



Master of Science in Energy and Sustainability Degree Programme Handbook

2018/19

Name:

Programme:

Tutor:

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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 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
Head of Academic Operations

MSc Energy and Sustainability Postgraduate Degree Programme Director:

All Energy and Sustainability Postgraduate Modules	Dr Steven Tay	SIT@ NYP Building #05-01	Steven.tay@newcastle.ac.uk
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MSc Energy and Sustainability Programme Module Leaders:

Module Code	Module Title	Module Leaders	Location	Email address
NUS8201	Energy Resources and Technologies	Dr Eugene Wong	SIT@ NYP Building #05-01	Eugene.wong@newcastle.ac.uk
NUS8202	Materials for Sustainability	Dr Goh Kheng-Lim	SIT@ NYP Building #05-01	Kheng-lim.goh@newcastle.ac.uk
NUS8203	Environmental Impact, Legislation and Engineering	Dr Ng Yuen Ling	SIT@ NP Building #06-01	Yuenling.ng@newcastle.ac.uk
NUS8204	Renewable Energy Technologies	Dr Khalid Abidi	SIT@ NYP Building #05-01	Khalid.abidi@newcastle.ac.uk
NUS8205	Energy Management	Dr Steven Tay	SIT@ NYP Building #05-01	Steven.tay@newcastle.ac.uk
NUS8206	Energy Storage	Dr Goh Kheng-Lim	SIT@ NYP Building #05-01	Kheng-lim.goh@newcastle.ac.uk
NUS8207	Renewable Heating and Cooling	Dr Steven Tay	SIT@ NYP Building #05-01	Steven.tay@newcastle.ac.uk
NUS8208	Mechanical Integrity	Dr Michael Lau	SIT@ NYP Building #05-01	Michael.lau@newcastle.ac.uk
NUS8109	Masters Project	Dr Eugene Wong	SIT@ NYP Building #05-01	Eugene.wong@newcastle.ac.uk

MSc Energy and Sustainability Programme Admin Support Officers:

Joanne Poon	Postgraduate Programme Coordinator	Newcastle Research & Innovation Institute (NewRIIS) Devan Nair Institute for Employment and Employability 80 Jurong East Street 21 #05-04	Joanne.Poon@newcastle.ac.uk
Geraldine Lee	Postgraduate Programme Administrator		Geraldine.Lee@newcastle.ac.uk

2. Summary of Programme Commitments

Average number of contact hours for this stage / programme:	Please refer to the Module Catalogue http://www.ncl.ac.uk/module-catalogue/
Mode of delivery:	Please refer to the Module Catalogue http://www.ncl.ac.uk/module-catalogue/
Normal notice period for changes to the timetable, including rescheduled classes:	The School will contact students as soon as possible if any changes are made to the programme.
Normal notice period for changes to the curriculum or assessment:	The School will contact students as soon as possible if any changes are made to the assessment.
Normal deadline for feedback on submitted coursework:	Deadline for feedback to be returned to students is 20 working days after the date of the deadline.
Normal deadline for feedback on examinations:	Deadline for general feedback to be returned to students is 20 working days after the last day of the examination period.
Assessment methods and criteria:	Please refer to the Module Catalogue http://www.ncl.ac.uk/module-catalogue/
Academic guidance and support:	Please contact your tutor for further guidance and support.

3. Key Dates

2018-19 Semester Dates

Semester	Start Date	End Date
One	Monday 24 September 2018	Friday 25 January 2019
Two	Monday 28 January 2019	Friday 14 June 2019
Three	Monday 17 June 2019	Friday 20 September 2019

Postgraduate students:

The end of the academic year for postgraduate taught students is the penultimate Friday in September. All other semester dates are as indicated above.

2018-19 Exam Dates

Semester	Period
One	Monday 14 January 2019 to Friday 25 January 2019 (including Saturday 19 January)
Two	Monday 20 May 2019 to Friday 07 June 2019 (including Saturday 25 May and Saturday 01 June)
Three	Monday 09 September 2019 to Friday 20 September 2019 (including Saturday 14 September)

You must ensure you are available during all semester and examination periods.

4. Modules Timetable

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. Teaching Week 1. Please refer to Appendix B for more information.

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.

5. 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 (<http://www.ncl.ac.uk/media/wwwnclacuk/pre-arrival/Student%20Charter%202017-18.pdf>) clarifies exactly what you can expect from the University during your time on campus.

In summary, you can expect the University and School 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 <http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm>

6. Attendance

The University wants to make sure that you succeed on your course. For this reason, the University has introduced attendance monitoring to ensure the welfare of our students and support towards your academic progress. It is important that all students adhere to the terms of the Student Charter and attend all timetabled sessions in a punctual manner.

