

Undergraduate Marine Technology Degree Programme Handbook

2016/2017

Name:

Programme:

Tutor:

Section A: Introductory Information

1. Welcome Message & Key Contacts

Welcome to the School of Marine Science and Technology. We hope that your time here will be both successful and enjoyable.

This handbook aims to provide you with all the information you need to make your learning experience in the School as rewarding as possible. Take time in Welcome Week to read through this guide and keep it for future reference. It sets out important information about your degree programme, tells you what we expect from you, and explains what you can expect from us. It also tells you where to go if you have questions or if something goes wrong.

The School of Marine Science and Technology (MAST) at Newcastle University is one of the world's premier institutions for the provision of marine educational programmes. We are pleased that you have chosen to develop your knowledge and expertise by embarking on one of our programmes, and we will do all that we can to ensure that the time you spend in Newcastle fully meets your expectations, and is enjoyable, rewarding, and provides an experience that you long remember.

The School is also proud to be involved in delivering the Undergraduate Marine Technology degree programmes in collaboration with the Singapore Institute of Technology (SIT).

This Degree Programme Handbook provides essential information that will enable you to get the most from your course. It contains details of the structure and methods of assessment of the course, together with other important information. You should familiarise yourself with the contents of the Handbook during the first few weeks of the taught programme as you will frequently need to refer to it for information regarding course content, expectations for assessment, deadlines, etc. This degree programme handbook contains information related to the academic year 2016-2017. Changes to the handbook may occur for subsequent years. For future reference you are advised to always read the handbook for the respective academic year.

The content of this handbook does not cover every situation that might come up, so please ask a member of School staff if you need help or information. Your contacts are your Personal Tutor, the Senior Tutor, the Degree Programme Director (DPD) for your particular degree programme, your lecturers and the administrative staff in the School Office. There is always plenty of help available.

Above all, I hope that you will enjoy your time at Newcastle, not only in your academic work, but also in all the other activities and opportunities available to you.

Professor Andrew Willmott
Head of School

For a full list of staff in the School of Marine Science and Technology please visit <http://www.ncl.ac.uk/marine/staff/>

Undergraduate Degree Programme Director:

All Programmes Dr Rose Norman Room 1.56, Armstrong Building Rose.Norman@ncl.ac.uk

Programme Stream Leaders:

Marine Engineering Dr Kayvan Pazouki Room M1.10, Armstrong Building Kayvan.Pazouki@ncl.ac.uk

Offshore Engineering Professor Longbin Tao Room 2.62, Armstrong Building Longbin.Tao@ncl.ac.uk

Naval Architecture Professor Richard Birmingham Room M1.12A, Armstrong Building R.W.Birmingham@ncl.ac.uk

Small Craft Technology Professor Richard Birmingham Room M1.12A, Armstrong Building R.W.Birmingham@ncl.ac.uk

Director of Operations, Singapore Campus

All Programmes in Singapore Dr Ivan CK Tam #06-01, SIT@NP, SIT@Ngee Ann Polytechnic ivan.tam@ncl.ac.uk

| 2. Summary of Programme Commitments | |
|---|--|
| Average number of contact hours for this stage / programme: | Please refer to the Module Outline Form http://www.ncl.ac.uk/module-catalogue/ |
| Mode of delivery: | Please refer to the Module Outline Form 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 work (coursework): | Deadline for feedback to be returned to students is 20 working days after the date the deadline. Please refer to Section E, page 13 |
| 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. Please refer to Section E, page 13 |
| Professional Accreditation: | Please refer to Section G, page 18 |
| Assessment methods and criteria: | Please refer to the Module Outline Form http://www.ncl.ac.uk/module-catalogue/ |
| Academic guidance and support: | Please contact your tutor for further guidance and support. |

3. Key Dates

2016-17 Semester and Term Dates:

| | | |
|-------------|--------------------------|-------------------------|
| Autumn Term | Monday 26 September 2016 | Friday 16 December 2016 |
| Spring Term | Monday 9 January 2017 | Friday 24 March 2017 |
| Summer Term | Monday 24 April 2017 | Friday 16 June 2017 |
| Semester 1 | Monday 26 September 2016 | Friday 27 January 2017 |
| Semester 2 | Monday 30 January 2017 | Friday 16 June 2017 |

Undergraduate:

The undergraduate academic year is organised into three terms. Major holidays (Christmas and Easter) occur between terms. The undergraduate academic year is ALSO organised into two semesters. Semester 1 includes 1 week of induction and registration, 12 teaching weeks, and 2 examination weeks; Semester 2 includes 12 teaching weeks and 3 examination weeks. You are expected to be in attendance during every term and for all teaching and examination weeks during the semesters.

Examination dates: Most examinations are scheduled at the end of Semester 1 (January) or Semester 2 (May/June), but if you do not pass at the first attempt, you may be required to take an additional resit examination at the end of August.

2016/17 Exam Dates:

- Semester 1: Monday 16 January 2017 – Friday 27 January 2017 (including Saturday 21 January)
- Semester 2: Monday 22 May 2017 – Friday 9 June 2017 (including Saturday 27 May and Saturday 3 June)
- Resits: Monday 21 August 2017 to Friday 1 September 2017 (including Saturday 26 August)

You must ensure that you are available during all term time periods and examination periods.

4. University Timetables

You should use the student timetables website (www.ncl.ac.uk/timetable) to access your timetable as well as information on how to read it, find your way around campus, locate teaching rooms and buildings, and link your timetable to your smartphone. There is also a guide for students on understanding the timetable here: www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf. Students in Singapore campus will also be informed by Suzana Asri, Degree Programme Coordinator.

Please note that the timetable is subject to change during the semester – especially at the beginning of each semester – so please check the website regularly.

