

UNIVERSITY OF ABERDEEN

SCHOOL OF ENGINEERING



**UNDERGRADUATE STUDENT
HANDBOOK**

2011-2012

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INTRODUCTION

The School of Engineering is one of the constituents of the College of Physical Sciences, one of three Colleges in the University structure.

The day-to-day administration of matters relating to your registration, degree programme and student record is undertaken by your Registry Officer. Your Registry Officer is responsible for sending out your annual joining instructions, including details of advising and registration, and will also correspond with you throughout the year, as required, in regard to your attendance and academic progress.

If you have any queries at any time throughout the year in regard to your registration, degree programme, student record or progress (including personal difficulties affecting your study), please do not hesitate to contact:-

Melanie Viney-Richards
Registry Officer (Engineering),
Registry Student Services
The Hub
Elphinstone Road
King's College
Old Aberdeen, AB24 3TU
Telephone 01224-272047 or just dial extension 2047 if telephoning internally
E-mail m.vineyrichards@abdn.ac.uk

1. **AIM OF THE PROGRAMMES**

The aim of the School of Engineering is to provide a distinctive, high-quality research driven experience for all of our students and to foster in our students reasoning, communication, entrepreneurial and analytical skills that will enable them to adapt to change throughout their lives.

The detailed aims and 'benchmarks' of the degrees are laid out in Appendix I. Broadly speaking, the aims and objectives of all our programmes are as follows.

Aims

To educate students to the highest standards, and encourage in them the enterprise competencies of innovative and independent thinking.

Learning Outcomes

Students will:

- Acquire the necessary engineering knowledge, understanding and skills for a successful professional career in industry or research;
- Acquire the necessary practical and intellectual skills so that they are able to identify and apply relevant quantitative methods and computer software to the analysis of engineering problems, and design and conduct experiments for understanding the performance of engineering systems;
- Develop transferrable and personal skills so that they are able to work effectively both individually and as part of a group to successfully implement engineering projects and communicate findings to a wide audience;
- Appreciate and understand the social, health and safety, sustainability and environmental constraints associated with their chosen engineering discipline, as well as the role of engineers in society;
- Graduate with increased depth of knowledge and understanding of their chosen engineering discipline so that they are able to apply them effectively to the development and implementation of complex engineering projects (MEng); and
- Develop imaginative, creative, innovative, management and leadership skills so that they are ready soon after graduation to take up a position of technical leadership with full appreciation of commercial and industrial constraints in the development of new technologies (MEng).

All the undergraduate Engineering programmes are available on the web at:

<http://www.abdn.ac.uk/registry/calendar>

A Note About Courses

Courses taken within the School of Engineering will consist of any combination of lectures, tutorials, and design or laboratory sessions. Attendance is expected at all classes (see Section 5.2 on Class Certificates for further information). Note that all tutorial questions must be attempted prior to the tutorial rather than during it. The purpose of the tutorial sessions is to discuss any problems you may have had with the work, and for you to be able to ask for feedback on your progress.

Aberdeen Graduate Attributes

Graduate Attributes are a wide-ranging set of qualities which students develop during their time at Aberdeen in preparation for employment, further study and citizenship.

There are four main areas of the Graduate Attributes:

- Academic excellence
- Critical thinking and communication
- Learning and personal development
- Active citizenship

Students have many opportunities to develop and achieve these attributes. These include learning experiences on credit-bearing courses and co-curricular activities such as work placements, study abroad and volunteering. In accordance with the University's commitment to Equality and Diversity, students can request support with any aspect of the Graduate Attributes framework.

The ACHIEVE website offers resources that enable students to assess and reflect upon their present skills and development needs. The WebCT site also contains resources to help students to improve their skills and links to a range of university services such as the Careers Service and the Student Learning Service. Students can access ACHIEVE in their WebCT site list of courses.

2. ADVISERS OF STUDIES/STUDENT SUPPORT SERVICES

Each student on joining the School is allocated an Adviser of Studies, a member of the School's academic staff whose role it is to give advice throughout the period of the advisee's studies. You should feel free to contact your Adviser if you wish to discuss any academic queries or problems, such as guidance on the curriculum – which subjects to study or whether a subject can be dropped – or how to improve study techniques or examination performance. Your Adviser will also be pleased to help with any other concerns that you may have, including personal matters, and will be able to suggest where you might obtain specialist advice or information, as appropriate. Advisers are often approached to provide references, for advisees' job applications.