If you are unable to attend lessons for any reason, you should notify your personal tutor and promptly submit a notice of absence 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.

7. Student Self Service Portal (S3P)

The Student Self Service Portal (S3P) allows you to register on your programme of study and keep your personal details up to date. You may also report an absence to the School.

It is also important that each student has to register for their modules at the beginning of each academic year. In summary, you should use this system as your first point of call if you want to:

- Register on your programme of study
- Keep details (addresses, etc.) up to date
- View and print documentation to confirm your student status
- Confirm module choices for the next academic year
- Report an absence to the School

Further details can be obtained here: <http://www.ncl.ac.uk/students/progress/student-resources/s3p/>

You can log in 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

Optional modules – Modules that you choose to take because they suit your interests and career aspirations

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:

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: <http://www.ncl.ac.uk/regulations/specs/>

2. Degree Programme Aims, Specifications and Regulations

Aims:

The programme aims:

- to gain an advanced knowledge and understanding of specialist topics in Energy and Sustainability;
- to develop transferable skills in research and knowledge acquisition;
- to satisfy the professional development needs of the individual and his/her employers;
- providing relevant training to engineering graduates who wish to pursue a career in the area of Energy and Sustainability;
- to provide a foundation for further postgraduate studies.

Programme Specifications and Regulations:

<https://www.ncl.ac.uk/regulations/programme/2018-2019/singapore.php>

3. Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge, understanding, skills and other attributes associated with Energy and Sustainability.

A successful student will have gained and be able to demonstrate:

- A1. Knowledge and understanding of current worldwide energy usage and its impact on the climate;
- A2. Comprehensive knowledge and understanding of the origins and distribution of different renewable energy sources (solar, wind, hydro, wave, tidal and bioenergy);
- A3. Comprehensive knowledge and understanding of the storage/conversion and integration of different renewable energy sources into existing systems;
- A4. Knowledge and understanding of the sustainable use of materials to improve energy efficiency;
- A5. Comprehensive knowledge and understanding of a number of key non-technical issues including system modelling, environmental issues and energy management.

4. Modules and Module Choice

The Degree Programme Regulations explain which modules are compulsory, core, and/or optional towards your degree programme. You can look up information on each module in the Module Catalogue: (<http://www.ncl.ac.uk/module-catalogue/>).

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 in independent study, including lecture follow-up, completing coursework, doing background reading, and revising for your exams.

The module outline will also explain the aims and learning outcomes of the module and provide you with an overview of the syllabus.

The following are modules are compulsory modules of the MSc Energy and Sustainability programme:

Module Code	Module Title
NUS8201	Energy Resources and Technologies
NUS8202	Materials for Sustainability
NUS8203	Environmental Impact, Legislation and Engineering
NUS8204	Renewable Energy Technologies
NUS8205	Energy Management
NUS8206	Energy Storage
NUS8207	Renewable Heating and Cooling
NUS8208	Mechanical Integrity
NUS8209	Masters Project

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

You will experience a variety of types of teaching during your time in University, each of which has different learning objectives and each of which will contribute to your learning experience in different ways.

The University has definitions of the key types of teaching (<http://www.ncl.ac.uk/ltds/assets/documents/res-contacthours-mofs.pdf>), but the amount and types of contact time vary quite a bit between modules, stages and programmes.

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.

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>), 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 of 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 Services (NewRIIS)

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

- Telephone: +65 6514 0568 / +65 9729 2492
- 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. This should be done through the filling up of the Personal Extenuating Circumstances (PEC) form in the event that you could not divulge the details due to sensitivity issues, you can furnish a confidential letter to 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
- 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)
- 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 recognised 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/> 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: <http://www.ncl.ac.uk/students/progress/student-resources/change/>. 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: <http://www.ncl.ac.uk/students/progress/Regulations/SPS/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: <http://www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm>.

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

a) Grounds for academic appeal following decisions from the Board of Examiners:

- 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
- Procedural irregularity on the part of the examiners
- Bias or prejudice on the part of an examiner or examiners

b) Grounds for academic appeal following decision from the PEC Committee:

- Procedural irregularity or other error on the part of the PEC Committee
- Bias or prejudice on the part of the PEC Committee

c) Grounds for academic appeal following an Unsatisfactory Progress Decision:

- Evidence which was not available or considered previously
- Procedural irregularity
- Bias or prejudice
- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence

d) Grounds for academic appeal following a DPD Request Decision:

- Evidence which was not available or considered previously
- Procedural irregularity
- Bias or prejudice
- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

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. Coursework Submission

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 module and make sure you have carefully planned 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). All work (unless told otherwise) must be submitted and uploaded in Blackboard. No responsibility can be taken for work that has no proof of submission.

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 the reason for the change.