5. The Student Charter and the Newcastle Offer

Newcastle University and the School 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 the aspects of teaching. You should, however, be aware of the other academic activities – both research and outside engagement – that staff members undertake and which make calls upon their time. The Student Charter (<http://www.ncl.ac.uk/pre-arrival/regulations/charter.htm>) 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 and IT facilities
- 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 in 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 to studying and learning. The emphasis in class time will be on providing information and ideas, but you are expected to make the best use of the information that is presented to you. This requires regular attendance at all sessions 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

The Newcastle Offer provides additional explanation about what the University offers undergraduate students for their fees and explains how the University delivers on its promises. More information on the Newcastle Offer is available here: <http://www.ncl.ac.uk/quilt/assets/documents/str-newcastle-offer.pdf>.

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 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. The University also has a legal obligation to monitor the attendance of international students and to report to the UK Border Agency any student who is not attending.

If you are unable to attend 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. International students should also seek approval for vacations or plans to leave the UK in the summer period, as this may have implications for your visa.

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 assignment submission.

See <http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/> for more information on University attendance requirements.

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 can also pay fees online, produce standard documents to confirm your status (e.g., for council tax purposes) and report an absence to the School. 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
- Pay fees
- View and print documentation to confirm your student status
- Confirm module choices for the next academic year
- Report an absence to the School

Further detail is available 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:

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 undergraduate academic year is 120 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 fulfill the requirements of the Degree Programme

Core modules – those modules which you must PASS to be allowed to proceed

Optional modules – those which you choose to take because they suit your interests and career aspirations

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

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. Modules will also have specific skills outcomes and knowledge outcomes that specify what you will learn and what skills you will develop on each module.

Degree programme regulations – explain 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:

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

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

Please refer to:

Programme Specifications - <http://www.ncl.ac.uk/regulations/specs/index.php/2016-2017/MAST>

Programme Regulations - <http://www.ncl.ac.uk/regulations/programme/2016-2017/mast.php>

3. Modules and Module Choice

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

Stage 1 students complete module registrations in Induction Week, if they have not already pre-registered.

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

4. Teaching and Contact Hours

You will experience a variety of types of teaching during your time at 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/quilt/assets/documents/res-contacthours-mofs.pdf>), but the amount and types of contact time vary quite a bit between modules, stages, and programmes. Please refer to the Module Catalogue for further information (<http://www.ncl.ac.uk/module-catalogue/>).

5. 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/quilt/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 and some of which 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>). Identifying the skills present in each module that you take will help you to recognise key skills that you can mention in interviews and on your CV.

6. Additional Costs

You will be advised about any field trips prior to you registering for the programme.

Section C: Student Support

1. Personal Tutoring

When you arrive at University, will you 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/quilt/assets/documents/gsh-personaltutoring-fwk.pdf>), is to facilitate students' personal and academic growth. The personal tutor is there to help with any issues you may have, from personal problems that could be affecting your studies, to giving advice when picking modules, to just being available for a chat.

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

It is possible to change your personal tutor if you're unhappy for any reason (e.g., if you have a male personal tutor and would feel more comfortable with a female one). You don't have to give any reasons for changing your tutor. Your School will be able to explain the procedures for changing your tutor.

All tutor-tutee meetings of undergraduate students and all postgraduate taught students will be recorded through ePortfolio (either you or the tutor can initiate a meeting, through email, phone or ePortfolio). The record can be made after the meeting, and the only requirement is that the record states when the meeting took place. You can also take notes on your meetings and keep them in ePortfolio – this is a good place to keep track of your concerns and any decisions that you're making with the help of your personal tutor. You can be assured that the meeting record on ePortfolio is strictly confidential, and only those people who attended the meeting (and possibly the Senior Tutor) will be able to see your notes.

The personal tutor system depends upon you and your personal tutor both contributing to the relationship: a personal tutor can't help you if you don't show up to a meeting, and you need to be open and honest with your tutor in order to receive the best advice. At the end of your degree, you can ask personal tutors 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. Peer Mentoring

All new undergraduate students will be assigned a peer mentor upon arrival at the University. The goal of peer mentoring is to enable all students to make a smooth transition to feeling at home and settled into the University community – academically, socially and culturally – through access to the advice and support of a more experienced peer.

Your peer mentor can serve as a role model and help you to understand what is expected of you at University. Your mentor should also be very approachable and can help answer questions that you might not want to ask staff. Your peer mentor can also tell you about the social scene at the University and in Newcastle and help to answer practical questions about banking, sport facilities, the library, etc.

The University has a policy that explains peer mentoring schemes (<http://www.ncl.ac.uk/quilt/assets/documents/qsh-peerment-principles.docx>).

3. 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 people in the School.

The **Degree Programme Director (DPD), Dr Rose Norman** is responsible for the structure, content and standards of your degree programme. His role may involve module development, changes to course content, and recruitment activities. Your personal tutor may refer you to the DPD to discuss academic issues.

The **Senior Tutor, Dr Arun Dev** acts as a coordinator between the School and central University services. He also acts as a second point of contact if your personal tutor is absent from the University and may provide support for you and your tutor if any complicated issues arise. The Senior Tutor focuses on supporting students who may have personal circumstances that are affecting their overall performance, rather than specific academic issues.

4. Student Services (King's Gate)

King's Gate building provides access to many services you may need, all in one single location. Current opening hours

for King's Gate are as follows:

- Monday and Tuesday – 9 a.m. to 5 p.m.
- Wednesday – 10 a.m. to 5 p.m.
- Thursday and Friday – 9 a.m. to 5 p.m.

When you arrive at King's Gate, you should go first to the Interaction Team (I-Team) on Level 2. They are your first point of contact for any questions about Academic Support, Accommodation, Fees/Funding/Finance, Health/Wellbeing, Exchange/Study Abroad, and Visa Support. All of these types of support are explained below.

Both drop-in and pre-booked appointments are available. More information is available here: <https://my.ncl.ac.uk/students/kingsgate> (you will need to cut and paste this URL into your browser)

There are a number of services available, many of which are explained by the Student Wellbeing site (<http://www.ncl.ac.uk/students/wellbeing/>). Contact information is also available on this site. The key services are explained below.