Students may request a change of Adviser if, e.g., they feel that, as a result of personal problems, they wish to have an Adviser of the same sex. In this instance, they should approach Melanie Viney-Richards, Registry Officer, Registry Student Services, The Hub, Elphinstone Road, email m.vineyrichards@abdn.ac.uk.

You **must** attend for interview with your Advisers of Studies at the start of each academic year at the time and place intimated to you by letter or email and on any other occasion when you are contemplating a change in your curriculum. You will not be allowed at any stage in your course to register for the current academic year unless you have met with your Adviser and have completed E-Registration. **All changes of curriculum must be authorised by your Adviser.**

You may be required to meet with your Adviser to discuss your progress where a School/Department has reported you as being 'at risk'. If you fail to attend such a meeting, you will be asked to meet with the Convenor of the Students' Progress Committee to discuss your progress. Failure to attend such a meeting may lead to you being deemed to have withdrawn from the course.

2.1 Student Support Services

This is the umbrella organisation for various areas: University Counselling Service; University Chaplaincy; Wardennial staff and the Student Advice and Support Office. The

latter office has staff including the Student Support Officer, the Disability Adviser, the International Students' Adviser, and the Student Support Adviser. Further details about Student Support Services can be found at:

<http://www.abdn.ac.uk/central/students/welcome.shtml>

2.2 Student Learning Service

If, at any stage of your academic career, you wish to enhance your study skills – effective listening and reading, note taking, assignment/essay writing, presentation skills, exam preparation etc – you can meet with an Academic Skills Adviser to discuss such concerns and develop a plan of action.

Further details can be found at:

<http://www.abdn.ac.uk/sls>

2.3 Procedures Relating to Students with Disabilities

If you have a disability such as a hearing or visual impairment, dyslexia or any other condition which may affect your studies or your performance in continuously assessed work and in examinations, you should notify the Disability Adviser (tel +44 (0)1224 273935, e-mail: student.disability@abdn.ac.uk) at the earliest opportunity. You should also see the School's Disability and Dyslexia Officer, Dr Akisanya, Room 367. Documentary evidence of any arrangements to support you in your studies and any medical evidence you provide will be filed under confidential cover in Student Support Services. A form indicating the provisions you require will be circulated to the relevant Schools/Departments in which you will be studying but will also be treated confidentially. Students with dyslexia must submit an assessment that has been carried out within the last two years. Assessments can be arranged through Student Support Services.

It is University policy to take specific disabilities into account when assessing students' performance. The onus is, however, on students to notify the University of such difficulties at the earliest opportunity: please contact the Disability Adviser in the first instance.

If you have a disability and are sponsored by the SAAS or an LEA, you may be eligible for a Disabled Students Allowance. The Allowance is intended to cover extra expenditure incurred because of needs arising from your disability, for example, special equipment. Details of this allowance can be obtained from the Disability Adviser, who will also be glad to answer any other query regarding disabilities and support arrangements.

2.4 Student Accommodation

If you wish information or need advice on living in Halls of Residence contact the Accommodation Office on 273502 or via:

<http://www.abdn.ac.uk/accommodation>

3. DEGREE STRUCTURE

3.1 The Academic Year (see Appendix II)

Term dates for Academic Year 2011-2011 can be accessed at:

<http://www.abdn.ac.uk/central/termdates.shtml>

The academic year is divided into two half-sessions. Most courses are of one half-session's duration and comprise twelve teaching weeks, followed first by a revision week (week 27 or 45) and then by a two-week assessment period. Apart from those courses which are specifically described in the Course Catalogue as year-long, all courses taught during the first half-session are assessed in January (weeks 28 and 29), courses in the second half-session are assessed in May/June (weeks 46 to 48). There is a further opportunity of assessment (the 'resit diet') in August.

3.2 Course Choice and Degree Structure

In order to be eligible to graduate, you must earn a minimum number of credits overall, with more detailed requirements at each level (see the Calendar and the Supplementary Regulations for the Degrees in Engineering). You cannot simply choose any courses you like in order to make up your degree. Each degree has a specific programme of study that has been carefully thought out. Degree programmes normally consist of compulsory courses, some choice between set options and some occasional choice.

