Master of Science in Marine Technology Degree Programme Handbook

2019/20

Name: ............................................................................................................................

Programme: ................................................................................................................

Tutor: ..........................................................................................................................

Newcastle University
UK | Malaysia | Singapore

Newcastle Research & Innovation Institute
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Section A: Introductory Information

1. Welcome Message & Key Contacts

Welcome to Newcastle Research & Innovation Institute (NewRIIS).

This handbook is designed to provide you with the information you need during your studies. Further information and help can be obtained from the Professional Service Staff, the Degree Programme Director, Module Leaders and your Personal Tutor.

Our research spans Engineering disciplines, from fundamental principles to multi-disciplinary projects. We tackle global challenges such as climate change, sustainable energy, transport, water supply, and waste management. Our research is enabled by world-class laboratories and facilities.

Students in the School are partners in our learning and teaching model. From research-led teaching to experiential learning, the student experience is varied, challenging and rewarding. In addition to our undergraduate and postgraduate courses in Newcastle, Engineering is the mainstay of the University's campus in Singapore.

As Engineering students, you are highly valued individuals who, we hope, will play a full part in the School’s academic and social life. A proper balance between work and play will ensure that you make the most of your talents and yet have a memorable stay in the University. The staff are here to help you, and I urge you to take advantage of their assistance whenever you need it.

The city of Newcastle upon Tyne and region in North-East England in the U.K. has a long and proud heritage in Engineering - our great innovators such as Armstrong, Stephenson, Merz and Swan developed ideas that changed the world. We’re proud to continue the region’s rich history in world-leading Engineering, Innovation and Creativity here in both Newcastle and Singapore.

Professor Matt Bentley
Chief Executive Officer and Dean
Our Vision

Our Vision expresses our collective sense of purpose. We aspire to be a people focused university that harnesses academic excellence, innovation and creativity to provide benefits to individuals, to organisations and to society as a whole.

Newcastle University exists for the public benefit to advance education, learning and research. Our objective is to build on this core purpose and, in doing so, provide new knowledge and creative solutions that make a positive impact. We aim to work collaboratively with our many external partners to shape brighter futures, grow the economy and champion social justice.
Our Values

We will maintain and build upon our longstanding commitment to equality, diversity and inclusion, while continuing to respect and protect the principle of academic freedom. We are passionate in our belief that universities should play a fundamental role in creating and fostering more equitable societies.

Our new Vision builds actively on these Values, but also identifies three aspirational Values that inform everything we do and will guide us as we develop and grow as an institution.
Guiding Principles

Our guiding principles explain how we will operate as an institution while in pursuit of our strategic goals. We believe that we will only be able to reach our potential in teaching and research and, therefore, have a genuinely global impact, if we operate in accordance with these principles.

They describe how we aspire to give our staff the environment they need to excel and how we will collaborate with wider society in our main areas of expertise and in new and emerging disciplines.
MSc Marine Technology (International) Postgraduate Degree Programme Director:

<table>
<thead>
<tr>
<th>All Marine Technology Postgraduate Modules</th>
<th>Dr Xin Wang</th>
<th>SIT@ NP Building #06-01</th>
<th><a href="mailto:Xin.Wang@newcastle.ac.uk">Xin.Wang@newcastle.ac.uk</a></th>
</tr>
</thead>
</table>

MSc Marine Technology (International) Programme Module Leaders:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Module Leaders</th>
<th>Location</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR820</td>
<td>Advanced Marine Engineering Design</td>
<td>Dr Ivan Tam</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Ivan.Tam@newcastle.ac.uk">Ivan.Tam@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR820</td>
<td>Marine and Offshore Project Management</td>
<td>Dr Ivan Tam</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Ivan.Tam@newcastle.ac.uk">Ivan.Tam@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR820</td>
<td>Marine Systems Identification, Modelling and Control</td>
<td>Dr Chin Cheng Siong</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Cheng.chin@newcastle.ac.uk">Cheng.chin@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR821</td>
<td>The Regulatory Framework for the Marine and Offshore Industry</td>
<td>Dr Chin Cheng Siong</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Cheng.chin@newcastle.ac.uk">Cheng.chin@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR822</td>
<td>Surveying Ships and Offshore Installations</td>
<td>Dr Xin Wang</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Xin.Wang@newcastle.ac.uk">Xin.Wang@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR822</td>
<td>Advanced Subsea and Pipeline Engineering</td>
<td>Dr Arun Dev</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:A.k.dev@newcastle.ac.uk">A.k.dev@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR822</td>
<td>Advanced Marine Design</td>
<td>Dr MA Hannan</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Abdul.Hannan@newcastle.ac.uk">Abdul.Hannan@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR822</td>
<td>Advanced Offshore Technology</td>
<td>Dr MA Hannan</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Abdul.Hannan@newcastle.ac.uk">Abdul.Hannan@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR826</td>
<td>Advanced Hydrodynamics</td>
<td>Dr Xin Wang</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Xin.Wang@newcastle.ac.uk">Xin.Wang@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR827</td>
<td>Mooring Riser and Drilling Systems</td>
<td>Dr Arun Dev</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:A.k.dev@newcastle.ac.uk">A.k.dev@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR827</td>
<td>Structural Analysis and Design of Ships and Offshore Structures</td>
<td>Dr Wan Ling</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Ling.Wan@newcastle.ac.uk">Ling.Wan@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR827</td>
<td>Structural Dynamics of Ships and Offshore Structures</td>
<td>Dr Wan Ling</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:Ling.Wan@newcastle.ac.uk">Ling.Wan@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>MAR829</td>
<td>Dissertation</td>
<td>Dr Arun Dev</td>
<td>SIT@ NP Building #06-01</td>
<td><a href="mailto:A.k.dev@newcastle.ac.uk">A.k.dev@newcastle.ac.uk</a></td>
</tr>
</tbody>
</table>
MSc Marine Technology Programme Admin Support Officers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halimah Hassan</td>
<td>Postgraduate Programme Coordinator</td>
<td>Newcastle Research &amp; Innovation Institute (NewRIIS)</td>
<td><a href="mailto:Halimah.Hassan@newcastle.ac.uk">Halimah.Hassan@newcastle.ac.uk</a></td>
</tr>
<tr>
<td>Geraldine Lee</td>
<td>Postgraduate Programme Administrator</td>
<td>Devan Nair Institute for Employment and Employability</td>
<td><a href="mailto:Geraldine.Lee@newcastle.ac.uk">Geraldine.Lee@newcastle.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>80 Jurong East Street 21 #05-04</td>
<td></td>
</tr>
</tbody>
</table>

2. Summary of Programme Commitments

<table>
<thead>
<tr>
<th>Commitment</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of contact hours for this stage / programme:</td>
<td>Please refer to the Module Catalogue <a href="https://www.ncl.ac.uk/module-catalogue/modules.php">https://www.ncl.ac.uk/module-catalogue/modules.php</a></td>
</tr>
<tr>
<td>Mode of delivery:</td>
<td>Please refer to the Module Catalogue <a href="https://www.ncl.ac.uk/module-catalogue/modules.php">https://www.ncl.ac.uk/module-catalogue/modules.php</a></td>
</tr>
<tr>
<td>Normal notice period for changes to the timetable, including rescheduled classes:</td>
<td>The School will contact students as soon as possible if any changes are made to the programme.</td>
</tr>
<tr>
<td>Normal notice period for changes to the curriculum or assessment:</td>
<td>The School will contact students as soon as possible if any changes are made to the assessment.</td>
</tr>
<tr>
<td>Normal deadline for feedback on submitted work (Post-Study Assignment):</td>
<td>Deadline for feedback to be returned to students is 20 working days after the date of the deadline. Please refer to Appendix B.</td>
</tr>
<tr>
<td>Normal deadline for feedback on examinations:</td>
<td>Deadline for general feedback to be returned to students is 20 working days after the last day of the examination period. Please refer to Appendix B.</td>
</tr>
<tr>
<td>Assessment methods and criteria:</td>
<td>Please refer to the Module Catalogue <a href="http://www.ncl.ac.uk/module-catalogue/">http://www.ncl.ac.uk/module-catalogue/</a></td>
</tr>
<tr>
<td>Academic guidance and support:</td>
<td>Please refer to the Module Catalogue <a href="https://www.ncl.ac.uk/module-catalogue/modules.php">https://www.ncl.ac.uk/module-catalogue/modules.php</a></td>
</tr>
</tbody>
</table>

3. Module Timetables

You should access your module timetables via Blackboard. They will be uploaded by the respective module leaders at the beginning of each module, i.e. Week 1. Please refer to Appendix B for more information.

Most examinations are scheduled on the Saturday of the second intensive study week of each module. For more information, please refer to Appendix B.

Please note that the timetable is subjected to change during the semester – Students will be given sufficient notice via email and the updated timetable will be uploaded in Blackboard and posted on Bulletin.
4. The Student Charter

Newcastle University and NewRIIS aim to provide a high standard of teaching and a rich academic environment in which to learn and study. To this end, you will find that much of a staff member’s time, particularly during term-time, is devoted to all aspects of teaching. You should, however, be aware of the other academic activities – both research and outside engagement – that staff members undertake and calls upon their time.

The Student Charter (https://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter) clarifies exactly what you can expect from the University during your time on campus.