Academic Information:

- Advising of change of circumstances – including taking a leave of absence or transferring programmes
- Obtaining documentation such as Transcripts of Study and Council Tax Exemption Certificates

Accommodation

- Gaining advice and information on a range of accommodation issues including transfers and re-lets
- Managing rent accounts and obtaining associated debt advice

Finance

- Making payments for all Tuition Fee and Accommodation charges

Financial Support

- Advice and information about sources of funding and managing finances, including short-term emergency loans

Counselling & Mental Health Support

- Confidential support and help available

Disability/Specialist Learning Support

- Advice, information and guidance available on a range of support e.g. Disabled Students' Allowance and examination arrangements

Exchanges/Study Abroad Information

- Advice and guidance to students who wish to participate in the Erasmus Programme or the Non-EU Exchange Programme and guidance to incoming Exchange and Study Abroad students

Visa Support

- A range of assistance from student visa renewal to advice on the immigration implications of changes of study plans

5. Student Advice Centre

The Student Advice Centre is a service of the Students' Union staffed by professionals who specialise in student concerns. They can help you by providing information; listening to any problems; advising on the options open; helping you resolve difficulties; and referring you elsewhere if need be (to a solicitor, counsellor, specialist agency etc.). They may even take on your case for you, even to the representation stage. You can browse through a range of information, help yourself to leaflets and obtain forms (benefits, help with NHS charges, Access to learning Funds etc.). More information is available from the SAC website: www.nusu.co.uk/sac

The Student Advice Centre cannot provide immigration advice to International students. If you have immigration questions, you should contact the Visa and Immigration Service (VIS) at King's Gate for advice.

The Student Advice Centre is situated on the ground floor of the Students' Union Building. Opening times vary throughout the year, so you could check the weekly schedule before dropping by:

<http://www.nusu.co.uk/welfare/sac/openingtimes/>

During term-time, you may drop in for a brief session with one of the advisers, but for complex or serious problems (requiring more than 20 minutes to discuss), you should make an appointment.

Telephone 0191 239 3979; or e-mail: student-advice-centre@ncl.ac.uk

Note that anything you say to any of the staff will be treated in strictest confidence and not disclosed without your consent; also that the Union, including the Student Advice Centre, is independent of the University structure and primarily concerned with its members' welfare.

Section D: What to do if things go wrong

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 you are reluctant for any details to be known, even to your tutor, because they are sensitive, 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

If you believe that your performance has been affected by illness or other personal circumstances, then you should first discuss with your personal tutor (who will treat anything you say in strict confidence). He/she may advise you to fill in a Personal Extenuating Circumstances (PEC) form. If you do so, the form will only be seen by those people who need to know in order to help you.

The PEC form is the best way of communicating any personal or medical problems that might have affected your performance. This one form will be a way of telling the School about your problems, providing evidence, and requesting a number of types of adjustment (coursework extensions, exam deferrals, or Board of Examiners discretion). You must provide evidence. Information on the following page will explain how to fill in the form and the types of evidence you should provide: <http://www.ncl.ac.uk/students/progress/student-resources/help/>.

In general, you must ensure that:

- You provide clear evidence of all problems and the period of impact (i.e., how long you were affected). A doctor's note, letter from your employer, or statement of support from your personal tutor can all be

submitted as evidence.

- You must be specific about the problem.
- You must be precise about how your work was affected (e.g., that you didn't have enough time to complete or that you missed so many hours of class).
- You must indicate how long the problems lasted.
- You must list all modules and assessments that were affected.

In general, the more specific the problem, the easier it is for the PEC Committee to understand and support your case. The more independent third-party evidence that there is, the more likely the PEC Committee is to support the case.

Once a decision has been made, you will be notified. For decisions regarding extensions to coursework, you will likely be notified with a few days. All other decisions will be considered at a meeting of the PEC Committee.

PEC forms are welcomed throughout the year and will be submitted to the next available PEC committee. Please submit a copy of the form (with supporting evidence) to the school office no later than:

| | |
|------------|---------------------------|
| Semester 1 | 3 February 2017, 12 noon |
| Semester 2 | 16 June 2017, 12 noon |
| Semester 3 | 8 September 2017, 12 noon |

Please note that PEC applications relating to exam periods will only be considered if submitted by the above deadlines, and should **NOT** be submitted after the release of marks.

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. If you are thinking about any of these scenarios, you should first speak with your personal tutor so that you can discuss your options. You can also seek confidential advice from Student Wellbeing: (<http://www.ncl.ac.uk/students/wellbeing/about/student/>).

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 Degree Programme Director of both programmes.

Permission to make these changes often depends upon approval from the Degree Programme Director.

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 allow 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 to overturn the academic decision of examiners. In all cases you should consider trying to resolve your complaint informally with the individual concerned. Usually, before a formal complaint is accepted, you should have tried to resolve the issue informally.

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>.

There are only three possible grounds for appeal:

- You were adversely affected by illness or other relevant factors, of which you were previously unaware, or which for a good cause you were unable to disclose to the examiners in advance.
- Procedural irregularity on the part of the examiners.
- Bias or prejudice on the part of an examiner or examiners.

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.

Impartial advice on both the complaints and appeals procedures may 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 semester and make sure you carefully plan when you will complete each assignment

<http://www.ncl.ac.uk/marine/currentstudents/assessmentdeadlines.htm>

All work (unless told otherwise) must be submitted to the School Office, #06-01, SIT@NP by 12 noon on the hand in deadline date with a covering NESS Header Sheet, which can be downloaded from the NESS system. No responsibility can be taken for work that has no proof of submission.

NESS can be accessed via the student S3P Portal <https://s3p.ncl.ac.uk/Login/Index.aspx>.

Work should be marked and returned to students within 20 working days. All staff endeavour to ensure a prompt return of work to students for feedback purposes.

You will receive an email from the school office to inform you to come and collect your coursework once it is ready, please ensure this is collected as soon as possible.

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:

<http://www.ncl.ac.uk/quilt/assets/documents/qsh-assmt-assessedwork-policy.pdf>.