For information on courses available, please consult the Catalogue of Courses which is on the world-wide web at:

<http://www.abdn.ac.uk/registry/courses/>

The University Calendar which contains all degree regulations and the prescriptions for all degrees offered by the University can be accessed on the world-wide web at the web address below. For convenience the structure of the undergraduate Engineering programmes are laid out in Appendix III.

<http://www.abdn.ac.uk/registry/calendar/>

3.3 The Co-curriculum

The co-curriculum enhances a student's employability and provides opportunities to develop and achieve Aberdeen Graduate Attributes. Co-curricular activities complement a student's degree programme and include: work placements, study abroad, enterprise and entrepreneurship activities, the BP Student Tutoring Scheme and the STAR (Students Taking Active Roles) Award initiative. Below are examples of credit-bearing co-curricular activities.

ERASMUS is an exchange programme funded by the European Commission which enables students to study or work in another European country as part of their degree programme. Eligible students will receive a grant to help with extra costs while abroad and a number of our partner institutions teach through English. For more information, visit www.abdn.ac.uk/erasmus/. The University also has opportunities for students to study in a non-European country as part of their degree through the **International Exchange Programme**. International partners include universities and colleges in North America, Hong Kong and Japan (www.abdn.ac.uk/undergraduate/international-exchange.php). The University aims to ensure full academic recognition for study periods abroad; therefore the credits gained from study abroad will count towards the Aberdeen degree programme for students participating in both ERASMUS and the International Exchange Programme.¹

Work placements can also form an integral part of a degree programme and attract academic credit. Placements are available locally, nationally and internationally, lasting

¹ Please note that Engineering students who wish to study abroad during their degree programme may only do so during the second level/year of study.

from a few weeks to a full year and are generally paid. Visit the Careers Service website for further placement information and to find available work placements.

Further information about the co-curriculum is available at: www.abdn.ac.uk/careers

4 ABSENCE FROM CLASSES

4.1 Absence on Medical Grounds or other Good Cause

Certification of Absence for Medical Reasons or Other Good Cause

A medical certificate is defined as either a pro-forma or a note on the Medical Practice's headed paper signed by a medical practitioner.

Where absence has occurred for good cause of a non-medical nature, students should supply appropriate corroborating evidence in place of a medical certificate, where required below. Students should not request a medical certificate from their medical practitioner to cover absences of a non-medical nature.

Students should note that, in accordance with guidance from the Scottish Executive Health Department, medical practitioners may charge a fee for the provision of medical certificates. In such cases, the medical practitioner should make clear at the start that a fee will be charged and the amount of that fee. Students should note that the University will not reimburse any such costs incurred.

SUBJECT TO WHAT IS SAID IN PARAGRAPH 4 BELOW, ALL MEDICAL CERTIFICATES MUST BE SUBMITTED TO THE ENGINEERING OFFICE.

1. **Students must submit** either a certificate from a medical practitioner or a self-certificate where illness has necessitated a period of absence from classes of between six and eleven weekdays.
2. **Students must submit** a certificate from a medical practitioner where illness has necessitated a period of absence from classes of over eleven weekdays.
3. **Students are strongly advised to submit** a certificate from a medical practitioner in the following cases:-
 - (a) where illness has prevented students from attending an end-of-course examination (otherwise their result may be recorded as "No Paper", which will be interpreted as zero for the purposes of determining an award e.g. honours classification)
 - (b) where students believe that their performance in an element of prescribed degree assessment has been affected by illness (see also paragraph 4 below)
 - (c) where illness has prevented students from submitting a piece of in-course assessment by the required deadline
 - (d) where illness has prevented students from attending a specified teaching session (e.g. a tutorial or a practical class) to which an assessment is directly attached
 - (e) if, under exceptional circumstances, a School requires certification by a medical practitioner.
4. Where it is impossible for a doctor to verify that students had been ill on the relevant date (defined as the date of an examination, the submission deadline for an in-course

assignment, or the date of a teaching session) students should not request a backdated Medical Certificate. **It is essential, therefore, in these specific circumstances, that students arrange a consultation with their medical practitioner as soon as possible following onset of illness while the signs of an illness are still evident AND within seven days of the relevant date as defined above** (paragraph 5 below also refers).