In summary, you can expect the University and NewRIIS to:

- Provide a modern curriculum and high standards of teaching
- Provide relevant information about the degree programme and individual modules
- Provide opportunities for you to develop graduate and research skills
- Provide access to an excellent library (on-line) and IT facilities (limited)
- Work with you to listen to student feedback and shape the University experience
- Publish clear information on programme costs, payment options and any additional costs
- Provide clear deadlines for assignments and timeframes in which you will receive feedback
- Notify you in advance of any planned changes to the curriculum and timetable
- Provide academic and personal support, through the personal tutoring system and professional support services
- Ensure that all assessments are relevant and well-matched to each stage of your study

As a University student, you must take responsibility for your own approach towards studying and learning. The emphasis for class time will be on provision of information and ideas, but you are expected to make the best use of the material presented to you. This requires regular attendance at all sessions listed in your timetable and submission of all assignments by the due dates. It also requires considerable study outside formal contact hours.

In particular, the Student Charter clarifies exactly what is expected of all students.

In summary, you are expected to:

- Attend and participate in all timetabled activities
- Familiarise yourself with all information provided by the University and follow recognised procedures
- Take responsibility for your own learning and devote the necessary time in private study to understand and learn the material
- Submit all work on time and collect your feedback when it is returned
- Seek help if you are encountering any difficulties and tell your personal tutor of any health or personal problems that could affect your work
- Work with your student representatives to ensure that you make staff aware of any problems or things working well in the School
- Complete feedback forms such as module evaluation forms and surveys to help the School and University improve
- Maintain the highest levels of behaviour and consideration toward other students and staff

To register at the University, you must accept the following declaration as part of the online registration process. 'I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being in so far as they concern me'.
The Student Discipline procedure can be accessed via the following link
https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/

5. Attendance

The University wishes to support all students to the completion of a programme of study and we know that good attendance plays an important part in successful outcomes. It is important that all students adhere to the terms of the Student Charter and attend all timetabled sessions in a punctual manner.

Attendance at classes is monitored to help us to identify, contact and support at an early stage any student whose attendance record gives us cause for concern.

If you are unable to attend lessons for any reason, you should notify your School by promptly submitting an absence request form along with any necessary evidence. You can do this through S3P at https://s3p.ncl.ac.uk/login/index.aspx.

A significant number of absences means that you are not making ‘satisfactory progress’, and action may be taken under the University General Regulations that could result in termination of your programme of study. You should also remember that in borderline cases, Boards of Examiners are more likely to favour candidates who demonstrate commitment by a good record in attendance and timely submission of assignments.

Please see http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/ for more information on the University’s attendance requirements.

All students are requested to record their attendance by signing on the attendance sheet at the beginning of every lesson.

6. Student Self Service Portal (S3P)

**Student Self-Service Portal (S3P)**

S3P is your Student Self Service Portal, use this system if you want to;

- Register on your programme of study
- Keep details (addresses, etc.) up to date
- Pay fees online
- View and print documentation to confirm your student status (e.g. for council tax purposes).
- Confirm module choices for the next academic year
- Report an absence to your School.
- Submit a Personal Extenuating Circumstance (PEC) form

Further detail is available here: http://www.ncl.ac.uk/students/progress/student-resources/s3p/

You can log on here: https://s3p.ncl.ac.uk/login/index.aspx

Remember that S3P does not use your campus log-in details. You will need your campus username and a DIFFERENT password.
### Section B: Degree Programme and Module Information

#### 1. Overview and Important Definitions

This section provides information specific to your degree programme. It is important you that have an understanding of the programme as a whole and how each module and stage contributes to it.

**Key Definitions:**

- **Aims** – Each programme will have a set of aims that explains the overall goals of the programme. These aims will relate to the programme structure, student outcomes, placements (where relevant), and accrediting bodies (where relevant). Each module will also have a set of aims that explains its primary objectives.

- **Learning Outcomes** – Each programme will have a set of learning outcomes that specifies the skills and knowledge that students are expected to develop over the course of the programme. Each module will also have specific skills outcomes and knowledge outcomes that specify what you will learn and skills developed.

- **Module** – An element within a programme of study. The size of the module (relative to the programme as a whole) is measured with reference to your learning time. The normal postgraduate academic year is 180 credits. Your total study time is expected to total 100 hours for each 10-credit module.

- **Compulsory modules** – Modules that you must take in order to fulfil the requirements of the Degree Programme (currently all taught twelve modules are compulsory)

- **Optional modules** – Modules that you choose to take because they suit your interests and career aspirations (currently there are no optional modules available)

- **Degree Programme Regulations** – This explains which modules can be taken, programme-specific progression rules (i.e., how to ensure that you advance to the next stage), and programme-specific degree classification rules (i.e., how your final degree classification will be determined). All degree programme regulations are available here: [https://www.ncl.ac.uk/regulations/programme/2019-2020/singapore.php](https://www.ncl.ac.uk/regulations/programme/2019-2020/singapore.php)

- **Degree Programme Specifications** – The specifications for each degree programme contain information on the aims, learning outcomes, teaching and learning methods and assessment strategies specific to each programme. All degree programme specifications are available here: [https://www.ncl.ac.uk/regulations/programme/2019-2020/singapore.php](https://www.ncl.ac.uk/regulations/programme/2019-2020/singapore.php)

#### 2. Degree Programme Aims, Specifications and Regulations

**Aims:**
The overall aims of the multi-disciplinary programme are to produce graduates who have developed well founded knowledge, skills and understanding within one or more specific subject areas of marine technology in its widest sense.

The coupling of a sound theoretical grasp of the subject with practical application, awareness of responsibilities to society and the environment, and the requirement for flexibility, are regarded as essential to the process of becoming a professional marine technologist.

**Programme Specifications and Regulations:**
3. Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas.

A1. Mathematics and physics appropriate to marine technology and related fields;

A2. Detailed knowledge and understanding of facts, concepts, principles and theories relevant to the student's chosen area of specialization within Marine Technology;

A3. Knowledge of IT applications to the selected fields of study;

A4. Conceptual and detailed design of artefacts appropriate to their area of specialization;

A5. Where appropriate, management principles and business practices, including professional and ethical responsibilities;

A6. The role of marine technologists in society and the constraints within which their engineering judgement will be exercised;

A7. Production practice including codes of practice and regulatory framework;

A8. The assessment of safety risks, and the legislative framework for safety.

4. Modules and Module Choice

The Degree Programme Regulations explain which modules are compulsory, core, and/or optional towards your degree programme.

The following are modules are compulsory modules of the MSc Marine Technology (International) programme:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR8201</td>
<td>Advanced Marine Engineering Design</td>
</tr>
<tr>
<td>MAR8202</td>
<td>Marine and Offshore Project Management</td>
</tr>
<tr>
<td>MAR8203</td>
<td>Marine Systems Identification, Modeling and Control</td>
</tr>
<tr>
<td>MAR8210</td>
<td>The Regulatory Framework for the Marine Industry</td>
</tr>
<tr>
<td>MAR8222</td>
<td>Surveying Ships and Offshore Installations</td>
</tr>
<tr>
<td>MAR8225</td>
<td>Advanced Subsea and Pipeline Engineering</td>
</tr>
<tr>
<td>MAR8227</td>
<td>Advanced Marine Design</td>
</tr>
<tr>
<td>MAR8228</td>
<td>Advanced Offshore Technology</td>
</tr>
<tr>
<td>MAR8268</td>
<td>Advanced Hydrodynamics</td>
</tr>
<tr>
<td>MAR8270</td>
<td>Mooring Riser and Drilling Systems</td>
</tr>
<tr>
<td>MAR8274</td>
<td>Structural Analysis and Design of Ships and Offshore Structures</td>
</tr>
<tr>
<td>MAR8275</td>
<td>Structural Dynamics of Ships and Offshore Structures</td>
</tr>
<tr>
<td>MAR8298</td>
<td>Dissertation</td>
</tr>
</tbody>
</table>

The life cycle of each module delivery is maximum 10 weeks; of which 3-4 weeks are Pre-School study materials for student(s)' self-study and preparation for the module, 2-3 weeks for the intensive school delivery and 3-4 weeks for the Post-School assignment preparation and submission.
Pre-school learning materials will be made available a minimum of three – four (3-4) weeks prior to the intensive school on the eLearning platform, Blackboard.

Post-school learning materials, together with the Post School Assignment details will be made available a minimum of two – three (2-3) weeks prior to the intensive week school.

You can also look up information on each module in the Module Catalogue (https://www.ncl.ac.uk/module-catalogue/modules.php) This module page will provide key information, including the number of credits, the types of assessment, the types of teaching activities, and the number of contact hours.

It also explains how many hours you are expected to spend on independent study, including lecture follow-up, completing coursework, doing background reading, and revision for your exams.

Additionally, the aims, learning outcomes of the module and overview of the syllabus are also clearly set out.

Students complete module registrations on Induction Week, if they have not already pre-registered.

All continuing students (except for final year students) use S3P to register for the next stage. The S3P system knows what programme you are studying and whether you are studying full time or part time. The system will only allow you to select the modules associated with your programme.

5. Teaching and Contact Hours

Each taught module is worth 10 credits and is based on a notional 100 hours of study. The 100 hours of study are achieved as follows: (this may vary slightly for some modules).

- Pre-school learning (self-study): 20 hours
- Intensive school: 35 hours
- Examination preparation and Exam hours: 22 hours
- Post School Assignment preparation: 20 hours
- Others: 3 hours

Please refer to the Module Catalogue for further information (https://www.ncl.ac.uk/module-catalogue/modules.php).

6. Graduate Skills Framework

Your University programme is primarily intended to educate you in a particular discipline, but it will also provide training in transferable skills and personal development. The University maps these skills according to the Graduate Skills Framework (http://www.ncl.ac.uk/ltds/assets/documents/str-gsf-framework.pdf).

Each of your modules will be clearly linked to a series of graduate skills, some of which will be present in the learning and teaching activities while the rest will be assessed. You will be able to identify which skills are present in each module by looking at the module catalogue entry (http://www.ncl.ac.uk/module-catalogue/modules.php).
## 7. Additional Costs

You will be advised of any additional costs prior to registration for the programme.