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

2. Turnitin and Plagiarism

The University makes routine plagiarism checks on all appropriate pieces of work. This means that your coursework assessments will be submitted to Turnitin (directly, by you, or by a member of staff). Turnitin checks work submitted to it against a database of web pages, academic articles and books, and other students' papers (from Newcastle and other universities) and highlights any matches between your work and those of other sources. Matching text does not necessarily mean that you have plagiarised, since you may have correctly referenced the text from the respective source.

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.

3. 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, and 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).

4. Examinations

University exam period dates are normally published at least a year in advance. For 2018/19, Semester 1 exams will fall between 15 January and 25 January 2019; Semester 2 exams fall between 20 May and 7 June 2019 and Semester 3 exams fall between 9 September and 20 September 2019. Please note that examinations can be scheduled on Saturdays during main periods. You are expected to be available for examination at the University during all of the scheduled exam periods.

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

Prior to your exams, you must also read and understand the Exam Rules and Guidance which explains how you are expected to behave during exams: <http://www.ncl.ac.uk/students/progress/exams/exams/examrules.htm>.

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). Sample papers should be provided by the respective lecturers for new courses/modules.

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 Degree Programme Director and or the respective Module Leader. This will need to be communicated to the PG admin office for logistical assistance.

5. Feedback on Assignments and Examinations

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 (i.e., Monday-Friday, not including Singapore gazetted public holidays or University closure days). Exam feedback must be returned 20 working days from the end of the exam period. 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, 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.

6. Marking Criteria

Please refer to the Faculty of Science, Agriculture and Engineering Marking Criteria <http://www.ncl.ac.uk/computing/assets/documents/FacultyMarkingCriteria.pdf>

7. 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: <http://www.ncl.ac.uk/ltds/assets/documents/qsh-assmt-modscal-pol.pdf>

8. 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.

Students who registered at the University in 2013-14 or later are allowed one re-sit attempt; students who registered in 2012/13 or earlier are allowed two. If you satisfy the examiners with your performance on the re-sit, you will have a pass mark of 50 for postgraduate programmes recorded for that module.

9. Assessment Irregularities and 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: <http://www.ncl.ac.uk/students/progress/Regulations/SPS/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: <http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm>. 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 recognise 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/qsh-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>.

2. Module and Stage Evaluations

At the end of each semester, you will be asked to complete an evaluation for each module you take. 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/internal-surveys/>

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 (International) 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 student experiences in learning and teaching, skills development, organisation, resources, and engagement with the 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, the greater part of which is at M level, 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.heacademy.ac.uk/research/surveys/postgraduate-taught-experience-survey-ptes>. 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 community, progress and assessment, and skills and professional development. It also considers students' motivations for taking their programme. The PRES runs every odd ending year; e.g., 2017, 2019, typically in the Spring. It includes all full-time and part-time UK, EU, and international **postgraduate research students**. See <https://www.heacademy.ac.uk/research/surveys/postgraduate-research-experience-survey-pres>. Previous year's results are available at <https://internal.ncl.ac.uk/planning/students/pres.htm>. This is similar to the NSS, but for postgraduate research students.

For more information about our student opinion surveys go to <http://www.ncl.ac.uk/ltts/student/opinion/>; 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. Please see the University policy for more information: <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>.

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 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/>.

You should not contact external examiners directly, but you may be asked to meet with them when they 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 initiate these dialogue 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>.

Section H: Resources

1. Tools for Study and Revision
The tools within the School for study and revision include revision sessions, Blackboard, NESS and ReCap. The Module Leader for each module will advise which tools they will use.
2. University Library
<p>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.</p> <p>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.</p> <p>The library's online study space monitor (http://www.ncl.ac.uk/library/about/study-space-availability) is a good way of checking availability.</p> <p>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</p>
3. Academic Skills Kit (ASK)
<p>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.</p> <p>www.ncl.ac.uk/ask</p>
4. Writing Development Centre
<p>Website: http://www.ncl.ac.uk/students/wdc/ E-mail: wdc@newcastle.ac.uk Twitter: @NCL_WDC</p> <p>The Writing Development Centre's role is to help you become a confident and successful independent learner. Our team of tutors specialises in issues around writing for assessment and associated topics including:</p> <ul style="list-style-type: none">• 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

We work closely with colleagues in other services such as the Library and Student Wellbeing who can also help you to develop your academic skills.

Our approach is developmental – we don't 'check', proofread or correct work for you, but we do help you identify and develop effective strategies which will suit your subject and your own study preferences and help upgrade your academic performance. 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 or +65 9729 2492.