2. Turnitin and Plagiarism

Beginning in 2015-16, plagiarism checks have become compulsory on all appropriate assessments. 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 other sources. 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 whether you need to submit them directly to Turnitin. 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.

3. Late Submission of Assessed Work

The University has a set policy for late submissions, so you should be careful to submit all assessments well in advance of the deadline. If work is submitted within 7 calendar days of the deadline, it will be capped at the pass mark (40 for undergraduate programmes and 50 for postgraduate programmes). If you submit a piece of work more than 7 days after the deadline, it will receive a mark of zero.

There are two circumstances in which late work will always receive a zero: if your piece of work is marked on a non-discriminatory marking scale (i.e. pass/fail or merit/pass/fail), or 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 a legitimate excuse for late submission (unless NUIT has confirmed a University-wide computer failure).

4. Examinations

University exam period dates are published several years in advance (<http://www.ncl.ac.uk/students/progress/exams/exams/ExaminationDates.htm>). For 2016/17, Semester 1 exams will fall between 16 January and 27 January; Semester 2 exams fall between 22 May and 9 June. Re-sit exams will take place from 21 August to 1 September. You are expected to be in attendance at the University during these times.

The University published a provisional exam timetable about 2 months in advance, so that you can check there are no clashes between your modules. A final exam timetable is published about one month before the exam period. It is your responsibility to check the timetable. You must also read and understand the Rules for University Examinations, which explain 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

<http://www.ncl.ac.uk/students/progress/exams/exams/CalculatorPolicy.htm>. Beginning in 2015/16, new 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). Current students who have already purchased a calculator and have an 'approved' sticker may continue to use it.

When you are revising for your exams, you will almost certainly find it helpful to obtain copies of recent examination papers; these are available on the University website (<https://crypt.ncl.ac.uk/exam.papers/>). Sample papers should be provided by the lecturer for new courses.

If you have a disability or specific learning difficulty, you may require special arrangements for your exams. On submission of relevant medical documentation, for example, you may be allowed extra time and/or an alternative venue. If you think that this may apply to you, you should contact Student Wellbeing as soon as possible to discuss any special requirements (<http://www.ncl.ac.uk/students/wellbeing/disability-support/support/examinations.htm>).

Examinations will generally take place on campus, although there are exceptions to this rule. International students, for example, may apply to take a re-sit exam in their home countries. More information is available from the Exams Office and in the University Policy on Off-Campus Assessments (<http://www.ncl.ac.uk/quilt/atoz/policies.htm>).

5. Feedback on Assignments

You will receive feedback on all of your coursework and exams. University policy states that feedback on coursework must be returned within 20 working days (Monday-Friday, not including Bank Holidays or University closure days). Exam feedback must be returned 20 working days from the end of the exam period; if this date falls during summer holidays, then it must be received at the start of the next semester/term. 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 University. You are expected to use your feedback by looking at your work, the criteria for the work, and the feedback comments and thinking about 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 made good answers and 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 sample 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/quilt/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 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. Students who registered at the University in 13-14 or later are allowed one

re-sit attempt; students who registered in 12/13 or earlier are allowed two. If you satisfy the examiners with your performance on the re-sit, you will have a pass mark (40 for undergraduate, 50 for postgraduate) 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 or 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.

The University's assessment irregularity procedure in full can be found here:

<http://www.ncl.ac.uk/students/progress/Regulations/SPS/assessment.htm>

More generally, at Newcastle 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 underpin 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 of studying at other universities or from work. 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 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 exempt 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 one carries a greater weight).

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, with DPD approval, up to a full credit load. 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/quilt/atoz/policies.htm>

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 fixed. We have a number of ways of trying to get student feedback, including module evaluations and student participation on committees. It's important that you take these questionnaires and opportunities seriously and give your honest opinion. It is also important that you provide specific evidence of what's going right or not so well – it helps us when we know more specifically what is going on – and that you are respectful in the types of comments that you provide.

There is more information about student opinion – and some information about actions that have been taken by the University as a result of your opinions – on the 'You Said We Did' website (<https://internal.ncl.ac.uk/yousaidwedid/>). The University explanation of how it works in partnership with students is available in the Policy on Student Representation: <http://www.ncl.ac.uk/quilt/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 will 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 is a bit different, as it will ask you questions about aspects of your experience other than specific modules: Library and electronic resources, assessment and feedback across the programme, personal tutoring, student representation, etc.

It's important in these evaluations that you are specific about what is positive and/or negative, that you are realistic, and that you focus on the issue, not the person (don't say anything offensive about a person involved on the module or programme). It also helps if you suggest solutions – we will take these seriously!

You will receive a link to the module and stage evaluations through email, and you can then 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 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. External Surveys

In addition to module evaluations, which focus on specific modules, the University also uses several external surveys to gauge your overall opinion of your time at the University. The key surveys are:

The National Student Survey (NSS) – an annual survey of all final-year students, runs February through April

International Student Barometer – an annual survey of all EU and international UG and PG students, runs November and December

Postgraduate Taught Experience Survey – a survey for postgraduate taught students, runs in the spring semester

More information about the external surveys given by the University is available here:

<https://internal.ncl.ac.uk/yousaidwedid/external-surveys/>

4. Student Representation on Committees

You will have an opportunity to elect student representatives within your School. You may wish to be a student representative yourself! Student representatives are a crucial link between the student body and staff, since they find out what other students are thinking and can work through agendas to help improve the student experience.

Course representatives elected by their peers will participate in the **Student-Staff Liaison Committee (SSLC)**, which is chaired by a student and has a student secretary. Even if you're not a student rep, you will be able to contribute to the agenda – tell your rep what you think should be discussed! – read the minutes of the meeting afterwards. Course representatives are also asked to attend the **Board of Studies (BoS)**, which oversees teaching activities in the School.

School representatives are appointed by the Students Union to represent their School at the **Faculty Learning, Teaching and Student Experience Committee (FLTSEC)**. Each School should have one undergraduate rep and one postgraduate rep. These reps take opinions from the student body to a bigger Faculty committee and have a direct voice in decisions that are being made across the Faculty.