- **Application Fee for Singapore citizens and Singapore Permanent Residents (non refundable):** $90 subject to prevailing GST
- **Application Fee for Employment Pass and Dependent Pass holders (non refundable):** $135 subject to prevailing GST

**Miscellaneous Fees:**

- **Replacement fee for loss of student smartcard:** $21.40
### Section C: Student Support

#### 1. Personal Tutoring

Upon commencement of your study, you will be assigned a personal tutor. This is an academic member of staff who acts as your first point of contact with the University, and he/she can provide you with any information or advice that you may need throughout your academic career.

The role of a personal tutor, as described in the Personal Tutoring Framework ([http://www.ncl.ac.uk/ltds/assets/documents/qsh-personaltutoring-fwk.pdf](http://www.ncl.ac.uk/ltds/assets/documents/qsh-personaltutoring-fwk.pdf)), is to facilitate students' personal and academic growth. The personal tutor is there to help with any issues that you may have, from personal problems that could be affecting your studies, to giving advice related to your academic progression.

At bare minimum, you should see your personal tutor at least twice during Semester 1 of your first year and at least once a semester thereafter. You should take the initiative to schedule meetings with your personal tutor if you need to discuss any difficulties.

It is possible to change your personal tutor if you are unhappy for any reason (e.g., if you have a male personal tutor and would feel more comfortable with a female). You do not have to provide any reasons for request of change of your existing tutor. Your School will be able to explain the procedures required for the change of tutor.

The personal tutor system depends upon you and your personal tutor both contributing to the relationship: a personal tutor cannot help you if you do not show up to a meeting, and you need to be transparent and honest with your tutor in order to receive the best advice.

At the end of your degree, you may ask your personal tutor to provide you with references – for these to be good references, your personal tutor needs to know you well enough to write them. This means that you should attend all arranged meetings, respond promptly to emails, and keep your personal tutor informed if you have any concerns.

#### 2. Other Sources of Support in Your School

Your personal tutor should always be your first point of contact if you have questions or concerns, but he/she may point you in the direction of other colleagues in the School should the question lies in their area of specialization.

Your personal tutor may refer you to the DPD to discuss academic issues.

#### 3. Student administrative services (NewRIIS)

For any administrative assistance, you can always contact the PG admin office at:

- **Telephone:** +65 6514 0568
- **Email:** newriis.research@newcastle.ac.uk
Section D: Circumstances affecting your studies

1. If You Are Ill or Away from the University for Personal Reasons

If you are ill at any point while at University, you should inform your personal tutor as soon as possible. If you are absent for more than three working days (Monday through Friday), you must obtain a Student Notice of Absence form from S3P. This should be returned to the School office or your personal tutor. If you are absent for more than seven working days, you must obtain a medical certificate from your doctor and send it to the School office as well.

The Student Notice of Absence form should also be used for absences other than sickness – i.e. when you need to be away from the University for personal reasons.

If you believe that your absence has affected your academic performance in an assessment (coursework or exam) or prevented you from attending a required session, you should inform your personal tutor. You should also fill in a Personal Extenuating Circumstances (PEC) form to explain how your illness has affected your studies. If your circumstances are particularly sensitive and you do not want any details to be known, even to your tutor, then you can provide a confidential letter and information in a sealed envelope for the Chair of the School PEC committee.

More information about sickness and absence procedure is available here: http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/sickness.htm.

2. Personal Extenuating Circumstances

Students who believe that their study or ability to complete assessments is being adversely affected by significant unforeseen and unavoidable personal extenuating circumstances should advise their School by completing the online PEC Form via S3P as close as possible to the time that the problem arose and in advance of any imposed School deadline, so that appropriate adjustments can be considered.

Students are advised to carefully read the Guidance for Submission of PEC which can be found on the Student Progress Webpages at http://www.ncl.ac.uk/students/progress/student-resources/help/ before submitting an application.

Students are strongly encouraged to discuss significant personal circumstances with their Personal Tutor or other member of staff. Tutors may be able to advise on how fill up the PEC form, or whether alternate sources of help may apply. Also, tutors may be able to provide a statement of support, which could be taken into account when a case is considered.

The PEC form enables the School to consider each case on its merits and, if possible, make an appropriate adjustment. Possible adjustments will vary depending on the time of year, but could include:

- An extension to the hand-in date for a piece of work
- An exemption for a minor item of course work
- A deferral of the assessment to the next normal occasion – generally a deferral to August
- A deferral of the assessment to a later normal occasion
- Permission to set aside (ignore) attempts at assessments
- Permission to sit an extraordinary examination – i.e. setting an examination at an unusual time
- Permission to repeat a period of tuition, setting aside previous attempts (e.g. re-doing a Stage or Semester as if for the first time)
- Permission to proceed to next Stage carrying fails
• Recommending discretion at the Board of Examiners – e.g. potentially allowing you to pass the stage despite having failed a core module; allowing you to pass a module by discretion; altering your degree classification where there is evidence to support this decision.

Note: Personal extenuating circumstances cannot result in existing marks being changed.

It is the student’s responsibility to report any significant personal or extenuating circumstances that may have a substantial impact on their performance in their studies or in their assessments/examinations immediately, and in advance of an assessment deadline or by the School published deadline for consideration by a Personal Extenuating Circumstances Committee (PECC) or the Board of Examiners (BoE).

It is also the student’s responsibility to provide evidence supporting their PEC application. Evidence should outline the problems faced and the period of impact – e.g. doctor’s notes, a statement of support from a tutor, letter from an employer, etc. It is recognized that this can be difficult, but a request is more likely to be approved if evidence is readily available – particularly evidence of the impact on the specific module/assessment at the time of the assessment.

Requests for adjustments that relate to the following, are not normally accepted as the basis of a PEC application:

• Instances where an appropriate adjustment has already been made
• Retrospective report of illness or other extenuating circumstances, without good reason
• Ongoing medical conditions/disabilities including learning disabilities, or mental health conditions for which the student is already receiving reasonable adjustments via a Student Support Recommendation (SSR)
• Transport problems, excepting those where it can be shown that adequate time had been allowed
• Unspecified anxiety or examination stress
• Minor infection or illnesses such as coughs, colds, stomach upsets, headaches or hay fever, unless supported by specific medical evidence
• Distress relating to a family pet
• Holidays, house moves, sporting or other social commitments
• Known employment or financial responsibilities
• Problems with personal computers, printers or other technology
• Where the circumstances could have been avoided, particularly due to poor time management

Kindly refer to [http://www.ncl.ac.uk/students/progress/student-resources/help/](http://www.ncl.ac.uk/students/progress/student-resources/help/) for more information.

3. Change of Circumstances (Transfer, Suspend Studies or Withdraw)

Sometimes circumstances do change, and you may decide that you want to transfer degree programmes, suspend your studies or withdraw from the University. In such instances, you should first speak to your personal tutor on your options.

If you transfer from one programme in the University to another, you may also be able to transfer the credits and marks that you have earned. You will need to discuss this with the DPD of both programmes.

Permission to make these changes often depends upon approval from the DPD.

More information on the relevant procedures and the forms you may need to fill in is available here: [https://www.ncl.ac.uk/students/progress/assets/documents/Transferprocedure.pdf](https://www.ncl.ac.uk/students/progress/assets/documents/Transferprocedure.pdf). Your personal tutor should be able to help you complete these forms if necessary.
### 4. Complaints and Appeals

The Student Complaints Procedure is the University’s formal complaints procedure under the Student Charter. It is intended to provide a platform for students to make a complaint about a service, a member of staff or another student within the University. The procedure applies to all formal complaints, including those related to harassment or racial equality. You can seek advice on the complaints procedure from Student Progress Service: [https://www.ncl.ac.uk/students/progress/Regulations/Procedures/complaints.htm](https://www.ncl.ac.uk/students/progress/Regulations/Procedures/complaints.htm).

A complaint can be made on nearly any aspect of your academic studies, but you should be prepared to provide evidence to support any allegation. Please note: a complaint cannot be used to seek overturn the academic decision of examiners. In all cases you should consider trying to resolve your complaint informally with the individual concerned.

The Student Academic Appeals Procedure is for appeals against the decisions of the Boards of Examiners (except those related to assessment irregularities), Personal Extenuating Circumstance (PEC) Committees, and sanctions imposed under Unsatisfactory Progress procedures.

More information is available here: [https://www.ncl.ac.uk/students/progress/Regulations/Procedures/appeals.htm](https://www.ncl.ac.uk/students/progress/Regulations/Procedures/appeals.htm).

Academic Queries and Appeals may only be made on the following grounds:

<table>
<thead>
<tr>
<th>Grounds for Academic Appeal Following Decisions from the Board of Examiners:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Personal Extenuating Circumstances (PEC) that you were unable to disclose in advance of the Board of Examiners meeting via a Personal Extenuating Circumstances (PEC) application, or was unable to provide evidence for at that time, or of which you were previously unaware</td>
</tr>
<tr>
<td>b) Procedural irregularity on the part of the examiners</td>
</tr>
<tr>
<td>c) Bias or prejudice on the part of an examiner or examiners</td>
</tr>
<tr>
<td>Grounds for Academic Appeal Following Decision from the PEC Committee:</td>
</tr>
<tr>
<td>a) Procedural irregularity or other error on the part of the PEC Committee</td>
</tr>
<tr>
<td>b) Bias or prejudice on the part of the PEC Committee</td>
</tr>
<tr>
<td>Grounds for Academic Appeal Following an Unsatisfactory Progress Decision:</td>
</tr>
<tr>
<td>a) Evidence which was not available or considered previously</td>
</tr>
<tr>
<td>b) Procedural irregularity</td>
</tr>
<tr>
<td>c) Bias or prejudice</td>
</tr>
<tr>
<td>d) That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence</td>
</tr>
<tr>
<td>Grounds for Academic Appeal Following a DPD Request Decision:</td>
</tr>
<tr>
<td>a) Evidence which was not available or considered previously</td>
</tr>
<tr>
<td>b) Procedural irregularity</td>
</tr>
<tr>
<td>c) Bias or prejudice</td>
</tr>
<tr>
<td>d) That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.</td>
</tr>
</tbody>
</table>

Note: An appeal relates to the decision of the examiners and should not be used to raise general complaints about tuition or support over the length of your degree programme.

