

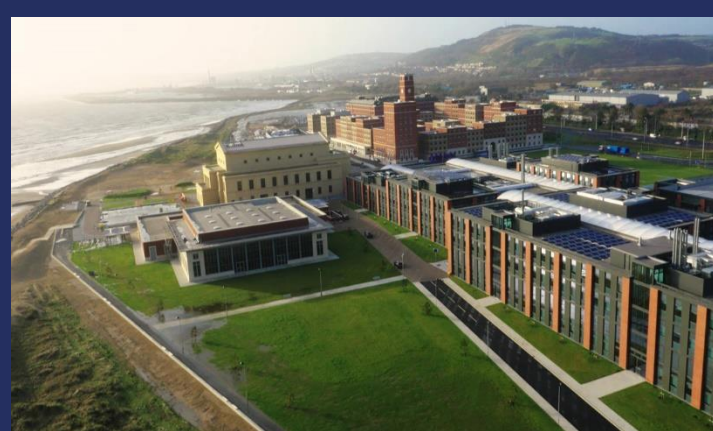


**Faculty of Science & Engineering**  
College of Science & College of Engineering

# UNDERGRADUATE TAUGHT PROGRAMMES STUDENT HANDBOOK 2022-2023

## ENGINEERING AND SCIENCE PROGRAMMES

*PART ONE OF TWO*



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This handbook covers the following programmes :

- Aerospace Engineering
- Biosciences
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Science
- Electronic and Electrical Engineering
- Engineering
- Foundation Year
- Geography
- Materials Engineering
- Mathematics
- Mechanical Engineering
- Medical Engineering
- Physics

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## DISCLAIMER

The Faculty has made all reasonable efforts to ensure that the information contained within this publication is accurate as at the date of publication. However, some changes, for example to programmes, modules, study location, placement opportunity, facilities or fees may become necessary due to legitimate staffing, financial, regulatory and academic reasons, or due to other circumstances outside the reasonable control of the University. The University will endeavour at all times to keep any changes to a minimum and to keep students informed appropriately.

## NAVIGATION

### **Hyperlinks**

This Handbook includes hyperlinks to enable you to jump to the information you need. Words containing a hyperlink are highlighted blue.

### **Searching with Keywords**

To help you find what you are looking for, this document is searchable.

Microsoft Users: Press the "Ctrl" and "F" keys to open the search bar.

Apple Mac Users: Press the "Command" and "F" keys to open the search bar. You can use the search facility by typing in a keyword, for example, extenuating circumstances, timetables, feedback, etc.

## IMPORTANT

This handbook is 'Part One of Two'. There is a 'Part Two' version for each subject area within the Faculty which describes in detail the programme structure of each of our programmes and clearly outlines core modules and how many components of assessment each module has. Part Two of the handbook is designed to be used in conjunction with this part (Part One). Copies of all handbooks are available online via the Faculty of Science and Engineering Intranet site: [FSE Intranet \(swan.ac.uk\)](http://swan.ac.uk)

# INTRODUCTION

This is your Part One Handbook, containing all information relevant Engineering programmes in the Faculty of Science and Engineering.

This handbook is available in different formats, should you need an alternative version please contact [studentstupport-scienceengineering@swansea.ac.uk](mailto:studentstupport-scienceengineering@swansea.ac.uk).

Some information in this guide links to the [University's Academic Handbook](#), which contains important regulations, policies and procedures relating to your studies. As a Swansea University student it is your responsibility to familiarise yourself with the information contained in all academic handbooks.

If you have any questions about your studies and cannot find what you need in the handbooks, please contact the Student Information Team in the Faculty of Science and Engineering or MyUniHub.

## ACADEMIC HANDBOOKS



### [University Academic Handbook](#)

- Academic Regulations, Policies & Procedures
- Programme Regulations
- Attendance
- Academic Support
- Feedback & Assessment
- Extenuating Circumstances
- Conduct and Behaviour
- Academic Misconduct
- Academic Appeals Procedure
- Complaints Procedure
- Final Review Procedure
- Employability
- Graduation



### [Part One Handbook](#)

- Faculty and Course-specific Information
- Academic Support
- Teaching and Timetables
- Assessment Schedule: Coursework Submission and Examinations
- Extenuating Circumstances – how to apply
- Employability



### [Part Two Handbooks – Subject Specific](#)

Detailed information about your course, can be found at:

[https://fse-intranet.swan.ac.uk/handbooks/handbook\\_list.svlt](https://fse-intranet.swan.ac.uk/handbooks/handbook_list.svlt)

# IMPORTANT INFORMATION

A student's guide to the most important information in this handbook:

- ◆ Talk to your **Academic Mentor** – they can help with a lot, even if they aren't one of your lecturers.
- ◆ Check your University email account **daily**. Not all correspondence will be sent via Canvas.
- ◆ Make sure you have selected **120 credits** (full-time) or **60 credits** (part-time) each year.
- ◆ Make sure that you take the time to read the [Part Two Handbooks](#) for your course and level of study; these contain important information about the modules that you'll be studying this year.
- ◆ The Faculty has a dedicated **Student Information Team** who are here to help support you during your time studying at Swansea. To speak with a member of the Team email [studentsupport-scienceengineering@swansea.ac.uk](mailto:studentsupport-scienceengineering@swansea.ac.uk) or call 01792 295514.
- ◆ Use your **Student Representatives, Year Coordinators** and **Programme Directors** to pass on any feedback that you may have or to raise academic issues.
- ◆ Take advantage of the **services** offered by the University, including financial support and health and well-being support at CampusLife@. Visit MyUniHub for information and guidance.
- ◆ In case of **emergency**, dial 333 from any University phone.
- ◆ Make yourself familiar with key information outlined in the [University's Academic Regulations](#)
- ◆ Please read the [Student Charter](#) and follow the principles.
- ◆ The Faculty has current student webpages that have helpful information and are updated regularly = <https://myuni.swansea.ac.uk/fse/>
- ◆ Stay up to date with **COVID-19** guidance and regulations. <https://myuni.swansea.ac.uk/coronavirus-student-faqs/>

# WELCOME TO THE FACULTY OF SCIENCE & ENGINEERING

## **Welcome to the Faculty of Science and Engineering!**

Whether you are a new or a returning student, we could not be happier to be on this journey with you.

This has been a challenging period for everyone. The COVID-19 pandemic has prompted a huge change in society as well as how we deliver our programmes at Swansea University and the way in which you study, research, learn and collaborate. We have been working hard to make sure you will have or continue to having an excellent experience with us.

We have further developed some exciting new approaches that I know you will enjoy, both on campus and online, and we cannot wait to share these with you.

At Swansea University and in the Faculty of Science & Engineering, we believe in working in partnership with students. We work hard to break down barriers and value the contribution of everyone. Our goal is an inclusive community where everyone is respected, and everyone's contributions are valued. Always feel free to talk to academic staff, administrators, and your fellow students - I'm sure you will find many friendly helping hands ready to assist you.

We all know this period of change will continue and we will need to adapt and innovate to continue to be supportive and successful. At Swansea we are committed to making sure our students are fully involved in and informed about our response to challenges.

In the meantime, learn, create, collaborate, and most of all – enjoy yourself!

**Professor Johann (Hans) Sienz**  
**Interim Pro-Vice Chancellor/Interim Executive Dean**  
**Faculty of Science and Engineering**



# FACULTY OF SCIENCE AND ENGINEERING

The Faculty of Science and Engineering	
Executive Dean & PVC	Professor Hans Sienz
Deputy Executive Dean	TBC
Head of Operations	Mrs Ruth Bunting
Associate Dean - Research, Innovation and Impact (RII)	Professor Perumal Nithiarasu
Associate Dean - Student Learning and Experience (SLE)	Professor Paul Holland
<b>School of Engineering and Applied Sciences</b> Head of School: Professor Serena Margadonna	
School Education Lead	Professor Simon Bott
<b>School of Aerospace, Civil, Electrical, General and Mechanical Engineering</b> Head of School: Professor Antonio Gil	
School Education Lead	Professor Cris Arnold
<b>School of Biosciences, Geography, and Physics</b> Head of School: Professor Siwan Davies	
School Education Lead	Dr Laura Roberts
<b>School of Computer Science and Mathematics</b> Head of School: Professor Elaine Crooks	
School Education Lead	Dr Neal Harman

**Details of Programme Director roles and Year Coordinator roles are available in the Part Two Handbooks**



# TIMETABLES

## TIMETABLES

Teaching timetables for the Science and Engineering programmes can be found here - <https://myuni.swansea.ac.uk/academic-life/my-timetable/science-engineering/>

Guidance on using the new timetabling system, Open Timetables, can be found on the above link.