The Students' Union provides training for course representatives, chairs and secretaries – more information is available here: <http://www.nusu.co.uk/representation/>

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 (and to provide evidence). Each programme is also required to develop an action plan that lists new projects and activities to improve the degree programme. This AMR is reviewed at Faculty level each year. See the University policy for more information: <http://www.ncl.ac.uk/quilt/resources/monitoring/annual.htm>

Learning and Teaching Review (LTR) – 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. More

for information, see: <http://www.ncl.ac.uk/quilt/resources/monitoring/internal>

External Examining – Each programme will have at least one external examiner, someone who works at a different University or in industry. The function of external examiners is to assist the University by providing assurance in their expert judgement that the standards of all awards at Newcastle are at least comparable to those in similar subjects in other universities in the UK and 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/quilt/resources/assessment/examining.htm>

The External Examiners for the Undergraduate Marine Technology Programmes are:

Professor Dominic Hudson - <http://www.southampton.ac.uk/engineering/about/staff/dominic.page>

Dr John Tan <https://www.northumbria.ac.uk/about-us/our-staff/t/john-kian-tan/>

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 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 examining through the student representation system and by participating in School and Faculty committees.

Accreditation - Your programme is accredited by The Institute of Marine Engineering, Science and Technology (IMarEST) <http://www.imarest.org/> and The Royal Institution of Naval Architects (RINA) <http://www.rina.org.uk/>

Section H: Resources

1. Tools for Study and Revision

The tools within the School for study and revision include revision sessions, Blackboard, ePortfolio 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, services and study spaces as well as professional expertise to help you to be successful in your studies and research. The Robinson Library is open 24 hours a day during term-time, and the Walton and Law libraries are open until late.

The libraries house over 1 million books, subscribe to over 26,000 journals and provide access to more than 6 million ebooks. Library Search (libsearch.ncl.ac.uk) can be used to locate books, ebooks, journal articles and a lot more information using a single search. High demand items can be found in the Student Text Collection (STC) and are bookable online. The Robinson Library also houses the Special Collections (www.ncl.ac.uk/library/specialcollections), which are made up of rare and historic books, manuscripts, maps and illustrations.

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 libraries are excellent places to study. They have a range of silent and quiet areas plus group and collaborative learning spaces. They collectively house over 560 computers. Wi-Fi is also available so you can use your own devices or borrow one via our Laptop Loan Scheme.

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

Library Staff are available at information points and service desks to help you to find the information you need. They also offer workshops and one to one consultations to help you improve your information skills. Alternatively you can use our online Library Help service 24/7 (libhelp.ncl.ac.uk) to access support no matter where you are.

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. Writing Development Centre

Location: Level 2, Robinson Library
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 specialises in issues around writing for assessment and associated topics 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

We work closely with colleagues in other services such as the Library, Student Wellbeing and INTO 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 centred on your individual academic development and are non-judgemental, 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/students/wdc/>

4. INTO Newcastle In-Sessional English

The INTO Newcastle In-Sessional team can provide information on:

- The University English Language Assessment (UELA)
- Free academic English language classes for Newcastle students whose first language is not English
- One-to-one English language tutorials (where you can meet with a teacher for 25 minutes to discuss specific problems)

The In-Sessional language programme can provide both non-credit-bearing support and credit-bearing modules. Your School will be able to tell you if you need to take a credit-bearing module.

More information about the In-Sessional programme is available from the INTO website:

<http://www.ncl.ac.uk/students/insessional/about/insessional.htm>.

5. Maths-Aid

Maths-Aid is a drop-in centre providing a free and confidential service to all students of Newcastle University on all aspects of mathematics and statistics including:

- Preparation for exams
- Developing problem solving and numerical skills
- Advice on correcting mistakes and overcoming problems in everyday academic work
- Help in understanding lecture notes
- Advice on graduate numerical skills tests

More information is available from the website: <http://www.ncl.ac.uk/students/mathsaid/>.

6. 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. There are facilities available at School, Faculty and University level, and you can use this link to find available computers on campus: <http://m.ncl.ac.uk/iss/>.

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/>.

The School has its own computer cluster room (Level 3 & Level 7, SIT@NP) where specific software is installed (you will be advised which software during lectures). When the room is not in use for teaching it is free to use. There is also access to computers in the student common room (1st Floor, Armstrong Building) and the NERIED cluster room (4th Floor, Ridley Building) in Newcastle campus.

7. Careers Service

The Careers Service is situated in King's Gate, Level 1 in Newcastle campus

Opening hours:

Monday, Tuesday, Thursday, Friday 9:00 to 5:00

Wednesday 10:00 – 5:00

Whatever your ambitions, values, degree subject or stage, the award-winning Careers Service exists to help you make the most of your unique skills and experiences. Whether you are seeking a graduate career, going on to further study or starting your own business, the Careers Service offers a range of support to help you realise your potential while you are studying and for up to three years after you have graduated. There are so many career options to explore, and the Careers Service website (<http://www.ncl.ac.uk/careers/>) will provide you with an idea of the opportunities available.

Careers offers you:

- Information on occupations and employers
- Advice on working life during and after your degree
- Business start-up resources and one-on-one advice (www.ncl.ac.uk/careers/riseup)

It can help you with:

- Deciding what to do next
- Gaining enterprise, entrepreneurial and employability skills
- Getting professional experience
- Building up your contacts and networks
- Developing your business ideas and getting them off the ground
- Marketing yourself
- Finding graduate vacancies and postgraduate courses

Singapore students may also contact SIT Career Services at 6592 8150 or email CareerServices@SingaporeTech.edu.sg.

8. Health and Safety

Please refer to Appendix 2 for The School of Marine Science and Technology, Armstrong, Ridley and Dove Marine Laboratory (DML) Health and Safety Guide.

For the benefit of all, you are expected to behave in a responsible manner. Smoking is prohibited in the campus. Heavy fine and penalty applies to this offence.