You are expected to make every effort towards your assessment/progress query, in writing, with your School directly concerned in the first instance. Impartial advice on both procedures may also be sought from the Student Progress Service.
Assistance with submitting a formal complaint or an appeal may be sought from the appropriate officer of the Students' Union, from the Student Advice Centre, or from a Personal Tutor.
**Section E: Assessment and Feedback**

### 1. Overview of Assessment Strategies

Assessment methods used in individual modules are dependent on the specific module. Most modules will involve an unseen written examination and a post-school assignment or assignments. Assessment of design exercises (individual and group) also contribute to the assessment strategy for some modules, where appropriate.

The assessment details and deadlines are as follows:

**Written examination (60%)**
- To assess knowledge gained during study of the Pre-School materials. (The intensive school will revise the Pre-School materials.) This assessment should not include new subject material delivered during the intensive school
- Will be held towards the end of the intensive school
- Will be marked and returned approximately 4 weeks (20 working days) after the exam date

**Post-School assignment(s) (40%)**
- To assess the application knowledge of the subject and new material taught on the intensive school via an industrially based assignment or assignments
- Assignment(s) will be given to students during the intensive school to provide students with an opportunity to ask questions etc.
- Usually submitted approximately 4 weeks after the intensive school via BlackBoard Turnitin.
- Will be marked and returned approximately 4 weeks (20 working days) after the submission date

### 2. Coursework Submission – Post-School Assignment

University policy states that all submission deadlines must be published by the end of the second teaching week each semester. You should take note of these deadlines at the beginning of each semester and make sure you carefully plan when you will complete each assignment.

Across the University, Schools and module leaders ask students to submit their coursework in a variety of ways (i.e., through Blackboard, NESS, or in hard copy). Before submitting make sure that you know exactly how to submit and if you need to submit multiple copies – this is especially important if you are taking modules in different Schools!

Only the Degree Programme Director has the authority to approve changes in coursework submission deadlines once they are published. If a deadline does change, you will be given sufficient notice and a reason for the change.

More information about University policies on coursework submission and the return of feedback is available here: https://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-assessedwork-policy.pdf

### 3. Plagiarism

The University makes routine plagiarism checks on all appropriate pieces of work. This means that your coursework assessments will be submitted to an electronic text-matching software system (directly, by you, or by a member of staff). Your work will be checked against a database of web pages, academic articles and books, and other students’ papers (from Newcastle and other universities), and any matches between your work and those other sources will be highlighted. Matching text does not necessarily mean that you have plagiarised, since you may have correctly referenced text from other source.
When you submit your assignments, you will be told how you need to submit to ensure they are checked. There are some file restrictions and file size restrictions, and you will be given guidance on what you can and cannot submit. You should always ask your module leader if you have any questions about a specific assignment.

The University takes plagiarism and academic conduct very seriously, and you are expected to know how to reference other sources correctly.

When you submit your assignments, you will be told whether you need to submit them directly to Turnitin. There are some file type and file size restrictions, and you will be given guidance on what you can and cannot submit. You should always ask your module leader if you have any questions about a specific assignment.

The University takes plagiarism and academic conduct very seriously, and you are expected to know how to reference work from other sources correctly.

### 4. Late Submission of Assessed Work

The University has a set of policies on late submissions, hence you should be mindful towards submitting your assignments within the deadline stipulated. If work is submitted within 7 calendar days of the deadline, it will be capped at the pass mark of 50 for postgraduate programmes. If you submit a piece of work more than 7 days after the deadline, you will receive zero marks for it.

There are two circumstances in which late work will always be awarded zero:

- If your piece of work is marked on a non-discriminatory marking scale (i.e. pass/fail or merit/pass/fail)
- If you are submitting work for a re-sit assessment

There may be pieces of coursework for which no late work is allowed. You will receive prior notification in these instances.

If you have a valid reason for submitting your work late (e.g. illness), you should submit a PEC form; there is more information on this form earlier in the handbook. Computer failures and transportation problems are not considered legitimate excuses for late submission (unless NUIT has confirmed a University-wide computer failure).

### 5. Examinations

It is your responsibility to check the exam date and time of each module.

The exam period dates for the MSc Marine Technology programme can be found in Appendix B. During the intensive school for each module delivery lesson plan, a further confirmation of the exam date will be provided.

You must also read and understand the Exam Rules and Guidance which explains how you are expected to behave during exams: [https://www.ncl.ac.uk/exams/rules/](https://www.ncl.ac.uk/exams/rules/)

The University has a calculator policy for examinations. Students can only use three models of calculator, Casio FX-83GTPLUS, Casio FX-85GTPLUS, or Casio FX-115MS – or any discontinued models of the same calculator i.e. any calculator model that begins with ‘Casio FX-83’, ‘Casio FX-85’ or ‘Casio FX-115’. Please ensure that your calculators are certified with a member of staff of the PG admin office. A sticker will be placed as endorsement of your calculator for examinations.

When you are revising for your exams, you will almost certainly find it helpful to obtain copies of recent
examination papers; these will be made available on Blackboard of the respective modules, uploaded by the module leader/lecturer(s). If you wish to be considered for alternative exam arrangements (e.g. extra time, rest breaks, use of a PC, smaller venue etc.) in light of a disability, specific learning difficulty or long term medical condition, you should discuss with the DPD and or module leader. This will need to be communicated to the PG Programme Office for logistical assistance.

6. Feedback

You will receive feedback on all of your coursework and exams. The university policy states that feedback on coursework must be returned within 20 working days (Monday-Friday, not including Singapore gazetted public holidays or the University closure days). If feedback is going to be returned late for any reason, you will be informed in advance and told when you should expect to receive your feedback.

You will receive feedback in a variety of ways: written on your work, given verbally in lectures or tutorials, or provided on Blackboard or NESS. Feedback may come from lecturers, from your student peers, or from yourself. Learning to give yourself feedback is an important skill that you will continue to use after you graduate. You are expected to use your feedback by looking at your work, the criteria for the work, and the feedback comments. This provides a platform on how you can improve in future assessments.

Feedback on exams may be given in the form of general feedback to the entire cohort. This feedback may include, for example, information on what would make good answers or poor answers on the exam, statistical information to show you how you are doing compared to the rest of the cohort, and/or feedback on exam strategies. You do have the right to request individual feedback, and students who are re-sitting exams should contact module leaders for feedback at least four weeks before the re-sit exam.

7. How assessment affects your Progress

Your progress within your programme depends on your assessment marks, as explained in your degree programme regulations. The simplest way to proceed from one stage to another is to pass all credits in a given stage. Should you fail any number of modules, you are allowed the opportunity to re-sit these examinations in August. Re-sit exams are normally held in August, though students may choose to take a year out from the University and re-sit at the next normal sitting during the academic year.

8. Marking and Moderation Processes

You should have absolute confidence that the marks you receive are fair and consistent across markers. All assessments that are worth a significant part of your final mark are reviewed in advance so that the instructions are clear and the questions are reasonable for a student at your level.

Depending on the assignment, your work may also be moderated. This means that a second marker will look at the mark and feedback given by the first marker and ensure that it is fair and accurate. Several different processes for moderation may be used the School, including sampling (looking at a few pieces of pieces of work across grade boundaries) and second marking (where a second marker looks at every piece of work).

All marks that are returned to you are provisional and subject to review and potential moderation prior to the final Board of Examiner meeting. Each taught programme of study (undergraduate and postgraduate) has a Board of Examiners (BoE) which is responsible for decisions about the outcomes of assessment of students on the programme.

The BoE has a substantial degree of discretion. This means that it may award a degree classification higher than that determined by the marks alone. This can be due to medical or special personal circumstances and
this is one of the reasons why it is important to submit PECs. The Board may also, in certain circumstances, deem individual students to have passed particular modules in which they have obtained a fail mark.

The University has a policy on Moderation processes, available here: https://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-modscal-pol.pdf

9. Assessment Irregularities / Disciplinary Procedures

As part of the Student Charter, you have agreed to follow University procedures and to maintain the highest standards of behaviour. The University is committed to ensuring that assessments are fair for all students, and it has established a procedure for dealing with situations in which one student uses improper means to 'get ahead' on an assessment.

These situations are called assessment irregularities, and they may include (but are not limited to), the following:

- Copying from, conferring with other candidates or using unauthorised material or equipment in an examination room
- Impersonating or allowing another to impersonate a candidate
- Introducing examination scripts into the examination process otherwise than in the course of an examination
- Permitting another student to copy work
- The falsification (by inclusion or suppression) of research results
- Plagiarism, defined as the unacknowledged use of another person’s ideas, words or work either verbatim or in substance without specific acknowledgement. It is also possible to plagiarise yourself if you submit the same work for multiple assignments or do not acknowledge ideas or words that you have submitted previously
- Procurement of assessment material

The University’s assessment irregularity procedure can be found in full here: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/assessment.htm

More generally, at Newcastle University we value high standards of academic conduct. Conduct is an important part of maintaining and developing our reputation. Good academic conduct reflects the values which underpins academic life, such as honesty, integrity, a shared community of ideas and respect for others’ work.