Please note that timetables can be subject to change, especially at the start of the teaching block so please check the webpage directly.

Any timetable clashes/issues should be reported to the Module Coordinator or [quality-scienceengineering@swansea.ac.uk](mailto:quality-scienceengineering@swansea.ac.uk) as a matter of urgency, who will then take appropriate action to resolve the issue.

For Teaching Block 1, timetables will clearly note if an activity is being held in-person on campus or delivered live online. Students may need to sign up for in-person activities. Module coordinators will share further information via the Canvas course page.

# MODULES

## DETAILS OF MODULES AVAILABLE

All details of the modules offered within our Faculty are fully described within the module descriptors on the Faculty Intranet site. The subject specific handbooks (Part Two of Two) list module details for each programme and year group and can be found on the Faculty Intranet – [FSE Intranet \(swan.ac.uk\)](https://intranet.swan.ac.uk). These also contain details of all assessed work and components that make up the final module mark.

To view full module details across the University, you can view the University's online Module Catalogue, available at <https://intranet.swan.ac.uk/catalogue/>.

## MODULES

A module is a discrete educational component of a programme, which has the following attributes: i. specific aims; ii. a syllabus and a reading list; iii. a teaching and learning pattern; iv. an assessment method; v. learning outcomes.

In addition, each module:

- is assigned a unique reference number;
- is assigned to a year of study which reflects the academic standard of a module and its learning outcomes;
- will be classed as Core, Compulsory or Optional
- may have pre-requisites and/or co-requisites;
- may/may not be compatible with each other.

It is very important that you understand how each module will be taught and assessed. It is also important that you know if a module is a CORE module.

## CORE MODULES

Core modules are those modules that you must pursue and pass before you will be permitted to proceed to the next year of your course, or qualify for your award. Any failures which you incur in core modules must be redeemed. All core modules are clearly identified on the programme structures within the Subject Specific Handbooks (part 2 of 2). Please pay attention to CORE modules, all modules on Engineering programmes, YR1-YR4 are CORE due to requirements from the professional bodies who accredit our degrees, this is to ensure that learning outcomes are covered.

## COMPULSORY MODULES

A compulsory module is a module that you must pursue before you can proceed to the next year of your course. There is a variety of compulsory modules across our programmes.

## OPTIONAL MODULES

Optional modules are ones that students select in line with Programme guidance. If you wish to change your optional module choices, you must notify the Faculty. You can switch from one module to another, provided it is a module open to you, it has availability and is running in the same semester, within the first 2 weeks of a module running.

## MODULE SELECTIONS/ STUDY CHOICES/CREDIT WEIGHTING

All students on modular degree schemes must select the appropriate number of modules:

**Full-time** undergraduate students should select modules amounting to 120 credits in each year of study.

**Part-time** undergraduate students should select modules amounting to 60 credits in each year of study.

It is **your responsibility** to ensure that you are enrolled on sufficient credits for each year of study, otherwise you will be unable to progress or complete your studies.

Undergraduate students will select their modules during their enrolment, which is typically done online in mid-September. Full-time students are expected to pursue 120 credit points (60 ECTS credits) in the academic year.

Typically, **full-time undergraduate students** are supposed to select modules equally distributed among the two semesters (60 credits in each semester). However, your department may allow you to pursue modules unequally weighted between the two semesters. If you wish to pursue modules amounting to more credits in one semester than the other, then you should contact the Programme Director for additional guidance on this.

**Part-time students** are expected to pursue 60 credits (30 ECTS credits). Part-time students may necessarily have unequally weighted semesters; it is usually suggested that these be as evenly weighted as possible, for example, 40 credits in one semester and 20 credits in the other semester. Usually, part-time students must pursue at least one module in each semester; if you wish to pursue all your modules in one semester (effectively making you full-time for one semester and absent for the other), then you should contact the Programme Director for additional guidance on this.

A list of modules can be accessed through the [Module Catalogue](#); it should be noted that these are subject to change based on, for example, staff changes, and should not be taken as a definitive list on the modules offered by Swansea University every year.

## **PRE-REQUISITES, CO-REQUISITES AND INCOMPATIBLES**

A pre-requisite is a named module for which credit must have been obtained before you will be allowed to enrol on another related and named module. A co-requisite is a linked module, which must be taken with another related and named module in order to satisfy your degree programme requirements. An incompatible module is a named module 'A' that cannot be taken along with module 'B'.

## **TRANSFER OF MODULES**

You may be allowed to change optional module selections within a limited period at the start of each module, provided that the transfer is approved by the Programme. Should you transfer modules it is your responsibility to obtain relevant lecture notes and catch up on any missed assignments.

The deadlines for requesting module transfer are as follows:

### *Short modules (11 weeks)*

Before the second week of teaching on the module concerned.

### *Long modules (22 weeks):*

Before the fourth week of teaching on the module concerned.

Any transfer requests after this time are normally considered by the Student Education Lead for the School (or nominee).

## **ECTS CREDITS**

ECTS (the European Credit Transfer System) is a widely recognised system of credit accumulation for regular study periods. It aims to facilitate recognition of study periods undertaken abroad by mobile students through the transfer of credits. The system is based on the convention that 60 credits measure the workload of a full-time student during one academic year.

## IMPORTANT NOTICE TO ENGINEERING STUDENTS – CORE MODULES

There has been an important change to the assessment regulations that comes into effect for any student joining the programmes from the 2019/20 academic session and onwards.

These changes are necessary because the bodies that accredit our degrees need to ensure that all students with accredited engineering degrees have met the required learning outcomes.

The change means that there will be no failure toleration and all modules will be CORE for students enrolled on YR1 – YR4 of all Swansea University Undergraduate Engineering degree programmes.

**This will mean that all students will have to pass all modules with at least 40% (50% for YR4) in order to proceed to the next level of study.**

*This does not apply to Foundation Year (Year 0) although there are specific CORE requirements in place for progression.*

The new regulation was rolled out to year groups as shown below:

Academic Year	Introduction of all core modules
2019/20	All Year 1 Engineering modules were made CORE
2020/21	All Year 1 and Year 2 Engineering modules were made CORE
2021/22	All Year 1, Year 2, Year 3 and Year 4 (Level M) Engineering were made CORE

## METHODS OF ASSESSMENT AND LEARNING OUTCOMES

All methods of Assessment and Learning Outcomes are fully described within the module descriptors in the Part Two handbooks on the [Faculty Intranet](#) site. These also contain details of all assessed work and components that make up the final module mark.

## CANVAS

Canvas is the University's **digital learning environment** that can be used from anywhere, at anytime by staff and students. All modules will use **Canvas** to store course content, make announcements, set assessments, etc. Familiarise yourself with Canvas and the modules that you have access to. You should be able to access a course page for each module that you are taking. If any TB1 modules are missing please email [quality-scienceengineering@Swansea.ac.uk](mailto:quality-scienceengineering@Swansea.ac.uk)

TB2 modules may not appear on your Canvas page until they are published at the start of the teaching block

In addition to individual module pages, as a Science and Engineering student you will also have access to the **Faculty Student Community HUB**, **Department-level Community HUBs** and the **Resources HUB** on Canvas. If you do not have access please contact [quality-scienceengineering@Swansea.ac.uk](mailto:quality-scienceengineering@Swansea.ac.uk)

You will have access to the following items on the Department-level Community HUBs:

- Induction material
- Past Exam Papers (2 years worth)
- Exam Feedback Forms

You will have access to the following items on the Resources HUB:

- Details of the Maths and CAE support Cafes
- Maths and CAE resources

# MARKING SCHEME

The below table outlines a general marking criteria for assigning marks for assessed work in **Years 0-3**. Please note that there may be further criteria issued at **Department-level**.

