			F			H2									A2					
MS0265 Engineering Mathematics	Benoit Benoit Huard																																					
Year 2																																						
EN0200 Applied Mechanics	Ali Daadbin																	L1						H1		A1		F										
EN0558 Engineering Product Design II	Chris Connor		Portfolio															Portfolio																				
EN0204 Computer Modelling and Design	Martin Birkett		Assignment 1				Assignment 2				Assignment 3									Assignment 4				Assignment 5															
EE0511 Application Mechanical and Electrical Systems	Islam Shyha																	A1															A2					Derived from 2014-15 information
EN0576 Engineering, Economics and Professional Skills	Chris Connor		Portfolio																																			
MS0264 Further Engineering Mathematics	Giovanni De Matteis																																					
Year 3																																						
EN0300 Advanced Mechanics	Ali Daadbin																																					
EN0619 Design for X	Phil Hackney																		H1			A1	A1			F													Derived from 2014-15 information
EN0635 Product Design Practice Competition	Chris Connor							H																										A				
EN0360 Investigative Project	PS Leung										D1			F														T				P						
EN0620 Digital Product Design and Analysis - O	Phil Hackney							H1						A1							F	H2						A2					F					
EN0622 Renewable Energy Technology - O	Alireza Maheri																																					
Year 4																																						
EE0746 Emerging Product Technologies	Chris Connor		Portfolio																																			
MS0702 Applied Engineering Statistics	Pete Philipson							T2		H	F			PT																								
EN0750 Engineering Technology Management	Colin Damm																			H							F	F	F				A					F
EN0751 Interdisciplinary Engineering Project	Roger Penlington/ Fawad Inam								T									T						T					PR					PT	SP & RD			
EN0775 Advanced Stress and Structural Analyses - O	PSL Leung (Ken)																						H											A				
EN0771 Product Design and Development - O	Islam Shyha																											H								A	A	

Yellow Highlight = Assignment
Updated on 06.03.2015

Blue Highlight = Lab Green Highlight = Exam Grey = Holiday
Red Highlight = Not offered in that semester

H - Handout week A - Assignment Deadline F - Feedback week L1 - Lab Report deadline CW - Course work
D1 = Project Planning document, P = Po T = Test for formative feedbac PR = Project report SP = self and peer assessment
PT - presentation RD = reflective document T2 = Test for summative feedback

4.11 Academic Calendar 2014-2015

Semester Dates
Semester One Starts Monday 14 September 2015
Semester One Ends Friday 15 January 2016
Semester Two Starts (continuing students) Monday 18 January 2016
Semester Two Ends Friday 20 May 2016

Semester One		
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. Bank holidays during the semester are:

- Good Friday25 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

4.12 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.

Short Laboratory Reports

For each Laboratory session, you will be given information on the theory and the procedure for completing the practical work. You must complete ALL of the data collection before the end of the Laboratory session (2 or 3 hours).

During the session, you will be given a laboratory sheet. For each experiment you may be required to submit the following for marking:

1. The set of results that you obtained during the Laboratory period - on the original piece of paper provided - you should NOT spend time rewriting these results - record them CLEARLY in the first place.
2. Any graphs that you thought necessary or were asked to produce.
3. Any calculations (normally handwritten).
4. Conclusions based on the results and calculations.
5. Answers to the questions on the question sheet.

If a logbook is not being used, the reports must be submitted on A4 paper stapled together, and as a guide it is anticipated that no more than 2 additional sheets per laboratory report will be needed. (The report MUST NOT be placed in any kind of plastic folder or wallet).

Since this Report represents a piece of experimental work which you have done, it follows that you cannot submit a report if you were absent from a particular laboratory REGARDLESS OF THE REASON.

Formal Laboratory Reports

In the second year you will complete a formal report for a sample of your experiments. Your Tutor will tell you which experiment you have to submit at the relevant time. You must keep full records of each experiment you perform (i.e. a short report, or a detailed LOG BOOK) so that you have the information available for the formal report. Formal reports are deliberately introduced at level 4 and 5 to give you experience of producing the type of report frequently required in industry. It is probable that the reader may not be known to you, or may not be in daily contact with you e.g. a Senior Manager or other Engineers. The department believes that with practice you should learn to write this type of report quickly, concisely and efficiently. This ability will stand you in good stead during your professional career. Two or three reports are required and it is anticipated that you will enter into discussions with the staff supervising the laboratories with the object of improving this skill as quickly as possible.