The Right-Cite for Good Academic Conduct (http://www.ncl.ac.uk/right-cite/) provides a detailed account of the issues governing academic conduct and gives you access to a range of resources. There is also information on appropriate style and referencing guides here: http://libguides.ncl.ac.uk/referencing.

You can expect to receive a briefing on academic conduct and the referencing guidelines that you are expected to follow. You are in turn expected to do the following:

- Maintain high standards of academic conduct
- Show a commitment to academic honesty in your work
- Be familiar with and apply the guidance provided by your School on proper referencing and good academic practice
- Avoid plagiarism

The Student Disciplinary Procedure will apply to any student who is alleged to have breached the University’s code of conduct.
More information is available here: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/. This procedure applies to any student who breaches academic codes of conduct as well as non-academic situations (disruption, anti-social behaviour, theft and fraud, violent behaviour, criminal offences, etc.)

10. Recognition of Prior Learning and Credit Transfer

The University acknowledges that some students will start their time at Newcastle with prior experience – either from studying at other universities or from work experiences. We want to recognize students’ past work appropriately, so you may be able to apply for Recognition of Prior Learning (if you have credits from a non-UK university or relevant experience) or via credit transfer (credits from a UK university).

If your application for RPL or credit transfer is successful, you will not have to take the module (or modules) identified in your application. However, any previous marks (at another University) will not be counted toward your Newcastle degree classification. If you receive credit transfer, you will be considered to have ‘passed’ the module; if you receive RPL, you receive no credit for the module but will be exempted from taking it. It may not always be to your benefit to apply for RPL or credit transfer, since it means that you will have fewer modules that count toward your final degree classification (meaning that each remaining module carries a heavier weightage).

If you successfully apply for RPL or credit transfer, you could gain permission to study modules outside the degree programme regulations or additional optional modules, up to a full credit load, with the approval of the DPD. If you do so, these modules will count toward your final degree classification.

More information about RPL and credit transfer will be available in your School or subject, including information on how to apply and whom you should contact if you have questions. The University policy is available here: http://www.ncl.ac.uk/ltds/assets/documents/gsh-ct-rpl-pol.pdf
### Section F: Student Representation and Feedback

#### 1. Overview

The University values your opinion very highly – we want to know when things are going well and when you think things can be improved. We have a number of ways of obtaining students’ feedback, including module evaluations and student participation in committees. It is important that you take these questionnaires and opportunities seriously by offer of your honest opinion. It is also important that you provide specific evidence of what’s going well or otherwise – it helps us when we know more specifically what is going on – and that you are respectful in the comments that you provide.

The University explanation of how it works in partnership with students is available in the Policy on Student Representation: [http://www.ncl.ac.uk/ltds/assets/documents/qsh-studentrep-pol.pdf](http://www.ncl.ac.uk/ltds/assets/documents/qsh-studentrep-pol.pdf).

#### 2. Module and Stage Evaluations

At the end of each semester, you will be asked to complete an evaluation for each module you take through EvaSys. These evaluations are used to find out about your experiences, assess the positive features of a module, and identify anything that could be improved in the future. You will be asked questions about the structure and content of the module as well as about the lecturers and/or tutors involved. Module evaluations may be tailored by the School so that they are appropriate for the specific module.

At the end of the year, you will be asked to complete an evaluation for the programme stage that you have just completed. This evaluation bears a difference from module evaluations, as it will pose you questions about aspects of your experience other than that of specific modules: Library and electronic resources, assessment/feedback across the programme, personal tutoring, and student representation, etc.

It’s important that you are specific in these evaluations, on what is positive and/or negative, that you are realistic, and that you focus on the issue, not the person. It also helps if you suggest solutions – we definitely take these seriously!

You will receive a link to the module and stage evaluations through email, and you can complete the survey online and anonymously. You will find links to your evaluations in the ‘My EvaSys’ panel in Blackboard (on the My Institution page) – these links only appear when there is an evaluation created, open and ready for you to complete it.

More information about module evaluations, including interviews with academic staff explaining why they are important and how changes have been made based on student feedback, is available here: [https://internal.ncl.ac.uk/yousaidwedid/](https://internal.ncl.ac.uk/yousaidwedid/)

#### 3. National Surveys

The University participates in the four big national student opinion surveys: National Student Survey, Postgraduate Taught Experience Survey, and the Postgraduate Research Experience Survey.

However, only the Postgraduate Taught Experience Survey is applicable to the MSc Marine Technology programme.

**National Student Survey (NSS)** - The NSS contribute to public accountability, help inform the choices of prospective students, and provides data that allows informed decisions to be made to enhance the UG student experience. The NSS typically runs February through April annually. It includes all full-time and part-time UK,
EU, and international final year undergraduate students studying at Newcastle main campus and Newcastle University London (NUL), including eLearning students based in the UK. The University runs a Newcastle Student Survey through EvaSys is designed for students who meet the basic NSS requirement but are based outside of the UK at Newcastle University Medicine Malaysia (NUMed), Newcastle University International Singapore (NUIS), or are non-UK based eLearners. The NSS excludes incoming and exchange students. See http://www.hefce.ac.uk/lt/nss/ for more information. Previous year’s NSS results are available on the Planning Office website https://internal.ncl.ac.uk/planning/students/nss.htm.

Postgraduate Taught Experience Survey (PTES) - The PTES explores postgraduate taught students experiences in learning and teaching, skills development, organization, resources, and engagement on their course. The PTES typically runs mid-April through mid-June annually. It includes all full-time and most part-time UK, EU, and international postgraduate taught students studying a programme of at least 60 credits, including eLearning students. The PTES exclude students who are studying a single module only, such as Continue Professional Development and occasional students. This population should include study abroad and exchange students. Also see https://www.ncl.ac.uk/ltds/student/opinion/PTES/index.htm. Previous year’s PTES results are available on the Planning Office website https://internal.ncl.ac.uk/planning/students/ptes.htm. This survey is similar to the NSS, but for postgraduate taught students.

Postgraduate Research Experience Survey (PRES) – The PRES gathers information about the experience of research students, focusing on students’ experiences of:

- supervision
- resources
- research culture
- progress and assessment
- research skills and professional development
- opportunities
- overall experience

It also considers students’ motivations for taking their programme. The PRES runs every odd ending year; e.g., 2017, 2019, from mid March to mid May. It includes all full-time and part-time UK, EU, and international postgraduate research students. See https://www.theacademy.ac.uk/research/surveys/postgraduate-research-experience-survey-pres. Previous year’s results are available at https://newcastle.sharepoint.com/hub/planning/Pages/studentsurveys.aspx This is similar to the NSS, but for postgraduate research students.

For more information about our student opinion surveys go to https://www.ncl.ac.uk/ltds/student/opinion/PTES/index.htm; also, see how the University has listened to previous feedback by going to: https://internal.ncl.ac.uk/yousaidwedid/actions/. Official invitations from the University asking you to participate in national surveys will be sent to you from newcastlestudentsurveys@ncl.ac.uk.
Section G: Ensuring the Quality of Your Degree

1. Mechanisms for Ensuring the Quality of Your Degree

The University is responsible for ensuring the quality and standards of all academic awards made in its name. You should have confidence that there are a number of people – inside your School, across the University, and outside the University – who review your degree programme and ensure that it is up-to-date, consistent in its treatment of students, appropriate in its forms of teaching and assessment, and of the highest standards. The key mechanisms are described below:

**Annual Monitoring and Review (AMR)** – Every year, programmes are asked to comment on what went well and what could be improved (with documental evidence). Each programme is also required to develop an action plan that lists new projects and activities for improvement towards the degree programme. This AMR is reviewed at Faculty level each year and at University level to identify effective practice to share or issues to address. Please see the University policy for more information: [http://www.ncl.ac.uk/ltds/assets/documents/qsh-amr-policy.pdf](http://www.ncl.ac.uk/ltds/assets/documents/qsh-amr-policy.pdf).

**Learning and Teaching Review** – Approximately every six years, each School or subject area is reviewed by a panel of University staff and at least one external member who is a discipline-specialist. This review examines the teaching and learning process and speaks with students and staff about their experiences of the programme. For more information, please see: [http://www.ncl.ac.uk/ltds/assets/documents/qsh-ltr-policy.pdf](http://www.ncl.ac.uk/ltds/assets/documents/qsh-ltr-policy.pdf).

**External Examination** – Each programme will have at least one external examiner - someone who works at a different University or industry. The function of external examiners is to assist the University by providing assurance that in their expert judgement the standards of all degrees awarded at Newcastle are at least comparable to those in similar subjects in other universities in the UK and are with relevant external referents. External examiners are asked to review programme aims and learning objectives as well as assessment questions and feedback. In order to help ensure the quality of the education it provides and the maintenance of the standards of its awards, the University places significant reliance on its external examiners by:

- Requiring them to provide independent and impartial advice, as well as informative comment on the University’s standards and on student achievement in relation to those standards
- Drawing upon their professional advice and expertise and giving full and serious consideration to their reports

For further information, see: [http://www.ncl.ac.uk/ltds/governance/examiners/](http://www.ncl.ac.uk/ltds/governance/examiners/).

You should not contact external examiners directly, but you may be asked to meet with them when they come to visit the University. You can also engage with the process through which the University considers and responds to external examiners by participation in Boards of Studies, Student-Staff Committee, and FLTSEC.