Mark & Grade	Summary	Examination Questions & Continuous Assessment
100 – 90 First	Absolutely outstanding	Factually faultless; very clearly directed; excellent coverage; extensive evidence of supplementary reading; perfectly written
89 – 80 First	Excellent	Factually virtually faultless; clearly directed; comprehensive coverage; good evidence of supplementary reading; very well written
79 – 70 First	Very good	Factually almost faultless; well directed; evidence of outside reading; very good coverage; well written
69 – 60 Upper Second	Good	Factually sound; clear and logical; some evidence of outside reading; good coverage; clearly written
59 – 50 Lower Second	Competent and sound	Accurate but limited to lecture materials; some errors or key facts missing; little or no evidence of outside reading
49 – 40 Third	Adequate or average	Information sparse with inaccuracies; broadly relevant to the question but poor coverage of the lecture material; no sign of outside reading
39 – 27 Fail	Deficient	Poorly directed at the question; many omissions or errors but some relevant facts correct; the general drift may appear sensible but understanding poor; no outside reading
26 – 15 Fail	Very deficient	Largely irrelevant to the question; many omissions/errors; no outside reading
14 – 0 Fail	Unacceptable	Irrelevant to the question; little or no substance or factual material; approach may well be all wrong; no outside reading.

# MARKING SCHEME

The below table outlines a general marking criteria for assigning marks for assigning marks for assessed work in **Year 4**.

Mark & Grade	Summary	Examination Questions & Continuous Assessment & Research Dissertation/Project
100 – 90 First	Absolutely outstanding	Factually faultless; very clearly directed; excellent coverage; mastery of advanced methods and techniques at a level beyond that explicitly taught; extensive evidence of supplementary reading; perfectly written; highest standard of presentation. <i>For the research dissertation/project:</i> publishable quality, outstanding research potential, originality and/or independent thought, ability to make informed judgements.
89 – 80 First	Excellent	Factually virtually faultless; clearly directed; comprehensive coverage; mastery of a wide range of methods and techniques; good evidence of supplementary reading; very well written; excellent presentation. <i>For the research dissertation/project:</i> publishable quality, excellent research potential, originality and/or independent thought, ability to make informed judgements.
79 – 70 First	Very good	Factually almost faultless; well directed; excellent range and depth of attainment of intended learning outcomes; evidence of outside reading; very good coverage; well written; very good standard of presentation. <i>For the research dissertation/project:</i> good research potential, evidence of independent thought, ability to make informed judgements, where appropriate, the work shows evidence of originality.
69 – 60 Upper Second	Good	Factually correct; clear and logical; attained all the intended learning outcomes; some evidence of outside reading; good coverage; clearly written; good standard of presentation. <i>For the research dissertation/project:</i> some evidence of research potential, clear thinking and/or ability to make informed judgements, but lacks breadth, depth and fluency in parts.



# MARKING SCHEME

Mark & Grade	Summary	Examination Questions & Continuous Assessment & Research Dissertation/Project
59 – 50 Lower Second	Competent and sound	Accurate but limited to lecture materials; some errors or key facts missing; some limitations in attainment of learning outcomes, but has managed to grasp most of them; little or no evidence of outside reading; satisfactory standard of presentation. <i>For the research dissertation/project:</i> some evidence of clear thinking, but lacks insight and/or fluency.
49 – 40 Fail	Mediocre	Information sparse with inaccuracies; broadly relevant to the question but poor coverage of the lecture material; limited attainment of the intended learning outcomes; no sign of outside reading; presentation weaknesses. <i>For the research dissertation/project:</i> limited evidence of clear thinking, insight and/or fluency.
39 – 27 Fail	Deficient	Poorly directed at the question; many omissions or errors but some relevant facts correct; the general drift may appear sensible but understanding poor; no outside reading; display poor, disorganized presentation.
26 – 15 Fail	Very deficient	Largely irrelevant to the question; many omissions/ errors; no outside reading.
14 – 0 Fail	Unacceptable	Irrelevant to the question; serious errors; little or no substance or factual material; approach may well be all wrong; no outside reading.

**Please note that there may be further criteria issued at Department-level.**

# ACADEMIC SUPPORT

## OFFICE HOURS

You are very welcome to drop-in on members of staff during their online/Zoom office hours if there is anything that you'd like to discuss regarding the module. Office hours are the days and times that an academic staff member will be available to students, you don't need to contact the academic in advance just drop in during the specified day and time. Academic will set aside an hour for each module that they teach. You should be able to find an academics office hours on the module Canvas page. Using office hours is one of the best ways to get additional help and clarification from lecturers.

## SUPPORT CAFES

### MATHS AND COMPUTER AIDED ENGINEERING (CAE) CAFÉ

This is an **additional resource** that has been put in place to help you when you have questions about maths or the computer software programmes that you will use in your modules. These café sessions are an informal setting for students to discuss maths and computer aided problems with staff and demonstrators. While staff are not allowed to do the work for you, they can help you get started on your work.

*Further details will be published here shortly.*

## CENTRE FOR ACADEMIC SUCCESS

The [Centre for Academic Success](#) can also provide further support in developing your knowledge and understanding of Academic Integrity, and the team can be contacted via [academicsuccess@swansea.ac.uk](mailto:academicsuccess@swansea.ac.uk).

## OPEN FEEDBACK FORUMS

In Teaching Block 1 we will be holding forums on a frequent basis to pass on some timely updates to each cohort and also have an open space for discussion and feedback. These sessions will be led by the Year Coordinator for the programme. Year Coordinator details can be found in the Part Two subject specific handbooks.

## ACADEMIC MENTORS

All students on undergraduate programmes are assigned an Academic Mentor, who you can expect to offer you:

- Academic Guidance
- Support for Personal Development Planning
- Guidance on finding help with Personal Issues (which affect your wellbeing, attendance, and progress through University)

Your **Academic Mentor** will assist you as far as possible, and may also be able to direct you to other support services for certain issues.

Your Academic Mentor will be a member of the lecturing staff of the Faculty. However, you should be aware your Academic Mentor may not necessarily be one of your lecturers.

You can **find details** of your Academic Mentor on your individual intranet page, under Course Details>Course Contacts.

Your Academic Mentors will meet you a number of times throughout the academic year, the first meeting will be in the initial few weeks of term. These meetings will be in a mix of group and individual. You can be assured that student-mentor relationships remain confidential.

Please read the University's full policy on [Personal Academic Mentoring](#) for more information.



# STUDENT REPRESENTATION

The **Student Reps** work with the University and the Students' Union Education and Student Voice co-ordinators to represent your academic interests.

Coordinated in partnership between the Students' Union and the University, the student rep system helps you to take active ownership of your teaching and learning experience and your campus. Every year, you elect approximately **60 Subject Reps** to represent each year group within each programme or set of related programmes. These Subject Reps collect **your feedback** in various ways, and bring your constructive feedback and ideas to your Module Coordinators, Programme Directors, and to regular Student-Staff Forums and Board of Studies meetings with Faculty academic staff. You also have Faculty Reps to represent you at higher level Faculty and University committees and planning meetings.

Student Reps are appointed in mid-October and the details of all confirmed Reps will be published [here](#), and also on the Canvas Faculty Student Community HUB.

# TRANSFER, SUSPENSION & WITHDRAWAL

## PROCEDURES FOR TRANSFER REQUESTS

If you wish to transfer degree programmes within the Faculty, in order to be considered, you must complete an electronic Transfer Form (available to download on the [Faculty Intranet](#)) which requires the permission of your current Programme Director and the Programme Director of the programme which you are applying to transfer to where these differ. Students wishing to transfer into the Faculty of Science and Engineering from another College will usually be asked to provide some written information to explain their request and may be asked to attend an interview before their transfer can be considered.

Before proceeding it is advisable to contact the [Money@CampusLife](mailto:Money@CampusLife) team for advice about fees and funding.

Deadlines may apply and more information is available from the Student Information Team via [studentsupport-scienceengineering@Swansea.ac.uk](mailto:studentsupport-scienceengineering@Swansea.ac.uk)

## PROCEDURES FOR SUSPENSION REQUESTS

The University/Faculty recognises that students may need to suspend their studies for various reasons. Full guidelines on suspension can be found [here](#). If this is something that you wish to explore further please talk to a member of the Student Information Team who would be happy to discuss the process with you.