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

Newcastle University IT Service (NUIT) – The University’s Central Computing Service

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)

Email: it.servicedesk@ncl.ac.uk

Website: <http://www.ncl.ac.uk/itservice/>

Newcastle Research & Innovation Institute (NewRIIS)

Location: Devan Nair Institute for Employment and Employability, 80 Jurong East Street 21, #05-04, Singapore 609607

Telephone: +65 6514 0568/ +65 9729 2492

Email: newriis.research@newcastle.ac.uk

Website: <http://www.ncl.ac.uk/singapore/newriis/>

Appendix A

Relevant Links for Student-Facing Handbook Pages

Overview: http://www.ncl.ac.uk/ltids/governance/modules/dph/		
Section A		
Nos	Content	Website
1	Introductory Information	http://www.ncl.ac.uk/ltids/governance/modules/dph/introductory/
2	Student Charter and Offer	http://www.ncl.ac.uk/ltids/governance/modules/dph/introductory/charter/
3	Student Self-Service Portal (S3P)	http://www.ncl.ac.uk/ltids/governance/modules/dph/introductory/s3p/
Section B		
4	Degree Programme and Module Information	http://www.ncl.ac.uk/ltids/governance/modules/dph/degreeprogramme/
Section C		
5	Student Support	http://www.ncl.ac.uk/ltids/governance/modules/dph/studentsupport/
6	Personal Tutoring	http://www.ncl.ac.uk/ltids/governance/modules/dph/studentsupport/personaltutoring/
Section D		
7	What to do if things go wrong	http://www.ncl.ac.uk/ltids/governance/modules/dph/ifthingsgowrong/
8	What to do if things go wrong: Illness and PECs	http://www.ncl.ac.uk/ltids/governance/modules/dph/ifthingsgowrong/illnessandpec/
9	Change of Circumstances	http://www.ncl.ac.uk/ltids/governance/modules/dph/ifthingsgowrong/circumstances/
10	Complaints and Appeals	http://www.ncl.ac.uk/ltids/governance/modules/dph/ifthingsgowrong/complaintsandappeals/
Section E		
11	Assessment and Feedback	http://www.ncl.ac.uk/ltids/governance/modules/dph/assessmentandfeedback/
12	Coursework Submission/Late Submission	http://www.ncl.ac.uk/ltids/governance/modules/dph/assessmentandfeedback/submission/
13	Feedback	http://www.ncl.ac.uk/ltids/governance/modules/dph/assessmentandfeedback/feedback/
14	Marking and Moderation	http://www.ncl.ac.uk/ltids/governance/modules/dph/assessmentandfeedback/markingmoderation/
15	Assessment Irregularities/Disciplinary Procedures	http://www.ncl.ac.uk/ltids/governance/modules/dph/assessmentandfeedback/irregularities/
Section F		
16	Student Representation and Feedback	http://www.ncl.ac.uk/ltids/governance/modules/dph/representation/
17	Module Evaluations	http://www.ncl.ac.uk/ltids/governance/modules/dph/representation/evaluations/
Section G		
18	Ensuring the Quality of Your Degree	http://www.ncl.ac.uk/ltids/governance/modules/dph/ensuringquality/
Section H		
19	University Resources	http://www.ncl.ac.uk/ltids/governance/modules/dph/resources/
20	ELearning Resources	https://www.ncl.ac.uk/ltids/elearning/

Appendix B

Course Schedule for AY2018-19
Semester 1



MSc Energy and Sustainability (5381F)

Intake No.: 1

Timetable Duration: 2018/19 (24 Sep 2018 - 25 Jan 2019)