Food and drinks are not allowed in lecture theatres, laboratories, computing rooms or during examinations. (Students with health problems, e.g. diabetes, should obtain a Medical Certificate from their General Practitioner or the University Medical Practice and see their Tutor about exemption from this restriction.)

The University, through its risk assessments, aims to ensure that this is a safe place for students to study and undertake research. Students and others must comply with the University's arrangements for safety and occupational health which are set out in the University Safety Policy (<http://www.ncl.ac.uk/ohss/about/policy.htm>) and the respective school safety policies. It is especially important that the University fire safety rules are complied with, as these are in place in order to protect lives.

There are additional specific policy supplements and guidance available on the University Occupational Health and Safety Service website: <http://www.ncl.ac.uk/ohss/>.

Assistance can be obtained from the school safety officers on all safety and occupational health issues and, if necessary, from the University Occupational Health and Safety Service. Failure to comply with the University Safety Policy is a disciplinary matter. For some high hazard work, students may be expressly required by law to undertake training which is provided by the University Safety Office.

Emergency Telephone Numbers

FIRE: 6666 or 9-999 / 995 (Singapore)

POLICE: 6666 or 9-999 / 999 (Singapore)

UNIVERSITY SECURITY STAFF: 86817 / 6592 8511 (SIT Accident/Incident Reporting) / 6460 6111 (Ngee Ann Polytechnic Guard House)

9. WETSoc

The society that advances the interest in all things aquatic, be they warm blooded, cold blooded or huge great big ships!

WETSoc is the society involved in the School of Marine Science and Technology. We organise socials which help join the Marine Scientist's and the Marine Technologists together. We also organise trips in and around Newcastle, throughout the U.K. and even abroad. If you would like to be involved in the society and join us on our trips please contact: wetsoc@ncl.ac.uk

There are a number of upcoming events for WETSoc members I would like you all to be aware of, also please don't forget to follow the WETSoc Facebook page for more updates; <https://www.facebook.com/#!/groups/2216236414/>

The School has its own common room on the 1st Floor, Armstrong Building which is open daily.

The Armstrong Building has a building common room on the 2nd Floor, Armstrong Building and the Ridley Building student common room is on the ground floor of Ridley Building 1.

Section I: Additional University Contact Information

Additional Contact Information

Chaplaincy

The Chaplaincy is a team of chaplains working together, appointed by faith communities, recognised by the University and affiliated with the Student Wellbeing Service. The Chaplaincy is committed to working with students and staff of different faiths (and those of no faith) and to making the University a place of religious tolerance and respect.

Location: 19/20 Windsor Terrace

Telephone: 0191 208 6341

Email: chaplaincy@ncl.ac.uk

Website: <http://www.ncl.ac.uk/students/chaplaincy/>

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)

Location of IT Service Desk: Old Library cluster (Monday to Friday 9-5)

Telephone: 0191 208 5999

Email: it.servicedesk@ncl.ac.uk

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

International Office

The International Office provides information and advice on:

- Newcastle programmes and how to apply
- English language requirements
- The equivalence of overseas qualifications
- Erasmus/Study Abroad information
- Finance and Funding

It also provides an orientation welcome programme and airport collection service.

Location: King's Gate

Telephone: 0191 208 3333

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

Language Resource Centre

The Language Resource Centre provides materials and facilities for the research, learning, teaching and practice of over 50 foreign languages and is available to all students and staff of the University.

Location: Old Library Building

Telephone: 0191 208 7490

Email: language.resource@ncl.ac.uk

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

Nightline

Nightline is the confidential listening and information service run for students by students.

Telephone: 0191 261 2905 (8 p.m. to 8 a.m.)

Website: <http://www.nusu.co.uk/welfare/nightline/>

Students' Union

Location: Students' Union, King's Walk

Telephone: 0191 239 3900

Email: student.union@ncl.ac.uk

Website: <http://www.nusu.co.uk/>

International Student Advice and Support:

For students based in Singapore, additional services are provided by SIT.

- Student Life: sld@singaporetech.edu.sg
- Student Counselling: SITcounselling@singaporetech.edu.sg
- Scholarships and Awards: scholarships@singaporetech.edu.sg

Appendix 1

Relevant Links for Student-Facing Handbook Pages

Overview: <http://www.ncl.ac.uk/quilt/modules/dph.htm>

Section A: Introductory Information: <http://www.ncl.ac.uk/quilt/modules/introductory.htm>

- Key Dates: <http://www.ncl.ac.uk/quilt/modules/dph/introductory/dates.htm>
- University Timetables: <http://www.ncl.ac.uk/quilt/modules/dph/introductory/timetable.htm>
- Student Charter and Offer: <http://www.ncl.ac.uk/quilt/modules/dph/introductory/charter.htm>
- Attendance: <http://www.ncl.ac.uk/quilt/modules/dph/introductory/attendance.htm>
- Student Self-Service Portal (S3P): <http://www.ncl.ac.uk/quilt/modules/dph/introductory/s3p.htm>

Section B: Degree Programme and Module Information:

<http://www.ncl.ac.uk/quilt/modules/dph/degreeprogramme.htm>

Section C: Student Support: <http://www.ncl.ac.uk/quilt/modules/dph/studentsupport.htm>

- Personal Tutoring: <http://www.ncl.ac.uk/quilt/modules/dph/studentsupport/personaltutoring.htm>
- Peer Mentoring: <http://www.ncl.ac.uk/quilt/modules/dph/studentsupport/peermentoring.htm>
- Student Services (King's Gate):
<http://www.ncl.ac.uk/quilt/modules/dph/studentsupport/studentservices.htm>
- Student Advice Centre: <http://www.ncl.ac.uk/quilt/modules/dph/studentsupport/advicecentre.htm>

Section D: What to do if things go wrong: <http://www.ncl.ac.uk/quilt/modules/dph/ifthingsgowrong.htm>