You can find more information on the transfer and suspension process [here](#).

## PROCEDURES FOR WITHDRAWALS

Withdrawals are processed by MyUni Hub but if this is something that you are considering we would encourage you to meet with a member of the Student Information Team to discuss all available options and how to proceed.

# STUDENT SUPPORT CONTACTS

## RECEPTION TEAM

**Email:** For general enquiries please contact the FSE Reception Team -

[FSE-Reception@swansea.ac.uk](mailto:FSE-Reception@swansea.ac.uk)

**Telephone:** 01792 295514

**In-person:** You can also visit the Faculty Reception areas - Engineering Central (Bay Campus) / Wallace Building Room 223c (Singleton Campus)

## STUDENT INFORMATION TEAM

The Student Information Team provides dedicated and professional support to all students in the Faculty of Science and Engineering. Should you require assistance, have any questions, be unsure what to do or are experiencing difficulties with your studies or in your personal lives, our team can offer direct help and advice and also signpost you to further sources of support within the University.

**There are lots of ways to get information and contact the team remotely:**

**Email:** [studentsupport-scienceengineering@Swansea.ac.uk](mailto:studentsupport-scienceengineering@Swansea.ac.uk)

(Monday – Friday, 9am – 5pm)

**Call:** +44 (0) 1792 295514 (Monday – Friday, 10am – 12pm, 2 – 4pm).

**Live Chat:**

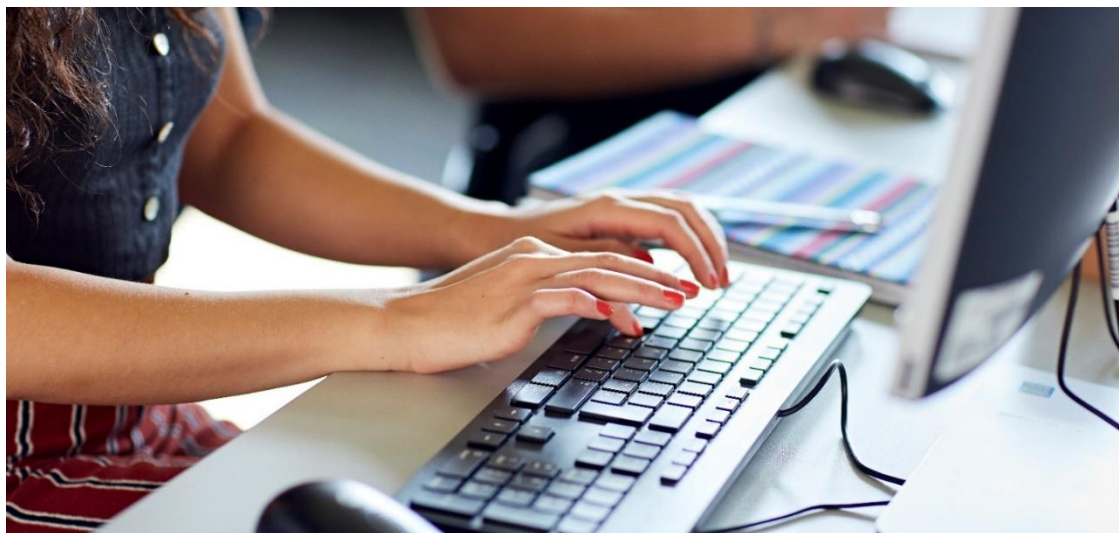
Through our webpages (Monday – Friday, 10am – 12pm, 2 – 4pm).

<https://myuni.swansea.ac.uk/fse/>

**Zoom:** By appointment. You can email, and if appropriate the team will share a link to their Zoom calendar for you to select a date/time to meet.

# COMMUNICATIONS

An increasing amount of official University information, from your Departmental, School, Faculty from Professional Services and from Information Services and Systems (ISS), is only sent by **e-mail**. Such official electronic communication from the University will be sent to your University Outlook e-mail account, given to all students when they first enrol. Student e-mail addresses are based on the six digit student ID numbers, for example [123456@swan.ac.uk](mailto:123456@swan.ac.uk).



You should check your University Outlook account on a **daily basis**, to ensure that you do not miss any important course, financial or ISS information. You can access e-mail by logging into [MyUni](#).

In order to assist the University in maintaining successful communication with you, it is your **responsibility** to ensure that your student record is accurate and up-to-date at all times. You can do this by recording any changes to your academic and personal details on your Intranet record and notifying your Faculty without delay.

Please refer to the [Academic Regulations](#) for more information concerning your student responsibilities relating to your student record and communication.

# ENGAGEMENT

We recommend checking the Engagement Monitoring webpages regularly to keep up to date with the latest information –

<https://myuni.swansea.ac.uk/academic-life/engagement-monitoring/>.

Students will also be kept informed of any changes via e-mail.

The faculty monitors your engagement in a number of ways including:

- Canvas logins.
- Accessing Canvas and Library resources.
- Attendance at Zoom activities scheduled for modules.
- Card swipes to show attendance at on-campus lectures and labs (if you have enrolled for in-person activities).

If you are not engaging, the Student Information Team will be in contact to make sure that you are okay and see how we can help.

There is also an escalation process if you are not engaging over a longer period, and you may eventually be forced to withdraw from the University.

Please ensure that you stay up to date with the policies on engagement monitoring -

<https://myuni.swansea.ac.uk/academic-life/engagement-monitoring/attendance-monitoring-for-taught-students/>



# ASSESSMENT AND FEEDBACK

All methods of Assessment and Learning Outcomes are fully described within the module descriptors in the Subject Specific Handbooks (Part 2 of 2) on the [Faculty Intranet](#). These also contain details of all assessed work and components that make up the final module mark.

You are strongly advised to ensure you are aware of how each module is **assessed**, how each assessed piece of work contributes to the modular grade, and what you should do in the case of failing an assessment or module. Some modules have **specific assessment rulings** and you must ensure that you are **aware** of these at the start of the year.

You are also advised to take note of the various methods, which the Faculty has decided to adopt on assessing you and to raise any queries, which you may have with your lecturers early in the session. You should also know in advance whether an essay/practical report will contribute to the overall mark for the module (**summative assessment**), and, if so, how much. Some assessments may not contribute to the overall module mark (**formative assessment**), but are designed to help you to identify any weaknesses in your work before you undertake work that does contribute. You are encouraged to complete all assessments to the best of your ability.

Please also note any deadlines set by the Faculty for the submission of work and the consequences of failing to meet them. You are also advised that you are required to complete all elements of a module's assessment pattern.

The Faculty of Science and Engineering has a **zero tolerance approach to late submissions**, unless an Extenuating Circumstances request is submitted and accepted by the Faculty.

The mix of **examination** and **continually-assessed assignment** used for the assessment of each module is specified in the individual module descriptions found in the Subject Specific Handbooks (part 2 of 2). Staff will reinforce this in presenting the module and will identify which assignments contribute to the assessment (and how much they are worth) and which are purely formative. In some cases, all elements contributing to the module assessment must be completed satisfactorily. Students are advised to make themselves aware of the precise module assessment requirements. Every effort will be made to spread assignment deadlines throughout the Semester; students should inform their Year Coordinator or Programme Director of any serious clashes.

## SCHEDULE OF ASSESSMENT / ASSESSMENT CALENDAR

A schedule of assessment / assessment calendar is available for all students, where possible, on the [Faculty Intranet](#). If students require further clarification, they are advised to speak to their Academic Mentor or to the Student Information Team via [studentsupport-scienceengineering@Swansea.ac.uk](mailto:studentsupport-scienceengineering@Swansea.ac.uk) .

You should expect to experience a variety of assessment methods across your modules, for example: coursework, reports, presentations, projects and examinations, where you will have the opportunity to demonstrate and further develop a range of skills.

**Summative Assessment:** This is a formal type of assessment that will contribute to your final degree classification.

**Formative Assessment:** This is an informal type of assessment that provides you with the opportunity to practice for, or reflect on, your formal assessment by receiving feedback.