5. Details of illness (which must be certified by a medical practitioner) and/or other personal circumstances which either have prevented students from taking an assessment or from meeting a deadline for submission of assessed work, or which students believe may have affected their performance in an element of prescribed degree assessment will be accepted as grounds for appeal only if notified in writing to the Head of the relevant School in writing **no later than one week** after the date on which a student submitted, or was due to submit, an assessment or on which a student appeared, or was due to appear, for the assessment concerned, together with supporting evidence of their medical condition or personal circumstance. Where a student believes their medical condition or personal circumstance to be of a particularly sensitive nature, the information should be submitted in a sealed envelope marked 'sensitive information'.
6. Where there are good reasons why students were unable to notify the Head of School within the one week period defined in 5 above, they must write to the Head of School as soon as practicable and give details of the illness (which must be certified by a medical practitioner) and/or other personal circumstances and the events which prevented them from notifying the Head of School within the defined period.
7. **Details reported after the 7 day period in 5 above will be accepted as grounds of appeal only in exceptional circumstances.** Claims that academic performance was adversely affected by ill health and/or other personal circumstances for which there is no contemporaneous, independent, medical or other supporting evidence will not be accepted as competent grounds for an academic appeal. Students should refer to the University's *Policy on Academic Appeals* and the accompanying *Guidance Notes for Students concerning Academic Appeals* (copies of which can be obtained from the Registry or from <http://www.abdn.ac.uk/registry/documents/FullProcedures.pdf>).
8. 'Sensitive information' in 5 above will be opened by the Head of the relevant School where the deadline for submission of assessed work has been missed or by a sub-committee of the Examiners consisting of the Head of the relevant School (or his/her nominated representative) and the External Examiner(s) where performance in assessed work is concerned. The sensitive information will be considered by the Sub-Committee of Examiners prior to determining the final mark for the assessment concerned.

The School's policy is that examinations are marked by the Internal Examiner without reference to Medical Certificates or extenuating circumstances. Once the marking process is complete, such matters are considered and they are always specifically drawn to the attention of the External Examiner, who may exercise his or her discretion to alter the mark awarded, or to set aside the mark altogether and to allow the student a second opportunity to take the assessment. In this latter case the retaken assessment will be considered as a first attempt.

The University's policy on certification for absence on medical grounds or other good cause can be accessed at:

<http://www.abdn.ac.uk/registry/quality/appendix7x5.pdf>

You are strongly advised to make yourself fully aware of your responsibilities if absent due to illness or other good cause.

5 STUDENT PROGRESS

5.1 Monitoring Students' Progress

The University operates a system for monitoring students' progress to identify students who may be experiencing difficulties in a particular course and who may be at risk of losing their class certificate. If the Course Co-ordinator has concerns about your attendance and/or performance, the Registry will be informed. The Registry will then write to you (by e-mail in term-time) to ask you to contact them via monitoring@abdn.ac.uk in the first instance. Depending on your reason for absence or poor performance, the Registry will either deal directly with your case or will refer you to your Adviser of Studies, a relevant Support Service, or the Director of Undergraduate Programmes. This system is operated to provide support for students who may be experiencing difficulties with their studies. Students are required to attend such meetings with their Adviser of Studies in accordance with General Regulation 8 of the University Regulations.

Set criteria are used to determine when a student should be reported via the monitoring system. You will be reported through the monitoring system:

- either* (i) if you are absent from two tutorials, labs or project meetings without good cause being reported;
- or* (ii) if you fail to submit a piece of summative (e.g. class test) or a substantial piece of formative (e.g. essay, presentation) in-course assessment by the stated deadline.

If you fail to respond within the prescribed timescale (as set out in the e-mail or letter), you will be deemed withdrawn from the course concerned and will be referred to the Convener of the Students' Progress Committee. The Registry will write to you (by e-mail in term-time) to inform you of this. If you wish consideration to be given to reinstating you in the course you will require to meet with the Convener of the Students' Progress Committee who will take a decision on this matter. Accordingly, unless your class certificate is reinstated on to the course by the Convener of the Students' Progress Committee you will not receive marks for the assessment or credit points for completing the course.

5.2 Class Certificates

A class certificate is defined as "a certificate confirming that a candidate has attended and duly performed the work prescribed for a course" and must be valid for the marks for the course to be reported. The period of validity for a class certificate is limited to the academic year in which it is awarded and the academic year immediately following. Hence, candidates have a maximum of three opportunities to take the end-of-course assessment without re-attendance i.e. the first attempt plus up to two resits.