You can engage directly with Learning and Teaching Review (LTR) by volunteering to meet with the panel (if there is an LTR while you are a student) or by volunteering to serve as a student panel member for an LTR in another School. You can engage with AMR and external examination through the student representation system and by participating in School and Faculty committees.

**Changes to your programme** – The University recognises that students invest time and personal effort in their studies and need timely dialogue and clarity of options when changes occur. Your School will act transparently and enterdialogue sessions with students to identify options and minimize the impact on students affected by changes to programmes. For further information, see [http://www.ncl.ac.uk/ltds/assets/documents/qsh-progapp-majminchanges-policy.pdf](http://www.ncl.ac.uk/ltds/assets/documents/qsh-progapp-majminchanges-policy.pdf).
Section H: Resources

1. Tools for Study and Revision

The tools within the School for study and revision include revision sessions, Blackboard, ePortfolio, NESS and ReCap. The Module Leader for each module will advise which tools they will use.

2. University Library

The University Library Service provides access to a wide range of resources and services as well as professional expertise to help you to be successful in your studies and research.

The Library’s Subject Guides (http://www.ncl.ac.uk/library/subject-support/) bring together tailored, subject-specific information, resources and databases and are the best place to start your exploration of the Library’s resources for your specific discipline.

The library’s online study space monitor (http://www.ncl.ac.uk/library/about/study-space-availability/) is a good way of checking availability.

If you have any questions or need any help, ask a member of Library staff or contact via us via LibraryHelp (libhelp.ncl.ac.uk) – we are here to support you through your course. For further information on Library services see www.ncl.ac.uk/library

3. Academic Skills Kit (ASK)

The Academic Skills Kit is an online resource which brings together the range of academic skills development provision across Newcastle University into a one-stop website with all you need for study success. The site offers information on the various services which provide academic skills development. Ranging from information literacy, revision strategies and academic writing, to time management, and maths and statistics. There is also specialist support for, for example, international students or those with Specific Learning Difficulties. It also hosts a range of self-access online resources with advice and tips on various aspects of study.

www.ncl.ac.uk/ask

4. Writing Development Centre

Website: http://www.ncl.ac.uk/students/wdc/
E-mail: wdc@newcastle.ac.uk
Twitter: @NCL_WDC

The Writing Development Centre’s role is to help you become a confident and successful independent learner. Our team of tutors offers advice and guidance on academic skills including:

• Understanding assignment questions and marking criteria
• Critical thinking, critiquing and reviewing literature
• Planning and structuring writing (incl. paragraphing)
• Academic writing style (incl. fundamentals of grammar)
• Avoiding plagiarism
• Managing time, work and writing (incl. writers block and procrastination)
• Exams and Revision (excluding take-home exam papers, except in general terms)
• Presentations and posters
Our approach is developmental – we don’t ‘check’, proofread or correct work for you, but we do help understand the expectations of university study and develop effective strategies which will suit your subject and stage, and your own study preferences. We work with students at all levels from Undergraduate to Postgraduate and across all subjects.

We run a programme of lectures, workshops and other group sessions throughout the academic year on core academic skills topics, which are open to all students. We are also invited by Schools and Faculties to run subject-specific sessions as part of degree courses. We offer one to one tutorials based in the Writing Development Centre that focus in depth on a specific issue you want to work on.

Tutorials with us are center on your individual academic development and are non-judgmental, supportive and strictly confidential. Appointments should be made online via our website. We also maintain a range of online resources on academic skills and writing.

To make an appointment, book a workshop or find out about our opening hours, please see our website http://www.ncl.ac.uk/library/subject-support/wdc/index.php

5. Computing Facilities

You are encouraged to use computing facilities for word-processing, data handling and analysis. The use of computers will also be incorporated into the teaching programmes for most modules, and you will often prepare and submit coursework electronically.

If you have any questions about computing facilities or software, including email and printing, please check the NUIT information available to students: http://www.ncl.ac.uk/itservice/studentitservices/.

Alternatively, you can contact a member of the PG admin office at newriis.research@newcastle.ac.uk for assistance.

6. Health and Safety

The University has a duty to keep you healthy and safe whilst you are studying with us.

The Occupational Health and Safety Service (OHSS) is a central support service based at NU UK which helps Schools and Institutes to meet their legal requirements under UK health and safety legislation. Staff in Singapore are also trained locally to ensure that they follow Singapore’s health & safety legislation.

The University and each School or Institute have a health and safety policy which provides important information on how health and safety is managed and consists of the following sections:

- Responsibilities - a summary of the health and safety responsibilities for each level of staff and students. Students are expected to be responsible for their own actions and any activities which may adversely affect staff, fellow students or visitors
- Arrangements - this is usually the largest part of the policy and contains detailed information on how the School or Institute manages health and safety locally. For example, it will tell you about the arrangements for health and safety training, risk assessments and traveling abroad. Students are encouraged to dip in and out of this part of the policy as needed.

The Health and Safety policy is an important document and students should make sure they have or know where to find a copy of their School or Institutes policy.
If students need any health and safety advice or information they should speak to their academic tutor in the first instance. In addition, each School and Institute has a School Safety Officer (SSO) who is an invaluable source of local advice. The name and contact details of the SSO will be provided in the health and safety policy.

The University is legally required to carry out risk assessments for all its work activities. A risk assessment is a careful examination of each work activity to decide what could cause harm and to decide if the current precautions are sufficient. Students may be asked to complete a risk assessment for an individual project or work activity as part of their academic studies. Standard operating procedures are also sometimes used in conjunction with risk assessments to give step by step guides to carrying out work activities safely.

Each Faculty will provide a health and safety induction and training for students. The precise format and number of safety courses will be decided by each Faculty. Students are expected to attend health and safety training and may not be allowed to carry out certain high risk work activities until they have been trained.

Things sometimes go wrong whilst studying. Any accidents or near misses must be reported as soon as possible to the staff member in charge of the session/area and also to your School office. We will not blame individuals, please do not try to hide mistakes or cover up when things go wrong. We want you to report accidents and near misses so that we can all learn from our mistakes and take steps to make sure they do not happen again.

In an emergency please contact the staff member in charge of the area, a member of staff in the School Office if convenient, or the relevant emergency services in Singapore:

Fire & Ambulance: 995
Police: 999

For non-emergencies: +65 6514 0568.

If you see any physical defects on campus, kindly report them to the School Office on +65 6514 0568 / +65 9729 5492 or at newriis.research@newcastle.ac.uk.
### Section I: Additional University Contact Information

<table>
<thead>
<tr>
<th>Newcastle University IT Service (NUIT) – The University’s Central Computing Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUIT provides the University’s IT infrastructure (networks, servers, etc.) and provides most of the computer services used by staff and students (systems, software and computers for students)</td>
</tr>
</tbody>
</table>
| **Email:** [it.servicedesk@ncl.ac.uk](mailto:it.servicedesk@ncl.ac.uk)  
**Website:** [http://www.ncl.ac.uk/itservice/](http://www.ncl.ac.uk/itservice/) |

<table>
<thead>
<tr>
<th>Newcastle Research &amp; Innovation Institute (NewRIIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location:</strong> Devan Nair Institute for Employment and Employability, 80 Jurong East Street 21, #05-04, Singapore 609607</td>
</tr>
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</table>
| **Telephone:** +65 6514 0568/ +65 9729 2492  
**Email:** newriis.research@newcastle.ac.uk  
**Website:** [http://www.ncl.ac.uk/singapore/newriis/](http://www.ncl.ac.uk/singapore/newriis/) |
# Appendix A

## Relevant Links for Student-Facing Handbook Pages

<table>
<thead>
<tr>
<th>Section A</th>
<th>Nos</th>
<th>Content</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Introductory Information</td>
<td><a href="http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/">http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/</a></td>
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<td>Student Charter and Offer</td>
<td><a href="http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/">http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/</a></td>
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<td>3</td>
<td>Student Self-Service Portal (S3P)</td>
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<td>Section B</td>
<td>4</td>
<td>Degree Programme and Module Information</td>
<td><a href="http://www.ncl.ac.uk/ltds/governance/modules/dph/degreeprogramme/">http://www.ncl.ac.uk/ltds/governance/modules/dph/degreeprogramme/</a></td>
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<td><a href="http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/">http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/</a></td>
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<td>Personal Tutoring</td>
<td><a href="http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/personaltutoring/">http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/personaltutoring/</a></td>
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<td>Section D</td>
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<td>What to do if things go wrong</td>
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<td>8</td>
<td>What to do if things go wrong: Illness and PECs</td>
<td><a href="http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/illnessandpec/">http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/illnessandpec/</a></td>
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<td>Feedback</td>
<td><a href="http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/feedback/">http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/feedback/</a></td>
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<td>Assessment Irregularities/Disciplinary Procedures</td>
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<td>Section F</td>
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<td>Student Representation and Feedback</td>
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<td>Module Evaluations</td>
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<td>University Resources</td>
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## Appendix B