## FEEDBACK ON ASSESSMENT

The University's Feedback and Assessment Policy states that you should receive constructive feedback on all forms of assessed work, which should be provided within a **maximum of three working weeks**. Staff in the Faculty are encouraged to produce feedback utilising varied methods, and all written feedback should be made available either electronically or in word processed format. Feedback may take the form of verbal feedback provided individually or in class. The staff teaching each module will inform students when feedback will be available, and what form(s) it will take in the schedule of assessment.

For full information relating to assessment and feedback of your work, please refer to the [University's Undergraduate Assessment Regulations](#) and the [University's Feedback and Assessment Policy](#).

It is important to note that the Faculty **cannot return exam scripts** to students following an exam due to the audit requirements. Since the University must keep any assignment used for assessment worth more than 25% for audit and review purposes, students are advised to keep copies of any such submissions for their own reference when reviewing feedback.

For examinations, a general exam feedback form citing common errors will be placed on the Community HUB on Canvas.

The majority of assessment by written coursework is submitted via **Canvas / Turnitin**, an online system which is accessed via the Canvas pages for each of your respective modules. Feedback on such coursework is returned the same way, via Canvas. Where submission is not via Canvas / Turnitin, you will be advised accordingly. The [University's Feedback and Assessment Policy](#) outlines the approach to submission of work and the penalties for late submission.

## **SUBMITTING ASSESSMENTS IN WELSH**

You have the right to submit your assessment through the medium of Welsh where teaching is normally through the medium of English, you must submit a written request to be assessed in Welsh to the Faculty within 4 weeks of the start of the relevant module(s), or upon enrolment for modules less than 4 weeks long. Wherever possible the University is committed to marking assessments in the language of submission. However, in the event sufficient expertise in the language is not available, professional translation services will be used.

Please refer to the [Guidelines on Assessment in Welsh/Another Language](#), for more information.

## **REFERENCING**

Referencing is a way of acknowledging the sources of information that you use to research your assignments. It is important that this is carried out accurately and in line with the University's approved referencing styles. Information and guidance on referencing techniques and styles is provided in relevant taught modules, but generally the Faculty asks students to use one of the following referencing styles:

APA (author/date)

Vancouver (numerical)

Detailed support and examples of referencing and citation styles are available in your Library Support section on the [Intranet](#) and Canvas.

## **PROOF-READING**

The Faculty policy on proof reading can be found on the Community HUB on [Canvas](#).

## **PENALTIES FOR LATE SUBMISSION**

Any student submitting an assessment past the published deadline without submitting a request for Extenuating Circumstances (in line with the [Extenuating Circumstances Policy](#)) will be deemed to have not submitted and receive a mark of 0% for the assessment.

Students who are likely to be prevented from meeting the assessment deadline due to extenuating circumstances should notify the Faculty as soon as possible before the assessment deadline. Please refer to the [Extenuating Circumstances Policy](#) for further information.

<https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/assessment-and-feedback-policy/>

## ASSIGNMENT SUBMISSIONS

The majority of assignments are usually submitted online via **Canvas**.

In a few cases, other arrangements are made and details will be given to you by your lecturer. Other verifiable submission methods may also be used (particularly when an electronic form of submission is appropriate).

Here are some key points when submitting online assignments through Canvas, Turnitin and any other online platform:

- 1) The first and the most important point is that the burden of proof for an assignment being submitted within the **specified deadline** lies with the student.
- 2) When your submission has been successful you will be given an 8-digit submission ID number. You must **keep a note of this number**, either by writing it down or taking a screenshot. You should receive an emailed receipt from the system, but if this is late or does not appear, you'll need to quote the submission ID number.
- 3) The Faculty operates a **zero tolerance policy** on late submissions without valid extenuating circumstances.
- 4) Please ensure that once a file has been submitted to the relevant **Turnitin/Canvas** submission area that you check the file submitted is in the state you want it to be i.e. the file hasn't been corrupted, the file isn't empty etc.
- 5) Canvas cannot upload your file instantaneously, and at busy times (such as when everyone is trying to submit work at once) it may take several minutes for your submission to be completed. **Do not leave it until the last minute** before the deadline to submit your work, as you will risk the possibility of your submission not registering. This does not count as an extenuating circumstances.

For further guidance on Turnitin submissions see the Turnitin – Student FAQs – <https://salt.swan.ac.uk/turnitin/turnitin-student-faqs/>



## EXTENSIONS

You may submit a request for an extension to the assessment deadline if you are experiencing **Extenuating Circumstances**, as defined by the [Policy on Extenuating Circumstances Affecting Assessment](#). You must submit an extenuating circumstances request to the Faculty before the assessment deadline. If your request for an extension is not accepted and you submit your work after the deadline, you will receive a mark of 0%.

## LATE SUBMISSION OF ASSESSED WORK

The Faculty of Science and Engineering operates the following penalty for the late submission of assessed work for Undergraduate students:

*Candidates who fail to submit work by the deadline shall be awarded a mark of 0%.*

Candidates, who are prevented from meeting such deadlines due to extenuating circumstances, should submit an **Extenuating Circumstances** request form.

# EXTENUATING CIRCUMSTANCES

Extenuating Circumstances are defined as serious and acute problems or events which are beyond a student's control or ability to foresee which may have affected a student's performance and/or may have impeded a student's ability to attend, complete, or submit an assessment on time.

Through prior notification of such circumstances, the University/Faculty can attempt to put into place measures to offset such circumstances, e.g. extra time in assessments, deferring the assessment until August to be taken as a further examination attempt, the marks of which are uncapped or extending the deadline for a piece of continuous assessment.

If you feel that your studies have been affected by such circumstances, it is important that you speak, as soon as possible, to your Academic Mentor or a member of the Student Information Team within the Faculty and complete the necessary form.

Further information on the Extenuating Circumstances process can be found here –

<https://myuni.swansea.ac.uk/fse/coe-student-info/extcircs/>

# EXAMINATIONS

All **University examinations**, including supplementary **examinations**, must be taken in **Swansea**. There shall be three official **examination** periods, January (end of first semester), May/June (end of session) and August (supplementary examinations). Full regulations concerning examinations can be found [here](#).

Students need to follow all instructions during an examination carefully, for example if you are asked to answer three from four questions, please only answer three. Should you choose to answer them all, only the first three will be marked. Full term dates are available [here](#).

You should ensure that you are **available** for the entire examination period. The University reserves the right to alter the examination timetables at short notice in response to unforeseen events.

**Examination timetables** are published on each student's individual student record. It is your responsibility to ensure that you know the date, time, location, and rules surrounding each of your examinations. If there are clashes on your exam timetable you must contact the Central Exams Office as soon as possible via [examsoffice@swansea.ac.uk](mailto:examsoffice@swansea.ac.uk). If there are any problems with your timetable, speak to your Subject Representative, Academic Mentor, or a member of the Student Information Team in the Faculty as a matter of urgency.

The University has a series of strict rules governing the **conduct of examinations**, including rules surrounding absence, conduct during an examination, and academic misconduct (including plagiarism). These rules are detailed in the [Examination Regulations and Procedures](#) and are listed outside of the examination venues, and often inside the venues as well. As a basic guide:

- If you are **unable to attend** due to extenuating circumstances you must submit an **Exam Deferral Request** within 5 working days of the examination date.
- If you **arrive late** you will not be given additional time at the end.
- You must take your **Student Card** to all examinations (or some other form of photographic identification and proof that you are a student, such as a photographic driving license and a letter from the University including your name and student number) and display it on your table.
- **Mobile phones** and other electronic devices are not allowed inside the venue.
- All permitted aids (pens, pencils, etc.) must be carried in a **transparent case**.

Full regulations concerning examinations can be found [here](#). Students need to follow all instructions during an examination carefully, for example if you are asked to answer three from four questions, please only answer three. Should you choose to answer them all, only the first three will be marked.

## **SPECIAL PROVISIONS IN ASSESSMENTS**

Any student who, for whatever reason, requests special provision with regard to assessment, must make his/her needs known and be prepared to produce appropriate supporting evidence. The responsibility to inform the Faculty, the Disability Office or Wellbeing Services rests with the student. More information relating to special provision can be found in the [University's General Regulations](#).

## **EXAM DEFERRALS**

If you are **unable to attend** an examination, or your performance in an exam was affected by extenuating circumstances, you must complete and submit to the Faculty an **Exam Deferral Request form**, available to download on the Faculty Intranet – [FSE Intranet \(swan.ac.uk\)](#) or on request from the Student Information Team.