The reports should be written in a style which can be easily understood by the reader, arouse and hold their interest, and provide a logical and critical analysis of the work carried out.

A good guide as to the type and level of contents of the report is to imagine that you are writing it for a member of your class who has not done the experiment. You are to tell him/her, why, with what, and how you did the experiment, and what you found, followed by a critical discussion of the experiment as a whole and ending with a statement of any definite conclusions you can draw.

Handing work in

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. The student must obtain a proforma (from the office) to attach to the front of the work and fill in the necessary details such as Module Number, Lecturer, Students name etc. and they will get back a receipt as proof of handing in. The work can only be handed in at this time and failure to do so will result in a mark of zero. Staff may require work to be handed in electronically through the e-learning portal but work should not be emailed to staff directly.

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).

Academic Misconduct

Any assessed work that is submitted by a student must be their own work and must fully acknowledge the opinions of others. **To assist in this, several modules will use "Turn it in" software to detect possible collusion and plagiarism.** 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" available at: http://nuweb2.northumbria.ac.uk/library/skillsplus/loader.html?55388321

  NOTE: You need your Northumbria login to access this site.

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/static/worddocuments/ardocs/arna.doc

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 allowed models. They are readily available and cost between £6 - £15.

5 Resources and Laboratories

The Faculty of Engineering and Environment is mainly housed in Pandon Building and Ellison Building and most of your classes will take place in these 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 **Faculty Handbook.**

Introduction to safe use of Hand & Power Tools including Workshop Cutting Machines

The Faculty of Engineering and Environment Student code of Practice for Safe Working requires STUDENTS to attend a course on the safe and practical use of hand and power tools including workshop cutting machines.

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 drilling and sawing operations.

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

Non-attendance will result in the LOSS OF MARKS allocated to modules involving laboratory work and the use of workshop facilities.

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, Lab coat (Blue) and safety spectacles, these will be available during Induction week only. After that Students must purchase their own PPE.

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 Supplementary Information

6.1 Absence Monitoring

Registers 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 pass and do well.

Please note that continued non-attendance can result in the student 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 a long term illness if supported by a doctors sick note, may allow Late Authorized Submission of Assessment (LASA). **Contact the Faculty Office to discuss PEC and LASA prior to the assessment submission deadlines**.

6.3 Professional Bodies

Whilst the BEng (Hons)/ MEng Product Design Engineering programme itself is not presently accredited with any professional body as meeting the full academic requirements for Chartered Engineer status, the content and nature of the programme mean that students on the programme can apply for and become student members of several professional bodies such as the Institution of Engineering Designers, Institution of Mechanical Engineers and others. Exact requirements and application processes vary; please see the specific organisation for details.

The programme team is working towards gaining full accreditation of the programme as meeting the full academic requirements for Chartered status, and further information on this will be made available as the process is completed.

6.4 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 GIVEN AT THE END.

What does ARNA cover?

ARNA includes specific rules for full-time and part-time programmes. It also includes regulations and procedures applying to cheating, plagiarism and other forms of academic misconduct (in Appendix 1), and regulations governing examinations (in Appendix 2). A glossary of terms (in Appendix 3) provides further explanation of some of the terms used and defines what ARNA means by a full-time or part-time programme.

Module pass mark (ARNA Section 2)

- Your programme (or course) is made up of modules
- The pass mark for undergraduate modules (levels 3-6) is 40%
- The pass mark for postgraduate modules (level 7) is 50%
- Some modules are pass/fail and you will not receive a mark.

To pass a module, you must also complete each assessment component defined in the module descriptor. If you do not, you will have failed the module even if you have achieved the module pass mark.

It is your responsibility to ensure that the Exam Board is aware of any extenuating circumstances affecting your ability to complete assessments (see 'what are extenuating circumstances' below).