Teaching Timetable Week Number	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	3-Sep-18	4-Sep-18	5-Sep-18	6-Sep-18	7-Sep-18	8-Sep-18	9-Sep-18
2	10-Sep-18	11-Sep-18	12-Sep-18	13-Sep-18	14-Sep-18	15-Sep-18	16-Sep-18
3	10-Sep-18	11-Sep-18	12-Sep-18	13-Sep-18	14-Sep-18	15-Sep-18	16-Sep-18
4	24-Sep-18	25-Sep-18	26-Sep-18	27-Sep-18	28-Sep-18	29-Sep-18	30-Sep-18
Induction Week							
5	1-Oct-18 NUS8203 7.00pm - 10.00pm	2-Oct-18 NUS8206 7.00pm - 10.00pm	3-Oct-18	4-Oct-18 NUS8207 7.00pm - 10.00pm	5-Oct-18 NUS8209 7.00pm - 7.30pm NUS8208 7.30pm - 10.00pm	6-Oct-18	7-Oct-18
6	8-Oct-18 NUS8203 7.00pm - 10.00pm	9-Oct-18 NUS8206 7.00pm - 10.00pm	10-Oct-18	11-Oct-18 NUS8207 7.00pm - 10.00pm	12-Oct-18 NUS8208 7.00pm - 10.00pm	13-Oct-18	14-Oct-18
7	15-Oct-18 NUS8203 7.00pm - 10.00pm	16-Oct-18 NUS8206 7.00pm - 10.00pm	17-Oct-18	18-Oct-18 NUS8207 7.00pm - 10.00pm	19-Oct-18 NUS8208 7.00pm - 10.00pm	20-Oct-18	21-Oct-18
8	22-Oct-18 NUS8203 7.00pm - 10.00pm	23-Oct-18 NUS8206 7.00pm - 10.00pm	24-Oct-18	25-Oct-18 NUS8207 7.00pm - 10.00pm	26-Oct-18 NUS8208 7.00pm - 10.00pm	27-Oct-18	28-Oct-18
9	29-Oct-18 NUS8203 7.00pm - 10.00pm	30-Oct-18 NUS8206 7.00pm - 10.00pm	31-Oct-18	1-Nov-18 NUS8209 7.00pm - 7.30pm NUS8207 7.30pm - 10.00pm	2-Nov-18 NUS8208 7.00pm - 10.00pm	3-Nov-18	4-Nov-18
10	5-Nov-18 NUS8203 7.00pm - 10.00pm	6-Nov-18 NUS8206 7.00pm - 10.00pm	7-Nov-18	8-Nov-18 NUS8207 7.00pm - 10.00pm	9-Nov-18 NUS8208 7.00pm - 10.00pm	10-Nov-18 NUS8209 9.00am - 1.30pm	11-Nov-18
11	12-Nov-18 NUS8203 7.00pm - 10.00pm	13-Nov-18 NUS8206 7.00pm - 10.00pm	14-Nov-18	15-Nov-18 NUS8207 7.00pm - 10.00pm	16-Nov-18 NUS8208 7.00pm - 10.00pm	17-Nov-18	18-Nov-18
12	19-Nov-18 NUS8203 7.00pm - 10.00pm	20-Nov-18 NUS8206 7.00pm - 10.00pm	21-Nov-18	22-Nov-18 NUS8207 7.00pm - 10.00pm	23-Nov-18 NUS8208 7.00pm - 10.00pm	24-Nov-18	25-Nov-18
13	26-Nov-18 NUS8203 7.00pm - 10.00pm	27-Nov-18 NUS8206 7.00pm - 10.00pm	28-Nov-18	29-Nov-18 NUS8207 7.00pm - 10.00pm	30-Nov-18 NUS8208 7.00pm - 10.00pm	1-Dec-18 NUS8209 9.00am - 12.00pm	2-Dec-18
14	3-Dec-18 NUS8203 7.00pm - 10.00pm	4-Dec-18 NUS8206 7.00pm - 10.00pm	5-Dec-18	6-Dec-18 NUS8207 7.00pm - 10.00pm	7-Dec-18 NUS8208 7.00pm - 10.00pm	8-Dec-18	9-Dec-18
15	10-Dec-18 NUS8203 7.00pm - 10.00pm	11-Dec-18 NUS8206 7.00pm - 10.00pm	12-Dec-18	13-Dec-18 NUS8207 7.00pm - 10.00pm	14-Dec-18 NUS8208 7.00pm - 10.00pm	15-Dec-18	16-Dec-18
16	17-Dec-18	18-Dec-18	19-Dec-18	20-Dec-18	21-Dec-18	22-Dec-18	23-Dec-18
Revision Week							
17	24-Dec-18 University Closure Day	25-Dec-18 Public holiday (Christmas Day)	26-Dec-18	27-Dec-18	28-Dec-18	29-Dec-18	30-Dec-18
18	31-Dec-18 University Closure Day	1-Jan-19 Public holiday (New Year Day)	2-Jan-19	3-Jan-19	4-Jan-19	5-Jan-19	6-Jan-19
19	7-Jan-19 NUS8203 7.00pm - 10.00pm	8-Jan-19 NUS8206 7.00pm - 10.00pm	9-Jan-19	10-Jan-19 NUS8207 7.00pm - 10.00pm	11-Jan-19 NUS8208 7.00pm - 10.00pm	12-Jan-19	13-Jan-19
20	14-Jan-19	15-Jan-19	16-Jan-19	17-Jan-19	18-Jan-19	19-Jan-19	20-Jan-19
Exam Week							
21	21-Jan-19	22-Jan-19	23-Jan-19	24-Jan-19	25-Jan-19	26-Jan-19	27-Jan-19
Exam Week							

Course Title:

NUS8203 - Environmental Impact, Legislation and Engineering (20 credits)

Lecturer: Dr Ng Yuen Ling / Dr Paul Sharratt

Coursework submission date: To be advised by lecturer in class

NUS8206 - Energy Storage (15 credits)

Lecturer: Dr Gajjela Satyanarayana Reddy / Mr Ling Chun Yu / Dr Steven Tay

Coursework submission date: To be advised by lecturer in class

NUS8207 - Renewable Heating and Cooling (15 credits)