The form must be submitted within **5 working days** of the date of the examination and must be accompanied by **evidence** to account for the absence.

Students who are granted a deferral will normally be required to sit the examinations at the next scheduled examination point for the modules concerned (i.e. normally during the August supplementary examination period). Final year students who are unable to sit an examination in January and who have been granted a deferral by Academic Services should normally sit the examination in the May/June examination period in preference to the August examination period.

You are advised always to ask your doctor for a medical certificate for illnesses which affect your studies, and present these to the Faculty in accordance with the [Policy on Extenuating Circumstances Affecting Assessment](#) in relation to examination.

Any queries about deferring examinations should be directed to the Student Information Team via [studentsupport-scienceengineering@Swansea.ac.uk](mailto:studentsupport-scienceengineering@Swansea.ac.uk) or by phone on 01792 295514, or in person via the Faculty's Reception areas.

## **MARKING AND MODERATION**

All formal written examinations will be marked anonymously, with student numbers used for identification purposes until both marking and moderation are completed. Moderation is the process of assuring that all assessments have been marked correctly in reference to the marking criteria. This can be done by double marking the work of all students (sometimes double-blind, so the original marker is also unknown), or by moderating part of the cohort's work by taking a sample of the submitted work. Please refer to the [Policy on Moderation](#) for full details.

## RELEASE OF MARKS

The [University's Policy on Publishing of Student Marks](#) will provide you with full details regarding the release and confirmation of your marks.

Academic Services publishes end of level/year result information to students **electronically**. The result information is published online on your personal student record. You are normally informed by email (in November/December) of the confirmed date of publication of your results at the close of the academic session. The information provided online will include: details of the modules pursued and marks achieved; your progression decision (if you are a non-final year student) or award/classification decision (if you are a final-year student) and an explanation of your academic decision and further information/guidance on the procedures for requesting an academic appeal/confirmation of the accuracy of your published marks.

The full regulations relating to end of level progression and award issues are available [here](#).

## EXAM FEEDBACK

Each module coordinator will complete a standard Faculty of Science and Engineering feedback form following examinations that will provide the cohort with a diagnostic description of each answer provided by the student cohort. This will include identification of common errors and shortfalls in the answering of the question, description of good and poor answers and recommendations as to how answers could have been improved. **Exam feedback forms** will be available on the Community HUB on [Canvas](#) following the release of exam marks.

## RE-ASSESSMENT / FAILURE REDEMPTION

All modules within the Faculty have a full 'module descriptor' which is available in the Subject Specific Handbooks (Part 2 of 2) on the [Faculty Intranet](#), this will give details on how failed modules can be redeemed. **Normally** this will be through a supplementary examination or supplementary coursework to be sat/submitted in August. Some modules are **unredeemable** and as such, will not have a resit examination or resit coursework. Please read the module descriptors in the Subject Specific Handbook (Part 2 of 2) and make sure you are aware of these.



## PROGRESSION DECISIONS / AWARD CRITERIA

Full Engineering assessment regulations are published here –

<https://myuni.swansea.ac.uk/academic-life/academic-regulations/undergraduate-award-regulations/specific-regulations-for-accredited-programmes/engineering-assessment-regulations/>

The Student Information Team have also published an abridged version:

<https://myuni.swansea.ac.uk/college-of-engineering/coe-student-info/assessmentregulations/engineering>

*These do not replace the full set of regulations but may be a helpful supplement.*

Full Science assessment regulations are published here -

<https://myuni.swansea.ac.uk/fse/coe-student-info/assessmentregulations/science/>

## SUPPLEMENTARY/RESIT EXAMINATIONS

Students who have enough credits for supplementary examinations will be **automatically entered**. There is no need to do anything to register for the exams and there is no fee to pay. A supplementary exam timetable will be available on your student record in early August. The supplementary examination period is in mid-August. For the exact dates please see the [term dates](#). You are advised to not book any holidays during this period until you have confirmation that you have cleared the level.

If you achieve a lower mark when you resit the module than the mark you achieved on your first attempt, the best mark achieved will be used (this is called the '**best mark**' policy).

Resit examinations are not **capped** at Year 0 and 1 but **are capped** at Year 2, 3, 4 and MSc.

## REPEAT LEVEL OF STUDY DECISION

If you fail to progress to the next level of study, either following the May-June exams or following the supplementary exam period, you will be given a Repeat Level of Study decision. Students are only permitted one attempt to repeat a progressing level. If you are required to repeat the Level of Study marks will not be capped.

## REPEAT FAILED MODULES

Non-final-year students who are required to repeat the level of study are eligible to apply to Repeat Failed Modules only. Such modules will be capped at the pass mark of 40% (50% for Level 7) for Year 2, 3 and 4. Capping will not be applied at Years 0 and 1. Full guidance on Repeat Failed Modules is available in the [Academic Regulations](#). To apply please speak with a member of the Student Information Team. Students are required to complete a 'Repeat Failed Modules' request form. Deadlines may apply.

## **TRANSCRIPTS**

At the end of your studies, you will receive an academic transcript containing all the modules you have pursued, as well as the individual module grades and the final classification of your degree.

A transcript is also included in the Higher Education Achievement Report (HEAR), which is available electronically from Gradintel. Further information can be found [here](#).

## **PRIZES**

The Faculty is very proud to award various prizes and certificates to students at all levels.

Final year prizes are awarded at the Faculty of Science and Engineering graduation receptions that are held directly following the graduation ceremonies.

Further information on prizes can be found in your Department-level HUB.

Successful award winners will be notified via email by the Assessment and Awards Team.

# ACCURACY OF PUBLISHED MARKS

## ACCURACY OF PUBLISHED MARKS

The Accuracy of Published Marks procedure provides you with the opportunity to query with your Faculty the accuracy of the marks/grades recorded against your name. Please refer to the [Accuracy of Published Marks](#) regulations and procedure, for further information.

To request an accuracy of published marks please email [studentsupport-scienceengineering@Swansea.ac.uk](mailto:studentsupport-scienceengineering@Swansea.ac.uk) or visit the Faculty's Reception areas to speak with a member of the Student Information Team.

# ACADEMIC APPEALS

## ACADEMIC APPEALS

An Academic Appeal is a request for a review of a decision of an Examining Board. This could be related to progression decisions, assessment marks, and final degree classification decisions. Appeals may be submitted if one or more of the following situations apply:

- You are/were prevented from continuing your studies partway through a level of study or part of a programme
- You have failed to qualify for progression into the next stage of the programme
- You are dissatisfied with your final degree classification/exit qualification
- The progression decision will significantly impact the overall result at the end of your programme, such as in a situation where marks are capped

All appeals must be submitted using the 'Request for Appeal Form' to the Academic Appeals Section of Academic Services. Please note that deadlines apply. For full information, see the [Academic Appeals Procedure](#), or the [MyUni Hub Academic Services FAQs](#).

# ACADEMIC INTEGRITY AND ACADEMIC MISCONDUCT

## What is academic integrity?

Academic Integrity is based on a number of core principles:

- Taking responsibility for your studies.
- Respecting the opinions of others, even if you do not agree with them.
- Respecting the rights of others to study.
- Acknowledging the work of others, which has contributed to your own studies, research, or publications.
- Honestly representing contributions to group work.
- Following professional standards and ethical requirements related to your programme.
- Avoiding actions, which give you an unfair advantage.
- Complying with assessment requirements.
- Honestly representing results from research or experimental data.

## What is academic misconduct?

Academic misconduct occurs when the principles and values of academic integrity are not adhered to, usually when a student attempts to gain an unfair advantage. Examples of academic misconduct include (but are not limited to):

- Bringing any unauthorised material into an examination venue.
- Copying from or communicating with others during examinations.
- Possessing electronic devices during examinations.
- Impersonating another student or having someone impersonate you for any examination or piece of assessed work.
- Plagiarising another person's work by submitting it for assessment without referencing the original author. Talk to your School if you need help with referencing your work correctly.
- Commissioning of work, which is the act of paying for, or arranging for another to produce a piece of work.
- Falsifying the results of data collection and/or analysis.
- Working with another student(s) on a piece of assessment without prior authorisation, ultimately producing the same or a similar piece of work which all students involved then submit for assessment (this is called 'collusion').