- Illness and PECs: <http://www.ncl.ac.uk/quilt/modules/dph/ifthingsgowrong/illnessandpec.htm>
- Change of Circumstances: <http://www.ncl.ac.uk/quilt/modules/dph/ifthingsgowrong/circumstances.htm>
- Complaints and Appeals:
<http://www.ncl.ac.uk/quilt/modules/dph/ifthingsgowrong/complaintsandappeals.htm>

Section E: Assessment and Feedback: <http://www.ncl.ac.uk/quilt/modules/dph/assessmentandfeedback.htm>

- Coursework Submission/Late Submission:
<http://www.ncl.ac.uk/quilt/modules/dph/assessmentandfeedback/submission.htm>
- Exams: <http://www.ncl.ac.uk/quilt/modules/dph/assessmentandfeedback/exams.htm>
- Feedback: <http://www.ncl.ac.uk/quilt/modules/dph/assessmentandfeedback/feedback.htm>
- Marking and Moderation:
<http://www.ncl.ac.uk/quilt/modules/dph/assessmentandfeedback/markingmoderation.htm>
- Assessment Irregularities/Disciplinary Procedures:
<http://www.ncl.ac.uk/quilt/modules/dph/assessmentandfeedback/irregularities.htm>

Section F: Student Representation and Feedback: <http://www.ncl.ac.uk/quilt/modules/dph/representation.htm>

- Module Evaluations: <http://www.ncl.ac.uk/quilt/modules/dph/representation/evaluations.htm>
- External Surveys: <http://www.ncl.ac.uk/quilt/modules/dph/representation/externalsurveys.htm>
- Student Representation:
<http://www.ncl.ac.uk/quilt/modules/dph/representation/studentrepresentation.htm>

Section G: Ensuring the Quality of Your Degree: <http://www.ncl.ac.uk/quilt/modules/ensuringquality.htm>

Section H: Resources: <http://www.ncl.ac.uk/quilt/modules/resources.htm>

APPENDIX 2

**The School of Marine Science and Technology
Armstrong, Ridley and Dove Marine Laboratory (DML)
Health and Safety Guide**

Safety (University General Regulations) are found at: <http://www.safety.ncl.ac.uk/universitypolicy.aspx>

The University's rules and arrangements are set out in the booklet Health and Safety: Statements on Policy, organization and General Safety Arrangements, available on application to the University Safety Officer or from the University website at: <http://www.safety.ncl.ac.uk/home.aspx>

For example, the Local Rules Governing the Use of Ionizing Radiations and Radioactive Substances is available on application to the Radiation Protection Officer or from the website at: <http://www.safety.ncl.ac.uk/radiationprotection.aspx>. Specialist support, e.g. for diving, is also available <http://www.safety.ncl.ac.uk/diving.aspx>.

The University also has local rules on a number of safety matters, including those relating to hazardous waste; work with micro-organisms and to work with chemicals subject to the COSHH Regulations. These local rules are available on the website or on application to the University Safety Officer. The most common safety forms can be found at <http://www.safety.ncl.ac.uk/forms.aspx>, but it is always best to contact a University Safety Officer for the most up-to-date guidance. All members of staff, students and other persons on University premises are required to comply with safety regulations in force.

The School is committed to providing a safe and healthy working environment. Safety should be a major concern of everyone in the School. To maintain a high standard of safety, it is important that everyone uses common-sense at all times and keeps a look out for hazards. Individuals must take a responsible attitude and anticipate risks to themselves and others. If in doubt consult your supervisor or the School Safety Officer – Dr Xin Wang [xin.wang@ncl.ac.uk] #06-01, Level 6, SIT@NP, telephone: 6908 6014

Attempts will be made to rectify the problem, however nothing can be done if hazardous conditions exist which go unreported. Your co-operation in this would be appreciated.

EMERGENCY TELEPHONE NUMBERS

| | |
|--|---|
| Campus sites: | Singapore Campus |
| Fire - 6666 or 9-999 Police - 6666 or 9-999 Ambulance – 6666 or 9-999 Hospital - 273 8811 Electrical - 6355 Plumbing - 6354 | Fire/Ambulance dial 995 Police dial 999 SIT Accident/Incident Reporting 6592 8511 Ngee Ann Polytechnic Guard House 6460 6111 |

Dove Marine Laboratory: North Tyneside General Hospital - 0844 811 8111

On discovering fires shout FIRE! FIRE!

Armstrong & Ridley - Tell someone to ring 6666 or 9-999 to ask for the Fire Brigade and advise Security 6666.

Dove Marine Laboratory - Press Line 1 or Line 2 for an outside line then dial 999 and ask for the Fire Brigade. Tackle the fire only if this can be done without risk.

General

1. **Risk assessments** should be prepared before any procedures or visits are carried out. This will include field work, boat work and travel abroad. Standard risk assessment forms for projects, and those specifically for travel overseas may be downloaded from the School web-site (Teaching Resources). They are also available

on Blackboard for relevant modules. Forms are required for completion by all students involved in field work in this country or overseas. Completed Risk Assessment forms should always be included with hand-ins.