Lecturer: Dr Steven Tay / Dr Kang Chang Wei / Dr Tandiono

Coursework submission date: To be advised by lecturer in class

NUS8208 - Mechanical Integrity (10 credits)

Lecturer: Dr Michael Lau / Dr Eugene Wong / Dr Goh Kheng-Lim / Dr Daniel Teo / Dr Zhang Wei

Coursework submission date: To be advised by lecturer in class

NUS8209 - Masters Project (10 credits)

Lecturer: Dr Eugene Wong / Dr Steven Tay / Dr Michael Lau / Dr Goh Kheng-Lim

Coursework submission date: To be advised by lecturer in class

Notes:

- 1) Unless stated, all lectures will be held in Classroom 1.
- 2) Class dates and times may be subjected to changes. Students will be notified in advance.
- 3) Timetable updated 14th Sep 2018

Course Schedule for AY2018-19 Semester 2



MSc Energy and Sustainability (5381F)

Intake No.: 1

Timetable Duration: 2018/19 (28 Jan 2019 - 14 Jun 2019)

Teaching Timetable Week Number	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
	28-Jan-19	29-Jan-19	30-Jan-19	31-Jan-19	1-Feb-19	2-Feb-19	3-Feb-19
22	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	4-Feb-19	5-Feb-19	6-Feb-19	7-Feb-19	8-Feb-19	9-Feb-19	10-Feb-19
23		Public holiday (Chinese New Year)	Public holiday (Chinese New Year)				
	11-Feb-19	12-Feb-19	13-Feb-19	14-Feb-19	15-Feb-19	16-Feb-19	17-Feb-19
24	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	18-Feb-19	19-Feb-19	20-Feb-19	21-Feb-19	22-Feb-19	23-Feb-19	24-Feb-19
25	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	25-Feb-19	26-Feb-19	27-Feb-19	28-Feb-19	1-Mar-19	2-Mar-19	3-Mar-19
26	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	4-Mar-19	5-Mar-19	6-Mar-19	7-Mar-19	8-Mar-19	9-Mar-19	10-Mar-19
27	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	11-Mar-19	12-Mar-19	13-Mar-19	14-Mar-19	15-Mar-19	16-Mar-19	17-Mar-19
28	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	18-Mar-19	19-Mar-19	20-Mar-19	21-Mar-19	22-Mar-19	23-Mar-19	24-Mar-19
29	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	25-Mar-19	26-Mar-19	27-Mar-19	28-Mar-19	29-Mar-19	30-Mar-19	31-Mar-19
30	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	1-Apr-19	2-Apr-19	3-Apr-19	4-Apr-19	5-Apr-19	6-Apr-19	7-Apr-19
31	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	8-Apr-19	9-Apr-19	10-Apr-19	11-Apr-19	12-Apr-19	13-Apr-19	14-Apr-19
32	Easter Break						
	15-Apr-19	16-Apr-19	17-Apr-19	18-Apr-19	19-Apr-19	20-Apr-19	21-Apr-19
33	Easter Break						
	22-Apr-19	23-Apr-19	24-Apr-19	25-Apr-19	26-Apr-19	27-Apr-19	28-Apr-19
34	Easter Break						
	29-Apr-19	30-Apr-19	1-May-19	2-May-19	3-May-19	4-May-19	5-May-19
35	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm	Public holiday (Labour Day)	NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	6-May-19	7-May-19	8-May-19	9-May-19	10-May-19	11-May-19	12-May-19
36	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		
	13-May-19	14-May-19	15-May-19	16-May-19	17-May-19	18-May-19	19-May-19
37	NUS8201 7.00pm - 10.00pm	NUS8204 7.00pm - 10.00pm		NUS8205 7.00pm - 10.00pm	NUS8202 7.00pm - 10.00pm		Public holiday (Vesak Day)
	20-May-19	21-May-19	22-May-19	23-May-19	24-May-19	25-May-19	26-May-19
38	Exam Week						
	27-May-19	28-May-19	29-May-19	30-May-19	31-May-19	1-Jun-19	2-Jun-19
39	Exam Week						
	3-Jun-19	4-Jun-19	5-Jun-19	6-Jun-19	7-Jun-19	8-Jun-19	9-Jun-19
40	Exam Week						
	10-Jun-19	11-Jun-19	12-Jun-19	13-Jun-19	14-Jun-19	15-Jun-19	16-Jun-19
41	Exam Week						

Easter Break
in UK

19-Apr-19
Public
holiday

5-Jun-19
Public
holiday

Course Title:

NUS8201 - Energy Resources and Technologies (15 credits)

Lecturer: **Dr Eugene Wong / Dr Dr Kang Kok Hin**

Coursework submission date: To be advised by lecturer in class

NUS8202 - Materials for Sustainability (15 credits)