Students who have been reported as 'at risk' through the system for monitoring students' progress due to their failure to satisfy the minimum criteria (as outlined above) may be refused a class certificate. If you are refused a class certificate, you will receive a letter from the Registry (e-mail in term-time) notifying you of this decision. Students who are refused a class certificate are withdrawn from the course and cannot take the prescribed degree assessment in the current session, nor are eligible to be re-assessed next session, unless and until they qualify for the award of a class certificate by taking the course again in the next session.

If you wish to appeal against the decision to refuse a class certificate you should do so in writing to the Head of School within fourteen days of the date of the letter/e-mail notifying you of the decision. If your appeal is unsuccessful, you have the right to lodge an appeal with the Director of Undergraduate Programmes within fourteen days of the date you are informed of the Head of School's decision.

In courses which form part of an Honours programme, you should be aware that if you are refused a class certificate, you will be awarded the equivalent of a No Paper (NP) for the

course, i.e. a CAS mark of zero when applied to the Grade Spectrum used for determining degree classification. This will mean that, normally, you would be unable to gain a higher class of degree than Lower Second Class Honours.

5.3 Degree Examinations

- (i) The degree examination is the concluding examination of most engineering courses (for Honours see below). It is a Pass in this examination which normally certifies that a student has successfully completed a course and that its credit point value may now be counted towards the total number of credit points required for the award of the degree. For credit accumulation and values see Supplementary Regulations for the Degrees in Engineering (as printed in the University Calendar).
- (ii) For each degree examination there are internal examiners and an external examiner. The internal examiners are the lecturers who have taught the course, and the external examiner is an expert in the subject from outside the University. The role of the external examiner is to ensure that the quality of the exam paper is appropriate and that standards of marking are fair, and in particular, to adjudicate on borderline or difficult cases.
- (iii) In order to obtain a Pass in a degree examination a student has to obtain a mark of 9 on the Common Assessment Scale. The 'mark' is the numerical expression of an assessment, not a mathematically derived figure. Consequently, the final assessment of a paper is not a simple average of 'marks' of the separate questions, but an assessment of that paper as a whole, that decision being taken by the external and internal examiners. Students who fail to attend without 'good cause' (see section 6.1, Absence on Medical Grounds Other Good Cause) will automatically be awarded a result of 'No Paper' which will be considered as equivalent to a mark of zero. For the marking scales and Guidance Note see Appendix IV.
- (iv) Merit certificates will be awarded to those who achieve a high standard in the appropriate assessment in non-honours courses. A First Class Merit Certificate will be awarded to those obtaining 18 or above on the Common Assessment Scale (see Appendix IV), and a Second Class Merit Certificate to those obtaining 15-17. Merit Certificates are not physically issued, but are noted on a student's academic transcript, available from the University Registry upon completion of their studies.
- (v) If a student fails to secure a Pass in the first degree examination in a particular course, whether that degree examination took place in January or May/June, there is an opportunity to resit the examination in August. Students must register for resits with the University Registry. A resit fee is payable unless the reason for failure is recorded as 'Good Cause' or 'Medical Certificate'.
- (vi) University policy is that the marks for all class and degree assessments are to be disclosed to students. In the case of Level 4 and 5 courses taking place in the first half-session, the mark disclosed may be provisional and subject to alteration by the external examiners at the end of the academic year. Marks are made available on Student Portals (<http://www.abdn.ac.uk/studentportal>) once they have been confirmed by Schools/Departments and are not obtainable from Course Co-ordinators or Advisers of Studies.
- (vii) Continuous Assessment plays a role in some courses and may contribute to the final mark. For the guidelines on this see Appendix VI.
- (viii) Passes in degree examinations and their credit points are important in determining whether a student will be permitted to proceed to the next year of the degree programme. Regulations 16.1(e), 16.1(d) and 16.4 of the General Degree Regulations for First Degrees provide that a **student must obtain at least 105 credit points (120 credit points for the Master of Engineering degree) in order**

to proceed from programme year 1 to programme year 2 and 240 credit points to proceed from programme year 2 to 3. (A student needs 240 credits by the end of year 2 to gain entry to Honours.) General Regulation 17.1 requires that students must achieve:

- (a) a total of 120 credit points within 4 half sessions of full-time study or the equivalent from their first entry to programme year 1 of the degree for which they are currently registered;
 - (b) 240 credit points within 4 half sessions of full-time study or the equivalent from their first entry to programme year 2 of the degree for which they are currently registered, and
 - (c) the non-honours requirements within 4 half sessions or their equivalent from their first entry to programme year 3 of the degree for which they are currently registered.
- (ix) For Honours years (which consist of Levels 3, 4 and 5 of the BEng and MEng programmes), only the first attempt at an assessment, whether continuously assessed or by examination, will be used for the purposes of the degree classification. Subsequent attempts are for credit point purposes only, and will not be taken into account in the classification calculation.