2. **COSSH Forms** should be completed if chemicals are to be used. These may be downloaded from the University Safety Office web site. Copies should be lodged with the Safety Officer before work on any project commences. A further copy should be displayed where the work is carried out.
3. **Class practical** must be supervised by the academic member of staff shown on the timetable, a postgraduate student or employee delegated by the Head of School.
4. **Project work** Students must be given written outlines of their intended project work. Appropriate risk assessments and COSSH forms must be completed
5. **Accidents** must be reported to the Safety Officer. Accidents involving personal injury are entered on the appropriate form. Accident books of forms can be found in the Ridley Building Room 466 and at the DML
6. **Protective clothing** Lab. coats must be worn during practical work. Goggles should be worn whenever there is a risk of explosion, implosion, shattering glass, flying sparks or metal turnings, spattering chemicals etc. and always when liquid nitrogen is being handled. Rubber gloves should be worn when handling corrosives. Safety helmets and ear muffs are provided on board R.V. Princess Royal. Suitable shoes must be worn in laboratories.
7. **Chemicals in the mouth** must be treated as poisons; spit out and flush copiously with running water. If swallowed rush to Newcastle General Hospital Casualty Dept. or North Tyneside General Hospital Casualty Dept
8. **Spillages** must be dealt with immediately. Spillages must be removed with due regard to the hazards. Damaged and stained benches and floors and broken apparatus should be reported to the Laboratory Manager or technician in charge.
9. **Waste disposal** Bins are provided for all hazardous laboratory waste. Small items such as scalpel blades should be disposed of in small yellow sharps bins. Plastic laboratory ware and gloves should be placed in yellow bags and ALL broken glass in large yellow boxes.
10. **First Aid Cabinets** are located in all undergraduate laboratories and throughout the Armstrong and Ridley Buildings at the DML and on board R.V. The Princess Royal.
11. **Eating and drinking** are permitted only in offices and the Common Room. Lab coats should not be worn where food is eaten. From January 2007 it is mandatory for the University to have a No Smoking policy on Campus. This means staff, students and visitors are not allowed to smoke either in University buildings, outside buildings, walkways or anywhere on the University Campus.
12. **Safety aboard the Research Vessel.** The vessel was built to Lloyds safety requirements class Brown Workboat Code of Practice (Category 2) and is maintained to this standard. All new research vessel users are given a course of instruction, by the ship's master, in elementary seamanship, emergency lifesaving drill and fire-fighting. They must also attend a day of safety and survival training at South Shields College before working at sea. Life jackets must be worn by all boat users while they are aboard the research vessel.
13. **Safety in the Aquarium.** The main danger in the aquarium is the use of electrically powered apparatus close to large quantities of seawater, often with a wet floor. It is essential that all such apparatus be checked for wiring and fusing. It is a standing rule that before any electrically powered equipment or apparatus is introduced into the aquarium, it must first be examined by the Technician in Charge.
14. **Immunisations** The University regards a tetanus injection as mandatory for all biologists. Persons who do not choose to have this vaccination must make themselves known to the Safety Officer.

15. **Work outside normal hours** Students are allowed after-hours (outside the normal working day: 0900-1700 Mon-Fri) access to the RIDLEY BUILDING by a smart card entry system for desk-based work that does not pose a significant safety risk. Users must follow all common sense rules of conduct in order for the class to retain these access privileges. It is also required that you:
- Carry with you at all times: your student ID card and keys to the rooms you have access to (Reading Room etc.).
 - In an EMERGENCY call the emergency services (fire, police or ambulance) on 6-666 or 9-999. If you see something suspicious, call the University Police on 6345. For water leaks, broken doors or windows, etc., call Estates Services Office on 7171
16. **Field work** – separate instructions will be issued.

A copy of the School Policy Safety Statement is available for consultation in all offices and at Blyth.

Fire Evacuation Plan

Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety in the event of fire. **DON NOT WEDGE FIRE DOORS OPEN**, or store combustible materials in corridors and stairs. **It is also an offence.**

Students must familiarise themselves with the location of all **fire exits, fire alarm call points, fire extinguishers and the Fire Assembly Point.**

- Armstrong Building Fire Assembly Point is in the quadrangle.
- Ridley Building Fire Assembly Point is in the lane leading up to the medical School.

Discovering a fire – what you must do!

- RAISE THE ALARM** – shout **FIRE, FIRE, FIRE** and operate the nearest fire alarm call-point to warn everyone in the building that there is a fire.

If you suspect a fire sound the alarm. **DO NOT** search for the seat of the fire. Only the fire brigade should do that – particularly where this involves opening doors when a fire is suspected to be behind them. If there is smoke in the corridor etc; then the fire has been found and it is ready to **RAISE THE ALARM!**

- CALL THE FIRE BRIGADE**

DO NOT DELAY in summoning the Fire Brigade. Call from a place of safety. Dial 6666 if possible – this will be answered by the Operator/University Security Staff who will inform the fire brigade with any additional information to get them to the correct entrance. Alternatively, dial 9-999/9-112 from internal phones or 999 from an external phone.

If you have to call the Fire Brigade directly, ensure you ring the University Security Control Centre on extension 6666, and let them know an evacuation is in progress.

- ATTEMPT TO FIGHT THE FIRE (if safe to do so)**

Prompt use of a fire extinguisher can nip a major incident in the bud. If you encounter a fire then only use the extinguisher if it is safe to do so, and you know how to use them. **Leave as soon as the extinguisher has emptied or the fire is growing!**

REMEMBER:

- SOUND THE ALARM**
- KEEP YOUR ESCAPE ROUTE FREE**
- USE THE CORRECT TYPE OF EXTINGUISHER**

Evacuation Procedure ON HEARING THE ALARM

- Leave the building promptly, **DO NOT** wait to be told and **DO NOT** collect personal belongings.

- Close doors and windows behind you if time permits and only where you can.
- Observe any specific instructions about isolating equipment or services.
- Use your nearest fire exit (Look for the green 'running-man' signs)
- If you find smoke blocking your route then go a different way.
- **DO NOT** use the lift.
- Move away from the building and proceed to the **Fire Assembly Point** and listen to the instructions given by the **Fire Marshal**, who is responsible for your safety liaising with the Fire Brigade.
- **DO NOT** go back into the building until you have specifically told to do so by the Fire Marshal or the attending Fire Brigade Officer in charge.

NOTE – silencing the alarms is not a signal to re-enter the building.

Helping Visitors and others that you may encounter

- **Fire Wardens**, wearing high visibility armbands are there to help and ensure then building is evacuated; you must carry out any directions they give.
- Escort out your visitors, members of the public etc.
- Assist anyone with mobility difficulties.
 - Disabled staff and visitors will have a **Personal Emergency Evacuation Plan**.
- If there are disabled or injured people or others who cannot leave the building then: **TELL** the Fire Warden and the Fire Marshal **EXACTLY** where they are (Floor, Stairwell or room number)

Fire Assembly Point

- Armstrong Building Fire Assembly Point is in the quadrangle.
- Ridley Building Fire Assembly Point is in Lovers Lane leading up to the Medical School.