Lecturer: **Dr Goh Kheng-Lim**

Coursework submission date: To be advised by lecturer in class

NUS8204 - Renewable Energy Technologies (15 credits)

Lecturer: **Dr Khalid Abidi**

Coursework submission date: To be advised by lecturer in class

NUS8205 - Energy Management (15 credits)

Lecturer: **Dr Steven Tay / Dr Eugene Wong / Dr Michael Lau**

Coursework submission date: To be advised by lecturer in class

NUS8209 - Masters Project (10 credits)

Lecturer: **Dr Eugene Wong / Dr Steven Tay / Dr Michael Lau / Dr Goh Kheng-Lim**

Coursework submission date: To be advised by lecturer in class

Notes:

- 1) Unless stated, all lectures will be held in Classroom 1.
- 2) Class dates and times may be subjected to changes. Students will be notified in advance.
- 3) Timetable updated 14th Sep 2018

**Course Schedule for AY2018-19
Semester 3**



MSc Energy and Sustainability (5381F)

Intake No.: 1

Timetable Duration: 2018/19 (17 Jun 2019 - 20 Sep 2019)

Teaching Timetable Week Number	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
42	17-Jun-19 NUS8209 7.00pm - 10.00pm	18-Jun-19	19-Jun-19	20-Jun-19 NUS8209 7.00pm - 10.00pm	21-Jun-19	22-Jun-19 NUS8209 9.00am - 1.00pm (Private Study)	23-Jun-19
43	24-Jun-19 NUS8209 7.00pm - 10.00pm	25-Jun-19	26-Jun-19	27-Jun-19 NUS8209 7.00pm - 10.00pm	28-Jun-19	29-Jun-19 NUS8209 9.00am - 1.00pm (Private Study)	30-Jun-19
44	1-Jul-19 NUS8209 7.00pm - 10.00pm	2-Jul-19	3-Jul-19	4-Jul-19 NUS8209 7.00pm - 10.00pm	5-Jul-19	6-Jul-19 NUS8209 9.00am - 1.00pm (Private Study)	7-Jul-19
45	8-Jul-19 NUS8209 7.00pm - 10.00pm	9-Jul-19	10-Jul-19	11-Jul-19 NUS8209 7.00pm - 10.00pm	12-Jul-19	13-Jul-19 NUS8209 9.00am - 1.00pm (Private Study)	14-Jul-19
46	15-Jul-19 NUS8209 7.00pm - 10.00pm	16-Jul-19	17-Jul-19	18-Jul-19 NUS8209 7.00pm - 10.00pm	19-Jul-19	20-Jul-19 NUS8209 9.00am - 1.00pm (Private Study)	21-Jul-19
47	22-Jul-19 NUS8209 7.00pm - 10.00pm	23-Jul-19	24-Jul-19	25-Jul-19 NUS8209 7.00pm - 10.00pm	26-Jul-19	27-Jul-19 NUS8209 9.00am - 1.00pm (Private Study)	28-Jul-19
48	29-Jul-19 NUS8209 7.00pm - 10.00pm	30-Jul-19	31-Jul-19	1-Aug-19 NUS8209 7.00pm - 10.00pm	2-Aug-19	3-Aug-19 NUS8209 9.00am - 1.00pm (Private Study)	4-Aug-19
49	5-Aug-19 NUS8209 7.00pm - 10.00pm	6-Aug-19	7-Aug-19	8-Aug-19 NUS8209 7.00pm - 10.00pm	9-Aug-19 Public holiday (National Day)	10-Aug-19 NUS8209 9.00am - 1.00pm (Private Study)	11-Aug-19 Public holiday (Hari Raya Haji)
50	12-Aug-19 Replacement holiday (Hari Raya Haji)	13-Aug-19 NUS8209 7.00pm - 10.00pm	14-Aug-19	15-Aug-19 NUS8209 7.00pm - 10.00pm	16-Aug-19	17-Aug-19 NUS8209 9.00am - 1.00pm (Private Study)	18-Aug-19
51	19-Aug-19 NUS8209 7.00pm - 10.00pm	20-Aug-19	21-Aug-19	22-Aug-19 NUS8209 7.00pm - 10.00pm	23-Aug-19	24-Aug-19 NUS8209 9.00am - 1.00pm (Private Study)	25-Aug-19
52	26-Aug-19 NUS8209 7.00pm - 10.00pm	27-Aug-19	28-Aug-19	29-Aug-19 NUS8209 7.00pm - 10.00pm	30-Aug-19	31-Aug-19 NUS8209 9.00am - 1.00pm (Private Study)	1-Sep-19
53	2-Sep-19 NUS8209 7.00pm - 10.00pm	3-Sep-19	4-Sep-19	5-Sep-19 NUS8209 7.00pm - 10.00pm	6-Sep-19	7-Sep-19 NUS8209 9.00am - 1.00pm (Private Study)	8-Sep-19
54	9-Sep-19	10-Sep-19	11-Sep-19	12-Sep-19	13-Sep-19	14-Sep-19	15-Sep-19
Exam Week							
55	16-Sep-19	17-Sep-19	18-Sep-19	19-Sep-19	20-Sep-19	21-Sep-19	22-Sep-19
Exam Week							