5.4 Premature Termination of Studies

- (i) The third stage at which progress and performance is monitored is designed to permit the termination of studies of extremely unsatisfactory students at any stage before the completion of the academic year. Regulation 18 of the General Regulations for First Degrees gives the Senatus Academicus power, to terminate, during the session, the studies of candidates who persistently fail to attend, or perform the required work of, the course for which they are registered.
- (ii) This regulation is aimed primarily at the student who, having matriculated and registered for classes, is not prepared to attend classes or perform the other required work of the class. The studies of such a student may be terminated at any time during the course of the session. It must be stressed that this rarely exercised power is not intended to operate in the case of a student who is genuinely attempting to perform the work of the class, but is experiencing difficulty in coping with it. It is therefore imperative that students in such difficulty meet with their adviser to discuss their problems.

6 ACADEMIC APPEALS AND STUDENT COMPLAINTS

6.1 Academic Appeals

The University's Policy on Academic Appeals can be obtained from the Registry or can be accessed at:

www.abdn.ac.uk/registry/appeals

It indicates that academic appeals will only be considered on matters of procedure, competency and/or prejudice. Those involved in considering academic appeals will not review the question of academic judgement which is a matter solely for the person or committee that has made the academic judgement. For an appeal to be upheld, a student must have suffered material disadvantage.

Your attention is drawn to the following paragraph of the University's Policy on Academic Appeals:

“If a student believes that a medical condition or other personal circumstances have affected their performance in an assessment or prevented them from taking an examination or meeting a deadline for submission of coursework they must notify the Head of the relevant School(s). This must be done in writing, not more than seven days after the date of submission of the assessment or the exam concerned. The University’s Policy on Certification of Absence for Medical Reasons or Other Good Cause provides further information.

Where a student has not given notice of such extenuating or mitigating circumstances (see Glossary of Terms) within the seven day timescale, they cannot be accepted as evidence in support of an appeal or complaint unless a satisfactory explanation for the delay in providing the information can be given. If those circumstances are raised for the first time at the Initial Stage (ie. with the Head of School or Service) the Head of School or Service (or their nominee) will decide whether it is appropriate to take them into account.”

This means that appeals which are based on illness (which must be certified by a medical practitioner) and/or other personal circumstances will not normally be considered unless notified to the Head of the School within five working days after the date on which a student submitted or appeared for the assessment concerned. This is to ensure that the examiners, including the External Examiner(s), have all information available to them at the time of confirming a course result.

6.2 Student Complaints

The University aims to provide a welcoming and supportive environment for its undergraduate students. However, occasionally students will encounter problems and difficulties. Complaints should be addressed in the first instance to the person who is in charge of the University activity concerned, eg the Head of the relevant School about academic matters; the Head of an administrative section about the service that you receive; a Warden about residential matters. Your Registry Officer or the Students’ Association will assist you if you are unsure as to how to pursue a complaint.

The University’s Policy on Student Complaints is available at:

www.abdn.ac.uk/registry/appeals

7. EXAMINATIONS AND ASSESSMENTS

7.1 Entry for Examinations

If you are registered for, and attending, a course for the first time, you will *automatically* be entered for your first attempt at the degree exam – there is no need for you to take any further action in that respect. If, however, you have to re-sit an exam – either at a second diet of examinations in the same session, or at a diet in a later session – you have formally to enter for that exam, by filling in a form and paying the appropriate exam fee.

If you withdraw from your studies, and decided to sit exams as an external candidate, you have again to register for those exams, and pay the appropriate fees – which include a registration fee. Information on resits, and procedures for applying are available through the Student Portal.

7.2 Attention is drawn in particular to the following rules for the conduct of examinations:

Candidates will not be admitted to an examination hall after the examination has been in progress for thirty minutes. Candidates will not be permitted to leave during the first thirty minutes and the last thirty minutes of their examination.