If you are on a full-time programme (ARNA Section 3)

- If your programme has more than one level ARNA tells you what is required to progress to the next level. This is referred to as **progression** (Section 3.2).
- If you have failed any modules, ARNA indicates:
    - That your average mark is more important than the number of modules you have failed as it determines whether the module failure can be **compensated** (Section 3.3) or whether you will have a **referral** opportunity, i.e. whether you can resit the failed module/s (Section 3.4.1).
    - When a failed module is compensated by the Exam Board, you will not have to resit and will be awarded credit for the module. If you are part way through an undergraduate programme the module pass mark of 40% will also be awarded (Section 3.3.4/3.3.5).
    - When the referral (resit) opportunity takes place (Section 3.4.4)

- That if you pass the resit, the module pass mark will be awarded although if you are at the award stage of your programme, this will not improve the classification of your award (see *Classification of awards* below)
- What happens if you fail the programme (Section 3.5)?

If you are on a part-time programme (ARNA Section 4):

- If your programme lasts more than an academic or calendar year, ARNA tells you what you need to do to progress to the next stage of your programme. This is referred to as **progression**. (Section 4.2)
- If you are part-way through your programme and have failed any modules you will have referral or resit opportunities which must be passed before you can progress to the next stage (Section 4.2)
- If you are at the final stage of your programme, up to 20 failed module credits may be compensated, and you will receive your award (Section 4.3). Otherwise, you will be referred in all failed modules (Section 4.4.2).

Classification of awards

If you are on an honours degree, your award may be classified as First, Second Class Honours Upper Division (2.1), Second Class Honours Lower Division (2.2) or Third. Integrated Masters degrees are also classified in the same way except there is no Third class honours classification. Other awards may be classified with Distinction or Commendation. ARNA explains the rules for classification and how the Exam Board will reach a decision for students who are at the borderline between two classifications (Sections 5, 9.11/10.12 and 9.16/10.17).

What is academic misconduct?

In all assessed work you should take care to ensure that the work you submit is your own. The University takes academic dishonesty and cheating very seriously and it is your responsibility to ensure that you don't attempt to cheat or become victim to cheating.

There are many different forms of academic misconduct or 'cheating'. Plagiarism (intentional and unintentional) is most common and both the University Library and your academic tutors are able to provide further guidance on proper citation and referencing in your assessed work.

You will find further information on types of academic misconduct and penalties which the University can impose in ARNA (Appendix 1).

What are extenuating circumstances?

Exam boards take account of personal and technical extenuating circumstances affecting student assessment.

You can apply for an extension of time to complete assessed coursework if you have personal circumstances which are unforeseen and unpreventable and have a serious effect on your ability to submit work by the published hand-in deadline (section 6).

If personal extenuating circumstances which are serious, unforeseen and unpreventable have significantly affected your performance in examinations or other forms of assessment, you can submit a personal extenuating circumstances (PEC) claim (Section 7). You should discuss this with the appropriate guidance staff, who will be asked to comment on the claim. The claim form should be submitted, with medical or other independent evidence, as soon as possible and no later than the published Faculty deadline for the period in which the affected work is assessed (e.g. semester 1). If you are unable to submit work by the assessment deadline, or to attend an examination, you must register intention to submit a PEC claim with the Faculty Office as soon as practicable.

Circumstances which affect the conduct of an examination or assessment for individual students or groups of

students are described as **technical extenuating circumstances** (Section 8). If there is a problem during an exam (e.g. there is a power failure), this will be formally reported by the invigilator. If you are the only student affected, you will need to explain the circumstances to the module tutor and Faculty office. If extenuating circumstances are likely to affect your ability to continue studying, you should seek advice from guidance staff.

Need to find out more?
On the Student Hub, under Academic Links, click on 'Assessment Documentation' - in addition to this brief overview, you will be able to access the following documents:

- Assessment Regulations for Northumbria Awards
- Personal Extenuating Circumstances: Student Form
- Personal Extenuating Circumstances: Student Medical Form
- Student Guide to Extenuating Circumstances
- Student Module Record Form (SMRF) – Guide for Students.

They are also available via:

https://www.northumbria.ac.uk/sd/central/ar/qualitysupport/assess/assproc/assdocstud/

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 our 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.