## What are the consequences of academic misconduct?

**The risks associated with academic misconduct are significant.** For law students, there might be career implications (students might be refused admission to the professional bodies and so be unable to qualify as a solicitor or barrister).

If an allegation of academic misconduct is upheld, **your mark(s) for the assignment, module or even your level of study may be cancelled** and this may affect your overall degree result or ability to progress to the next level of study. You may also be **withdrawn** from the University.

Please refer to the University's [Academic Misconduct Procedure](#) for full details and possible penalties. If you are suspected of Academic Misconduct, you will have an opportunity to respond to the allegations, and support and advice will be available from the [Students' Union Advice and Support Centre \(ASC\)](#).

## What is plagiarism?

Plagiarism can be defined as using without due acknowledgment another person's work and submitting it for assessment, as though it were your own work. Examples include copying or unacknowledged paraphrasing. This constitutes plagiarism whether it is intentional or unintentional.

Copying is the direct copying of work without acknowledgement from the published or unpublished work of others. Unacknowledged paraphrasing is the restatement of the work or ideas of another without acknowledgement. Plagiarism cannot be avoided simply by changing some of the words. Plagiarism is easily identified in students' work. Given the possible penalties and the ease with which plagiarism is identified, it is not worth the risk.

## How do I acknowledge my sources?

The key to avoiding plagiarism is to acknowledge your sources and not pass off the work of others as your own. In coursework, you should fully reference your sources, as explained above (see [Referencing](#)).

It is also possible to plagiarise in an examination. If, for example, a student memorises sections of a textbook and reproduces them without acknowledgment in an examination, a charge of unfair practice can arise. Obviously, it is not expected that students give as much detail of sources in an examination script as in coursework. But acknowledgment should be made where you draw on an author's work. This can be done in the following ways, for example: 'It is argued by Ashworth, in *Principles of Criminal Law*, that...'; 'Furmston claims that...'; Birch has suggested, in a *Crim LR* article (2005), that...'

Students sometimes worry about accidentally committing plagiarism, but this is not possible provided care is taken in the research for the work and a proper system of acknowledgment is used. **Plagiarism is easily avoided: always acknowledge the source.**

Remember: there does not have to be any intention to cheat for plagiarism to occur (it is a 'strict liability' academic offence). Plagiarism sometimes results from a lack of confidence, poor organisation, or a temporary 'crisis' which means that the student cannot make the submission deadline. But remember:

- Academic systems for acknowledging sources do take some time to get used to, but with experience, proper acknowledgment of sources will become second nature.
- As best practice, you should try to put into your own words the ideas and information you gain from your reading and from your lecture and seminar notes. Occasional use of brief quotations may be appropriate where you feel that the author's words are particularly important to the discussion.
- The rule against plagiarism does not mean that undergraduate students are expected to produce entirely original work. You should draw on the work of others – but you must acknowledge that you have done so. It is failure to acknowledge with which the rule against plagiarism is concerned.

### **How is plagiarism detected?**

Most work submitted on-line is checked for plagiarism using the **Turnitin** software. Markers marking work will also be on the lookout for plagiarism.

### **What is collusion?**

Collusion is defined as two or more students working together without prior authorization to produce the same or similar work, and then attempting to present this work entirely as their own.

It may also involve one student submitting the work of another with the originator's knowledge. An allegation of collusion may be amended during investigation/hearing to allow a student to be exonerated while the alleging plagiarism against another student/other students.

By all means discuss work together but do not lend work to another student and do not ask other students to lend you their work.

### **What is commissioning?**

Commissioning work is when a student arranges for another person to produce a piece of work for them. Regardless of whether or not this work is then submitted as though it were their own work, and regardless of whether or not the student pays for the work with money or with a good or service - any arrangement for another person to produce work for you is deemed a commission.

### **Can academic misconduct affect my career?**

Yes, the penalties incurred when an allegation of academic misconduct is upheld can be enough to close off a career pathway.

### **Where can I get advice on how to avoid academic misconduct?**

You are advised to seek further advice from your Academic Mentor if you are in any doubt about academic misconduct.

There is online training available via Section 3 of the [Academic Success: Skills for learning, Skills for Life](#) course on [Canvas](#).

Support and guidance on academic writing and referencing are also available from your Subject Librarian and the [Academic Success Programme](#).

### **Conduct and Behaviour**

The University expects you to conduct yourself in a respectful way. Expected conduct is outlined in the [Student Charter](#). Please note the following:

- If you commit a criminal offence within the University property, you may face disciplinary action and/or criminal proceedings.
- You are under an obligation to inform Academic Services and your School of any unspent criminal conviction which pre-dates your period as a student.
- You are obliged to inform Academic Services immediately of any criminal arrests, charges, cautions, or convictions and of any bail conditions imposed upon you, during your time as a student.
- If you attempt to obstruct teaching, study, research, or the administration of the University, or obstruct any member of the University in the performance of his/her duties, you will be liable to disciplinary action.

The [University's Disciplinary Procedure](#) sets out the actions, which will be taken in cases of alleged student misconduct.

## LIBRARY

<https://www.swansea.ac.uk/library/>

Further information can be found here -

[https://www.swansea.ac.uk/library/book\\_study\\_space/](https://www.swansea.ac.uk/library/book_study_space/)

And the booking form here - <https://swansea-uk.libcal.com/r/new>

## IT SUPPORT

Check out the info available here =

<https://myuni.swansea.ac.uk/it-services/>

<https://myuni.swansea.ac.uk/it-services/remote-pc-access-service/>

If you need further help you can contact the Customer Services Team for help –

<https://www.swansea.ac.uk/it-services/help/>

## SOFTWARE

The Faculty IT Team have produced a guide to **‘Software Available for Students’** available on Canvas Community HUB – [Canvas](#).



# HEALTH AND SAFETY

The Faculty places great importance upon the **health and safety** of its students and staff, and all facilities are provided and operated in accordance with safe working practices. However, in matters of safety each individual has a **responsibility** for personal safety and well-being. It is important for everyone to be aware of potential hazards and of ordinary safety measures.

The **Faculty of Science and Engineering** has a **Corporate Responsibility Committee**, that is chaired by Kevin Thomas. Any matters of concern should be brought to the attention of the Engineering Reception Team to be passed onto the appropriate person. Should you want further details about the Faculty Health and Safety committee and its members please contact the Faculty Reception.

A copy of the **Safety, Sustainability and Resilience Handbook** will be available electronically on the [Faculty Intranet](#). This gives details of safe laboratory and other practical working practices and procedures to be followed in case of accident.

All students have a **responsibility** to fully read and understand this document.

All accidents, near-misses and/or situations with the potential to cause ill health or an injury (adverse event) must be reported to the **Faculty Reception Team** and appropriate forms completed. Accident Report Forms and Hazard/Near-Miss forms are available from the Faculty Reception Office. A copy of the Faculty Safety File is also kept in the Faculty Reception Office. To contact the Faculty Reception Team please email [fse-reception@Swansea.ac.uk](mailto:fse-reception@Swansea.ac.uk)

Please also ensure that you are aware of and following the Student Charter and supplemental Student Charter for the year ahead – <https://myuni.swansea.ac.uk/student-voice/student-charter/>

# PROFESSIONAL ACCREDITATION

Accreditation is a mark of assurance that the degree meets the standards set by Professional Bodies.

Information on the Professional Bodies that accredit the Faculty's programmes can be found on the programme webpages. Further information can also be obtained by contacting the Faculty's Quality Team via [quality-scienceengineering@swansea.ac.uk](mailto:quality-scienceengineering@swansea.ac.uk).

Finally, full details on the University accreditation process can be found via the Academic Quality Services' site, here - <https://qualityservices.swansea.ac.uk/professional-body-reports/>

## ADDITIONAL INFORMATION – ENGINEERING AND ACCREDITATION

Learning outcomes of our programmes are very clearly aligned to the requirements of these bodies and organisations.

The learning outcomes of each year of your programme of study have been carefully designed to align with Version 3 of the Engineering Council's [Accreditation of Higher Education Programmes \(AHEP\)](#) which forms the educational foundation for the [UK Standard for Professional Engineering Competence \(UK-SPEC\)](#).