Course Title:
NUS8209 - Masters Project (40 credits)
Lecturer: Dr Eugene Wong / Dr Steven Tay / Dr Michael Lau / Dr Goh Kheng-Lim
Coursework submission date: To be advised by lecturer in class

- Notes:
- 1) Unless stated, all lectures will be held in Classroom 1.
 - 2) Class dates and times may be subjected to changes. Students will be notified in advance.
 - 3) Timetable updated 14th Sep 2018

APPENDIX C

Newcastle Research & Innovation Institute (NewRIIS) Premises Usage Guidelines

Workspace

NewRIIS is designed as an open space concept which allows 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.

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 / Access Information

Our operating hours are from Monday to Friday, 9:00am to 5:00pm. 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 Ms. Geraldine Lee at 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.

After Office Hours / Lone Working (see attached form)

Students who need to work beyond 5:00pm and/or working alone will need to complete the Out-of-Office Hours and/or Lone Working form. Your Principal Investigator's (in this case will be your Supervisor) signature is required. Students who are alone in the institute after 5:00pm is expected to inform your presence via email every hour to newriis.research@newcastle.ac.uk or SMS/WhatsApp to +65 9729 2492 (preferred).

Please take note that lone working policy does not apply to labs 3 and 4. If you need to work in these labs, you must be accompanied by your Supervisor or an Experimental Officer (EO).

Experimental Officer (EO) Support

EO support is available every Tuesday and Thursday from 1:00pm to 5:00pm, and prior arrangement must be made one day in advance to newriis.research@newcastle.ac.uk. The EO is not stationed at NewRIIS and will travel here if need during the scheduled hours. Please include the equipment you intend to use in labs 3 or 4.

Laboratory Usage Guidelines

Covered footwear must be worn at all times when in labs 3 and 4. Students will not be allowed in the labs if found in improper footwear.

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 support is needed, you can send a ticket to <https://crypt.ncl.ac.uk/helpdesk/NUIS/index.php>. You will need to log into your University ID and password before getting access to the page. Mr. Ace Loo (the IT manager) will then either follow up the case via remote login, or support on-site within the working hours of 9am to 5pm, Monday to Friday.

As the IT Manager travels across 3 sites; should he not be around at the site on the day, he will email you to work out the next available timeline for resolution; but if support is deemed to be critically required, and not withstanding other immediate critical issues, he will usually arrive within the next 2-hour. Please note that during weekends and public holidays, IT support will not be provided.

In the event that the IT manager is not around, remote support is still available from 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 – +65 6514 0568 / +65 9729 2492

Devan Nair Building Management Maintenance (Chambers Property Management Services) – +65 6908 4641

Health & Safety

Detailed information will be provided in the Student Handbook (in the midst of development). 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 is located at the reception.

For further clarification or enquiries, please email newriis.research@newcastle.ac.uk or call +65 6514 0568/+65 9729 2492.

Appendix D



Students' Undertaking for "Out of Hours Working" &
"Lone Working" Arrangements at
Newcastle Research & Innovation Institute (NewRIIS)

This form applies strictly to students working outside normal hours¹ or on the lone worker arrangement² at NewRIIS.

I declare that I:

- 1) Am medically fit in a lone working environment.
- 2) Have approval from my respective Principal Investigator on out of hours or lone working arrangement (this can be in the form of an email to newriis.research@newcastle.ac.uk or endorsement on the undertaking form).
- 3) Will, for every lone hour in NewRIIS, notify the Postgraduate Programme Administrative Office on my presence via email to newriis.research@newcastle.ac.uk.
- 4) Will carry my Newcastle University identification card at all times.

Student Name: _____ Student ID: _____

Contact Nos: _____ Email address: _____

Degree Programme: _____ Principal Investigator: _____

Date of extended arrangement: _____ Time: _____ to _____

Student's signature: _____ Principal Investigator's signature: _____

¹**Outside 'normal hours'** are between 5pm and 9am on weekdays, all day on Saturday, Sunday and Public Holidays. This includes all day during University closure dates.

²**Lone workers** are students who work by themselves without close or direct supervision/assistance being close at hand. No one shall be allowed to work alone in the laboratories.

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.

Updated 29th Nov 2017