### Course Schedule for AY2018-19

#### MSc in Marine Technology Time Table for the Cohort starting September AY2018-2019 and September AY2019-2020

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Module</th>
<th>Module Leader/Lecturers</th>
<th>Materials go live</th>
<th>Intensive School Dates</th>
<th>Exam Dates</th>
<th>Post School Deadline</th>
<th>Assessment</th>
<th>Confirmed/Status</th>
<th>Semester</th>
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<tbody>
<tr>
<td>2018/19</td>
<td>Surveying Ships and Offshore Installations</td>
<td>Dr Xin Wang/ Dr D Dutta*</td>
<td>08 October 2018</td>
<td>03 November 2018 - 17 November 2018</td>
<td>17 November 2018 - 17 December 2018</td>
<td>60% exam 40% post school</td>
<td>Confirmed</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Regulatory Framework for the Marine Industry</td>
<td>Dr CS Chin/ Mr A K Seah*</td>
<td>02 January 2019</td>
<td>26 January 2019 - 16 February 2019*</td>
<td>16 February 2019* - 11 March 2019</td>
<td>60% exam 40% post school</td>
<td>Confirmed</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Marine Engineering Design</td>
<td>Dr Ivan Tam/ Dr Xin Wang</td>
<td>11 March 2019</td>
<td>06 April 2019 - 20 April 2019</td>
<td>20 April 2019 - 20 May 2019</td>
<td>60% exam 40% post school</td>
<td>Confirmed</td>
<td>52</td>
<td></td>
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<tr>
<td></td>
<td>Advanced Hydrodynamics</td>
<td>Dr Xin Wang/ Dr Arn Dev</td>
<td>20 May 2019</td>
<td>22 June 2019 - 06 July 2019*</td>
<td>06 July 2019* - 29 July 2019</td>
<td>60% exam 40% post school</td>
<td>Confirmed</td>
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#### 2019-2020

<table>
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<th>Module</th>
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<th>Intensive School Dates</th>
<th>Exam Dates</th>
<th>Post School Deadline</th>
<th>Assessment</th>
<th>Confirmed/Status</th>
<th>Semester</th>
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<td>Advanced Offshore Technology</td>
<td>Dr MA Hannon/ Dr Arn Dev</td>
<td>23 September 2019</td>
<td>12 October 2019 - 26 October 2019</td>
<td>26 October 2019 - 18 November 2019</td>
<td>60% exam 40% post school</td>
<td>Confirmed</td>
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<tr>
<td></td>
<td>Advanced Subsea and Pipeline Engineering</td>
<td>Dr Arn Dev/ Dr John Peasey*</td>
<td>18 November 2019</td>
<td>07 December 2019 - 21 December 2019</td>
<td>21 December 2019* - 20 January 2020</td>
<td>60% exam 40% post school</td>
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<td></td>
<td>Marine and Offshore Project Management</td>
<td>Dr Ivan Tam/ Dr Arn Dev</td>
<td>27 January 2020*</td>
<td>15 February 2020 - 29 February 2020</td>
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<tr>
<td></td>
<td>Maritime Systems Identification, Modelling and Control</td>
<td>Dr CS Chin</td>
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<td>Mooring Riser and Drilling Systems</td>
<td>Dr Arn Dev/ Dr MA Hannon</td>
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<td>20 June 2020 - 13 July 2020</td>
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<td>Structural Analysis and Design of Ships and Offshore Structures</td>
<td>Dr Wan Ling</td>
<td>13 July 2020</td>
<td>01 August 2020 - 15 August 2020</td>
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<td>60% exam 40% post school</td>
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#### 2020-2021

<table>
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<th>Assessment</th>
<th>Confirmed/Status</th>
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<td>Structural Dynamics of Ships and Offshore Structures</td>
<td>Dr Wan Ling</td>
<td>28 Sep 2020</td>
<td>31 October 2020 - 31 October 2020</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Surveying Ships and Offshore Installations</td>
<td>Dr Xin Wang/ Dr D Dutta*</td>
<td>23 November 2020</td>
<td>02 January 2021*</td>
<td>02 January 2021* - 25 January 2021</td>
<td>60% exam 40% post school</td>
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<tr>
<td></td>
<td>Advanced Hydrodynamics</td>
<td>Dr Xin Wang/ Dr Arn Dev</td>
<td>25 January 2021</td>
<td>20 February 2021 - 06 March 2021*</td>
<td>06 March 2021* - 29 March 2021</td>
<td>60% exam 40% post school</td>
<td>tbc</td>
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</tr>
<tr>
<td></td>
<td>Advanced Marine Engineering Design</td>
<td>Dr Ivan Tam/ Dr Xin Wang</td>
<td>29 March 2021</td>
<td>17 April 2021 - 03 May 2021</td>
<td>08 May 2021 - 24 May 2021</td>
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<td></td>
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<tr>
<td></td>
<td>The Regulatory Framework for the Marine Industry</td>
<td>Dr CS Chin/ Mr A K Seah*</td>
<td>24 May 2021</td>
<td>12 June 2021 - 26 June 2021</td>
<td>26 June 2021 - 19 July 2021</td>
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<tr>
<td></td>
<td>Advanced Marine Design</td>
<td>Dr MA Hannon/ Dr Arn Dev</td>
<td>19 July 2021</td>
<td>07 August 2021 - 21 August 2021</td>
<td>21 August 2021 - 20 September 2021</td>
<td>60% exam 40% post school</td>
<td>tbc</td>
<td>53</td>
<td></td>
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</table>
APPENDIX C

DISSERTATION GUIDELINES

C.1 Planning

Subject of the Dissertation

When commencing the dissertation part of your postgraduate degree, it is very important that you discuss the matter thoroughly with your supporting organization. It is essential that the dissertation is industrially supported and it may involve contributions from other individuals (other technical staff, staff in other departments – finance, legal, health and safety, external experts etc.).

Choose a topic, which is of interest to your organization and yourself. Discussions will then be held with the Degree Programme Director (DPD) to allocate a suitable academic dissertation supervisor and to ensure that there is sufficient academic breadth and depth to meet the MSc academic standards and credit values. The student may choose his/her supervisor subject to the approval of DPD.

Aim of the dissertation

There should be a good reason for carrying out a particular dissertation. The dissertation must contain a substantial engineering element. It is strongly recommended that the dissertation provides or contributes to a solution or a recommendation for a particular problem or strategy query for your supporting organization. It is therefore essential that the aim and feasibility of the dissertation are carefully considered at an early stage.

Reading

Background reading, leading to a sound knowledge of the topic, is an essential stage in the final selection of a dissertation. It is very important that full reference details of a book or journal or conference are recorded as a database at the time it is consulted. Doing this will save time later on when these details have to be included in the dissertation.

Practical considerations

Consider whether there are any practical issues associated with the dissertation subject – is any test equipment or software required? Is it accessible? Will the information needed be made available? Will the other contributors be available? Is the timescale realistic? Is the subject interesting enough to keep me motivated?

Pilot Study

For some dissertation ideas, an excellent way of discovering if the project is viable is by using a pilot study. This could involve collecting a small amount of data and analyzing it as a dry run. A pilot study can be quite basic but should give you valuable information that will cut out wasted time and error in the actual dissertation.

Project Brief

After completing ten (10) modules (100 credits), the students will be asked to submit their project brief on the start date of the intensive school of the 11th module for the critical discussion with the academic supervisor and co-supervisor (if any). Based on the discussion between the student and the academic supervisor, the revised project brief shall be submitted at the start date of the 12th module. The preliminary project brief needs to be duly signed by the Industrial mentor before submission. The module leader will review all preliminary project briefs.
and propose (in discussion with the student) suitable supervisors (academic and co-supervisor) to the DPD. Following DPD’s approval, the students will be informed of the comments on the project brief. Where necessary, the module leader may set alternate dates for the initial (preliminary) and revised submission of the project brief for the students.

Once the dissertation subject has been given full consideration, then a project brief should be prepared for approval by both your industrial mentor and academic supervisor later. A project brief template is shown in C.6. Further details will be provided by the Module Leader.

The duly signed final Project Brief becomes a part of the Dissertation as one of its appendices.

Organizing a Timetable

Once a project brief has been agreed, it is essential that a timetable for the dissertation is prepared by the student following discussions with the academic supervisor and industrial mentor based on the start date and submission date of the dissertation. The dissertation requires approximately 600 hours of study. It is a significant amount of time and it is important that the dissertation is well planned to avoid wasting time, errors or delays.

The student could use a number of different techniques to plan the dissertation including critical path, Gantt charts or a software package. Once the timeline is prepared, the student should regularly check their progress against the timeline. It may be necessary to revise the timeline as data is collated or results obtained. The timeline should be a live, working document. Any modifications required to the project brief should also be made, following the agreement with both the industrial mentor and academic supervisor.

Monthly Progress Meeting

The student should see his/her supervisor including co-supervisor (if any) at least once in a month and the discussion should be recorded in a Meeting Log regularly and to be signed by the attendees like the Supervisor and or the co-Supervisor and or the industrial Mentor.

C.2 Role of Academic Supervisor

The student should keep in touch with their academic supervisor to give updates on the progress of the dissertation and to discuss any problems or queries. Students must consult their supervisor about the writing up of their dissertation.

The supervisor will read and comment initially on one or two sections of the student’s first draft and later will comment in general on the whole first draft. The student should not expect the supervisor later to comment on the re-emergence of errors or weaknesses to which attention was drawn in the first draft. The academic supervisor will not proofread the document and this, along with checking spelling or grammatical errors, is the entire responsibility of the student.

C.3 Role of Industrial Mentor

The student should keep in touch with their industrial mentor to give updates on the progress of the dissertation and to discuss any problems or queries. These reviews should consider how well the project is meeting organizational requirements and the contribution of other staff within the organization.
C.4 Regulations

Submission

The MSc dissertation may be submitted only after successful completion of the requisite number of taught modules (minimum ten modules equivalent to 100 credits).

The PEC Committee may grant students permission for late submission of their MSc dissertation after receipt of a completed PEC form. The allowed extension will be specific to the individual student’s circumstances. Normally only one extension will be allowed.

MSc Dissertation Regulations

A dissertation submitted for the Degree of Master of Science must contain an introduction, aim/objectives, a review of the relevant material, a methodology, a description of work undertaken and a detailed discussion of the results and conclusions. A student must indicate by means of explicit references the citation of the work of others, or work by the student, which is not part of his/her submission for the Degree. Work submitted for another Degree may not comprise part of the submission for the Degree of Master of Science.