The knowledge and skills you will have demonstrated by completing your programme of study are defined by achieving a set of learning outcomes distributed across the following key areas of competence:

Science and Mathematics

Engineering Analysis

Design

Economic, Legal, Social, Ethical and Environmental Context

Engineering Practice

Additional general skills

To find out more about Professional Registration and what the AHEP competences are, please refer to the Engineering Council's [Student Guide to Professional Registration](#) and the [Accreditation of Higher Education Programmes collated learning outcomes](#).

Rigorous accreditation visits are carried out on all schemes on a periodic basis. You may be asked to meet with the accreditation panel in a group meeting so that they can receive direct student feedback. This is an extremely important part of their review and your participation in this is appreciated in advance.

All BEng programmes are accredited (at 3rd Class Honours and above) by the relevant professional bodies as fully meeting the educational requirements for Engineering Council registration as an Incorporated Engineer (IEng) under the provisions of UK-SPEC. Graduates from these schemes will be required to complete accredited further learning to satisfy the academic base requirement for a Chartered Engineer (CEng).

All MEng programmes are accredited by the relevant professional bodies as fully meeting the educational requirement for Engineering Council registration as a Chartered Engineer.

BEng and MEng students who fail their Year 3 project module (EG-353, EGA326) or the Year 4 project (EG-M62, EGC401, EG-M120, EG-M121, EG-M122) will not be awarded an accredited degree.

# EXTERNAL EXAMINERS

The role of the External Examiner includes, amongst other duties, consideration of examination papers and assessment questions.

In addition, External Examiners are expected to review and ensure the consistency of items of assessment, including examination scripts, course assignments, projects or dissertations and supplementary examinations. External Examiners are also required to review changes to curricular. External Examiners are expected to submit a full and frank report to the University, summarising the standard of questions, the standard of the examination process, the conduct of the examination process and the quality of the students.

You can view the most recent External Examiner reports for the Faculty's programmes here - [My External Examiner Report – Academic Quality Services \(swansea.ac.uk\)](https://qualityservices.swansea.ac.uk)

Further information on External Examiners can be found here - <https://qualityservices.swansea.ac.uk/code-of-practice-external-examiners/>

# EMPLOYABILITY

The Faculty of Science and Engineering is committed to ensuring that every student is provided with the best level of **employability support** from Day 1 of their degree. The Faculty has its own **Employability Team** who focus on providing a network of resources to ensure students are continually supported with as many opportunities to enhance their employability and develop the skills and knowledge to take on challenges and succeed in the workplace.

The Faculty of Science and Engineering has an excellent **graduate employment rate**, with the latest data showing that 97% of our students are in employment or further study 6 months after graduating. As a team, we are continually striving to ensure that we provide a variety of networking opportunities for students with industries across all of our disciplines, therefore, we run a busy schedule across both Semester 1 and 2 of employer talks, skills days, careers fairs and site visits. As a student you will also have access to a weekly Employability Surgery, Newsletter and receive your own **Employability Handbook**.

You can find contact details for the team in the Employability Handbook which can be found on the [Faculty Intranet](#). Each of the Faculty's Departments also has its own dedicated Employability Champion to provide support and guidance; details of these can also be found in the Handbook.

## YEAR IN INDUSTRY

The team is also responsible for the **Year in Industry scheme** which is a valuable programme that provides students with the opportunity to showcase their potential and grow, whilst undertaking their degree. The employability team provides support in terms of sourcing for placements, administrative assistance and ensuring that you are suitably prepared for interviews and assessment centres. When you are in industry, the team are your main point of contact within the Faculty and throughout the year you are visited twice by your Year in Industry Tutor.

We are passionate about ensuring that we have as many local, national and international companies working with us and our students. A large proportion of our previous students have secured graduate level employment as a direct result of their Year in Industry placement.

## **SWANSEA EMPLOYABILITY ACADEMY (SEA)**

The Faculty works very closely with the **Swansea Employability Academy (SEA)** which offers broader information and resources relating to your future employability.

**SEA Award:** Employers look for much more than a degree when choosing which graduates to offer jobs to. Getting experience and developing skills whilst you study will give you a competitive edge.

The Swansea Employability Academy works in partnership with academic staff to provide the Swansea Employability Award for both undergraduate and postgraduate students. The Award helps you to explore who you are and then gain experience and develop skills. If you complete the SEA Award it will be recorded on your Higher Education Achievement Report (HEAR) <https://myuni.swansea.ac.uk/employability-enterprise/employability-awards/>

**Employment Zone:** The Swansea University Employment Zone connects our talented students with graduate recruiters, part time jobs and short-term work experience: [Employability and Enterprise - Swansea University](#)

## EMPLOYABILITY IN THE CURRICULUM

Many of you who have decided to study at degree level are likely to continue to use your subject in your future careers and the programmes provided by the Faculty of Science and Engineering are closely linked to the needs of the profession. The main programmes are accredited by the relevant professional body and all those enrolling with us can become student members of their respective institutions.

Our degree programmes combine the relevant knowledge you require and the generic skills sought by employers. The standards identify the need for science and engineering professionals to demonstrate:

- Effective interpersonal skills
- Personal and social skills
- Demonstrating Continuing Professional Development to maintain and enhance competence in own area of practice
- The ability to use analytical skills and tools to formulate and solve problems
- The ability to use laboratory and workshop equipment to generate data
- The ability to work in a multi-disciplinary team
- Effective use of IT
- Innovation
- Practical skills in using tools, techniques and equipment
- Creativity
- Effective oral and written communication
- The management of time and resources
- Self-discipline and motivation
- Project management skills
- Safety awareness

For more information, contact the Faculty Employability Team [employability-scienceengineering@swansea.ac.uk](mailto:employability-scienceengineering@swansea.ac.uk)

# INTERNATIONALISATION

## YEAR ABROAD

This scheme is open to all undergraduate students on Engineering programmes and a selection of Science programmes. It extends the degree by one year, and gives students the opportunity to spend a year studying at one of Swansea's partner universities overseas. This changes the degree title to reflect the time spent studying overseas, e.g. BEng Mechanical Engineering (with a Year Abroad). For further information take a look at:

<https://www.swansea.ac.uk/goglobal/outbound/year-and-semester-abroad-opportunities/>

## SEMESTER ABROAD AT TEXAS A&M

The semester abroad is available on some of our Faculty's programmes. This takes place during first semester of second year, and replaces the semester at Swansea. Our partner University is Texas A&M in the US, and we also receive Texas A&M students for a semester. This programme does not lengthen the degree, and does not change the degree title.

## SUMMER ABROAD

Many of our students also decide to complete an internship overseas during the summer. Further guidance on summer work placements can be found at [Summer Abroad - Swansea University](#)

The University's Go Global Team organises a number of summer abroad experiences, including voluntary opportunities, study abroad and cultural experiences. Information can be found at

<http://www.swansea.ac.uk/international/opportunities/summer-programmes/>.

For further information about any of these opportunities, please refer to the Study Abroad handbook, which is available on the [Faculty Intranet](#).



## REMEMBER...

Swansea is a great place to study and we hope that you will find it is a particularly friendly and supportive environment.

The Faculty of Science and Engineering has a long tradition of excellence and takes pride in the high quality of its teaching and research. The key thing to understand is that the relationship between you and the Faculty is that of a **partnership**. As part of that partnership the Faculty will ensure you are provided with lectures, laboratories, tutorial sessions, hands-on activities, comments (feedback) on your work, and everything you need to enable you to master the subjects you study. **Your role** in this partnership is to take full advantage of all that the Faculty provides. Hence, you are required to attend timetabled activities, undertake independent background study/reading, attempt problem sheets, digest the feedback provided, ask questions, and if you are having problems of any sort, talk to us.

From time to time we will also be asking you about the teaching and learning environment that Swansea provides, through module feedback and student experience surveys. **Contributing** to these surveys is an important aspect of this partnership and means you get to have a **voice** in the way that our courses run. Look out for the opportunity to participate in these surveys!

If you have any questions or need support/advice please contact [studentsupport-scienceengineering@Swansea.ac.uk](mailto:studentsupport-scienceengineering@Swansea.ac.uk) or speak with the Faculty Reception Team.