Copies of the dissertation must be submitted in an approved permanent binding. Two hard copies and an electronic copy via BlackBoard Turnitin must be submitted for examination not earlier than one month and normally not later than six months after the successful completion of the final taught module. Students must provide notice of the intention to submit a dissertation, together with a declaration that the dissertation has been composed by the student himself/herself, not less than one month before the date of submission.

The electronic copy of the Dissertation should be uploaded on the BlackBoard Turnitin and the two hard copies posted to the below address by recorded delivery, to arrive BEFORE the deadline date:

Ms Halimah Hassan
Newcastle Research & Innovation Institute
80 Jurong East Street 21 #05-04
Devan Nair Institute for Employment and Employability
Singapore 609607

C.5 Presentations

The form in which the final dissertation is presented is determined, to some extent, by the dissertation topic.

Contents

Every dissertation should include the following, in the order listed below:
- Original and Copy of the project brief, including modifications made during the course of the project as one of the appendices
- Original and Copy of the Meeting Log as one of the appendices
- Original Copy of Ethical Issue Form as one of the appendices
- Clear statement of the objectives of the work, specifying the student’s own contribution
- Literature review and gap analyses in line with the objectives of the work
- Brief statement of the methodology used to carry out the dissertation, including relevant information about the techniques and theory used. Details of theory and working of formulae should be included in the appendices
- Summary of student’s contribution including any results of the analysis. Results should not be discussed or interpreted in this section. It is often appropriate to make use of table and figures as they convey information very effectively. If so, tables and figures should be numbered consecutively, and keys should be included if abbreviations are used
- Discussion of student’s opinions and conclusions. This discussion should show the student’s ability to evaluate results critically and interpret their implications for theory and industrial application
- Acknowledgements of those who have helped the student to complete the project and discussion of multidisciplinary input
- Reference list of all and only those references made in the text
- Appendices of theory, working of formulae or any other data not appropriately included in the central part of the dissertation

References

All references are to include names of authors, paper titles, names of sources (books or journals), names of publishers and year of publication. The standard form to be adopted is:


Dissertation Length and Time

In writing the dissertation, the emphasis throughout should be on orderly presentation and conciseness.

The MSc Dissertation will normally have a length not exceeding 70 pages; single sided, 1.5 line spacing and font size 11 – plus annexes. Every side should be numbered. The Project carries 60 credits at level M with 600 notional hours of study time. Any student wishing to exceed this limit should consult their academic supervisor before doing so. There is no mandatory minimum length.

Plagiarism

Although making reference to established work is quite understandable and often desirable, wholesale and large-scale copying of material from another source is not. When done without reference to the source, it represents plagiarism and is a serious offence.

The original reference should always be cited, and any material used verbatim enclosed in “quotes”. It must be made clear what is the student’s own work and what is the work of others.

Collusion

Collusion is defined as the submission by two or more students of the same or similar pieces of work which are presented as the individual’s own solely authored work. Apart from formal group work, any work you submit is expected to be your own.

C.6 Project Brief Template

Further details of the Project Brief will be available in the Dissertation Handbook in due course. The module leader will deal with this Dissertation Handbook.

PROJECT BRIEF – (enter title)
APPENDIX D

Newcastle Research & Innovation Institute (NewRIIS) Premises Usage Guidelines

**Workspace**
NewRIIS is designed as an open space concept which allows business visitors, staff, and students to work in an open and collaborative environment, with hot desk facilities available throughout the institute. Please note that the research institute is strictly for use by NewRIIS PG students and you are expected to produce your student identity when requested.

**Personal Belongings / Valuables**
Please do not leave your valuables unattended. NewRIIS will not be held responsible for any loss of personal possessions. There are lockers available should you wish to store your belongings.

**Business Visitors**
All business visitors are required to sign in and out of the visitor’s log book located at the reception.

**Location**
Newcastle Research & Innovation Institute Pte Ltd
80 Jurong East Street 21 #05-04
Devan Nair Institute of Employment and Employability
Singapore 609607

**Operating Hours / Accessible Hours**
The PG admin office operating hours is from Monday to Friday, 9:00am to 5:00pm except public holidays and University closure dates.

NewRIIS accessible hours is from Monday to Sunday, 6:00am to 12midnight. Students are not permitted to stay overnight.

Air-conditioning is centralized and operates from Monday to Saturday, 7:00am to 10:00pm.

You will access the research institute via the authentication of your NU smartcard. Existing students, please approach the NewRIIS admin office during operating hours for your NU smartcard to be programmed for access. Students who do not have a smartcard, kindly send a clear usable photo to newriis.research@newcastle.ac.uk for issuance of your smartcard. A temporary pass will be issued, and this will be exchanged for your smartcard when it is ready.

Please ensure that doors are properly closed when entering and leaving the institute.
Lone Working / After Office Hours (see attached form)
When working alone from:

Monday to Friday
6.00am – 9.00am and
5.00pm – 12midnight

Saturday, Sunday and Public Holidays
6:00am to 12midnight

You are required to complete the ‘Lone Working Form’ (attached) and notify the NewRIIS Admin team, typically one day in advance via email newriis.research@newcastle.ac.uk / WhatsApp to 9729 2492 (preferred). This is to make sure arrangements are put in place to ensure your safety.

Do note, if you are working with another member of staff or one more student, you are not required to complete the Lone Working Form. However, you are required to ‘buddy-up’, familiarize yourself with the fire exits and ensure each other’s safety whilst working at NewRIIS.

Please take note that lone working policy does not apply to labs 3 and 4. Guidelines must be observed at all times when working in the labs. Students will not be allowed in the labs if found not adhering to them.

Advance booking is required for usage of Labs 3 and 4. A general risk assessment must be completed prior to usage of labs.

<table>
<thead>
<tr>
<th>Computer Labs 1 and 2</th>
<th>Energy Labs 3 and 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No food and drinks</td>
<td>• No food and drinks</td>
</tr>
<tr>
<td></td>
<td>• Hair at shoulder length or longer is to be well-tied back for safety.</td>
</tr>
<tr>
<td></td>
<td>• Pants should be long enough to overlap with shoes. No skirts are allowed. This will protect the legs.</td>
</tr>
<tr>
<td></td>
<td>• Covered shoes (i.e. not sandals) should be worn to protect the feet.</td>
</tr>
</tbody>
</table>

Cleanliness
We seek students’ cooperation to keep the research institute clean and tidy at all times. Please discard your refuse into the bins provided by the building management, along the common corridor outside the research institute.

Surveillance
NewRIIS is under 24 hours’ surveillance and students are expected to produce your NU identification card when requested by security personnel patrolling the building.

Live Link Sessions (for Research Students only)
Live Link sessions are held every Thursdays at NewRIIS. Students are strongly encouraged to attend the sessions as you will receive training credits.
IT Support
If you require IT support please submit a support request via the Newcastle University Singapore IT Support Request form (https://crypt.ncl.ac.uk/helpdesk/NUIS/). To access the form, you have to login with your University ID and password. The IT manager, Graham Patterson will then follow up the support request within the working hours of 9am to 5pm, Monday to Friday. The IT Manager travels between 3 sites and may not be at NewRIIS.

In the event of the IT manager being out of office, remote support will be available from colleagues in the UK. Due to the time zone differences do note that such remote support services are usually 7 or 8 hours behind Singapore time.

Emergency Contacts
In the event of emergency situations, you may find the following numbers useful:
Police – 999
Ambulance (life threatening situations) / Fire – 995
Ambulance (non-life threatening situations) – 1777
NewRIIS Operations – 6514 0568 / 9729 2492
Devan Nair Building Management Maintenance (SMM Pte Ltd) – 6908 4641

Health & Safety
Detailed information will be provided in the Student Handbook. In the meantime, please familiarize yourself with the emergency exits of NewRIIS and the building. Fire safety evacuation posters showing the exits signs are put up around the institute. First Aid Box are located at the pantry and inside Lab 4.

For further clarification or enquiries, please email newriis.research@newcastle.ac.uk or call 6514 0568.

What to do when there is a fire?

- Stay calm.
- Need NOT evacuate unless you are pregnant or a disadvantaged person.

- Remain calm.

- Evacuate by the nearest fire exit.
  - Do not use lift.
  - Do not return to collect personal belongings.

- Assemble behind the halls.

- Inform any missing/trapped person to Fire Safety Manager.
  <Robin Yeo>
  <9765 2512>
Appendix E

MSc Students’ Undertaking for “Out of Hours Working” & “Lone Working” Arrangement at NewRIIS

This form applies strictly to students working outside normal hours¹ and/or on the lone worker arrangement²³ at NewRIIS.

I declare that I:

1) Am medically fit in a lone working environment.
2) Will, for every lone hour in NewRIIS, notify the Postgraduate Programme Administration Office on my presence via email to newriis.research@newcastle.ac.uk / WhatsApp to 9729 2492 (preferred).
3) Will carry my Newcastle University identification card at all times.

Student Name: ___________________________ Student ID: ___________________________

Contact No: ___________________________ Email address: ___________________________

Programme Title: ___________________________

Date of extended arrangement: _______________ Time: ___________ to _______________

Student’s signature: ___________________________

¹Outside ‘normal hours’ are between 6am to 9am and 5pm to 12midnight on weekdays, 6am to 12midnight on Saturday, Sunday, Public Holidays and University closure dates.

²Lone workers are staff who work by themselves without assistance being close at hand. No one shall be allowed to work alone in the laboratories.

³Lone working arrangement does not apply to Labs 3 and 4.

Note: This form is to be completed, signed and submitted to newriis.research@newcastle.ac.uk at least one working day before the date of extended arrangement.