- (i) Candidates must bring their student identity cards to the examination.
- (ii) Candidates may only take printed or written materials into an examination hall when it has previously been advertised by the School/Department and when it is stated in the rubric to the question paper that such material may be used.

NB The School of Engineering in the case of certain subjects only permits the use in examinations of unmarked specified materials. If in doubt, consult the Course Co-ordinator.

7.3 Cheating and Plagiarism

The rules approved by the University for the conduct of examinations are set out in a separate document entitled “Rules for the Conduct of Written Examinations for Degrees and Diplomas” which can be found at:

<http://www.abdn.ac.uk/registry/quality/appendix7x1.pdf>

Where there is reason to believe that cheating in a prescribed degree assessment has occurred this will be dealt with in accordance with the Code of Practice on Student Discipline (see section 14). Under this code, a complaint will be made through the Head of the appropriate School/Department; it will not be dealt with as part of academic assessment. The Head of the School/Department will normally investigate the allegation with the student before any formal complaint is made to the University Disciplinary Investigating Officer. The role of the internal and external examiners shall be restricted to the presentation of evidence; they shall have no role in deciding whether a student is guilty of cheating. They may, as appropriate, submit evidence to a disciplinary hearing.

If an allegation of cheating is admitted, or if an Investigating Officer, or the University Disciplinary Committee as appropriate, decides that such an allegation has been proved, penalties will apply. The standard penalty for first offenders who are registered students in years 0 to 2 is zero for the component of assessment in which he/she is judged to have cheated. For repeat offenders the penalty is zero for the course. For students in programme years 3 to 5 the normal penalty is zero for the piece of assessment with the overall mark attainable for the course restricted to maximum of CAS 09. For repeat offenders at level 3 and above the penalty is expulsion.

However, the Investigating Officer or the Disciplinary Committee may choose to impose a lesser penalty, where, in their judgement, it is appropriate. In addition to the above, in cases of students judged to have cheated in the prescribed degree assessment for a single course which forms part of an Honours programme, normally no higher award than a Pass degree shall be permitted in respect of that programme. However, the Investigating Officer or the Disciplinary Committee may choose to impose a lesser penalty where, in their judgement, it is appropriate. In cases of students judged to have cheated in the prescribed degree assessment for more than one course which forms part of an Honours programme, normally no degree shall be awarded. However, the Investigating Officer or the Disciplinary Committee may choose to impose a lesser penalty where, in their judgement, it is appropriate.

The Senate approved definition of Plagiarism is the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own.

7.4 Examination Results

Examination results are made available on Student Portals:

<http://www.abdn.ac.uk/studentportal>

as they are confirmed by Schools/Departments. They are not available from Course Co-ordinators, Office Staff or Advisers of Studies before then.

7.5 Feedback on Assessments

The University recognises that the provision of timely and appropriate feedback on assessment plays a key part in students learning and teaching. The guiding principles for the provision of feedback within the University are detailed in the Institutional Framework for the Provision of Feedback on Assessment available at:

<http://www.abdn.ac.uk/registry/quality/appendix7x8.pdf>

8. DEGREE OF MASTER OF ENGINEERING

RESOLUTION

The degree of Master of Engineering (MEng) is conferred in accordance with Resolution No. 183 of 1995, which was approved by the University Court and came into force on 12 December 1995.

REGULATIONS

1. The Degree of Master of Engineering (MEng) may be conferred as a first degree but only following the completion of an Honours programme. The examiners may recommend that a candidate who has failed to achieve the standard for the award of the Degree with Honours be awarded the Degree of Bachelor of Engineering, or the Degree of Bachelor of Science in Engineering, in accordance with the Supplementary Regulations governing those degrees.
2. Studies for the MEng are organised in five programme years. A full-time student carries out the studies of each programme year within one session. In each programme year the minimum curriculum which must be studied amounts to 120 credit points. All programme years may be undertaken by part-time study, in which case the studies of each programme year would normally be spread over two sessions.
3. The courses for the degree are those contained in the Programme Prescription annexed to these regulations; only passes in those courses are recognised for the purpose of these regulations and the award of the degree. Passes obtained under previous versions of the Programme Prescriptions will continue to be valid.
4. All candidates who are admitted to the degree or to the Honours programme must be registered for one of the following degree programmes:

Engineering
 Chemical Engineering *
 Civil and Environmental Engineering
 Civil and Environmental Engineering with European Studies
 Civil and Structural Engineering
 Civil and Structural Engineering with European Studies
 Civil Engineering
 Civil Engineering with Management
 Electrical and Electronic Engineering
 Electrical and Electronic Engineering with Control
 Electrical and Electronic Engineering with European Studies
 Electrical and Electronic Engineering with Management
 Electrical with Sustainable Energy
 Electronic and Computer Engineering
 Electronic Engineering with Communications
 Electronics with Oceanic Instrumentation
 Electronics with Photonics
 Mechanical and Electrical Engineering
 Mechanical and Electrical Engineering with Energy Studies
 Mechanical Engineering
 Mechanical Engineering with Control
 Mechanical Engineering with European Studies
 Mechanical Engineering with Materials
 Mechanical Engineering with Management
 Petroleum Engineering *

* Subject to final approval. This programme is not yet accredited by any of the Engineering Institutions.

The requirements of the individual degree programmes are set out in the Programme Prescriptions. The Professional Engineering Institutions, in accrediting the degree programme for registration and membership purposes, have accepted the degree programmes as indicated in the Programme Prescriptions.

5. The Honours programme of the degree comprises programme years 3, 4 and 5.
6. Candidates, unless granted exemption by the Senatus Academicus, must attend courses in the University of Aberdeen for:
 - (i) five sessions of full-time study; or
 - (ii) the equivalent period of part-time and full-time study, as determined by the Senatus Academicus.
- 7.1 In the case of exemption being granted by the Senatus Academicus, the period of study at the University of Aberdeen must be at least four sessions full-time, or the equivalent if part-time study is involved. Study abroad may only be undertaken in the second year of the programme, and only on presentation of a curriculum of study approved by the student adviser and Director of Undergraduate Teaching.
- 7.2 In the case of exemption being granted by the Senatus Academicus, where a candidate is permitted to enter the programme at the beginning of Level 2, the minimum period of study must be not less than four full-time sessions, or the part-time equivalent.
- 7.3 In the case of exemption being granted by the Senatus Academicus, where a candidate is permitted to enter the programme at the beginning of Level 3, the minimum period of study must be not less than three full-time sessions, or the part-time equivalent.

- 7.4 In cases where the Senatus Academicus has approved arrangements made with other specific institutions for Honours projects abroad, candidates may attend courses taken at one of these institutions and these courses may be regarded as part of the Honours programmes. Such courses may not contribute more than one half session of the Honours programme. Such courses may NOT be taken at level 1 for any candidate. Such courses may not be taken at level 2 for any candidate entering the programme at the beginning of level 2.
8. Credit points awarded as part of studies in programme years 1, 2, 3 and 4 of the BEng degree at the University of Aberdeen may be recognised for the purposes of the MEng degree.
- 9.1 In terms of General Regulation for First Degrees 16.1(e), except with the permission of the Senatus Academicus, candidates may not progress from programme year 1 to programme year 2 unless they have accumulated by award or recognition, at least 120 credit points, and passed all courses prescribed for their particular degree programme.
- 9.2 In terms of General Regulations for First Degrees 16.1(d) and 16.4, except with the permission of the Senatus Academicus, candidates may not proceed to the Honours programme unless they have accumulated by award or recognition, at least 240 credit points and passed all courses prescribed for their particular degree programme.
- 9.3 In terms of General Regulations for First Degrees 16.3, candidates who do not satisfy the progression requirements in 9.1 or 9.2 above, and who wish to continue study, will normally be required by the Senatus Academicus to transfer to the appropriate programme year of either the Degree of Bachelor of Engineering (BEng) or the Degree of Bachelor of Science in Engineering (BSc Eng), in accordance with the Supplementary Regulations which govern those degrees.
- 10.1 In terms of General Regulations for First Degrees 16.1(d) and 16.4, except with the permission of the Senatus Academicus, candidates may not progress from programme year 3 to programme year 4 unless they have accumulated by award of recognition, at least 360 credit points from courses attended and passed all courses prescribed for their particular degree programme.
- 10.2 In terms of General Regulations for First Degrees 16.1(d) and 16.4, except with the permission of the Senatus Academicus, candidates may not progress from programme year 4 to programme year 5 unless they have accumulated by award of recognition, at least 480 credit points and passed all courses prescribed for their particular degree programme.
- 10.3 Every candidate for the Degree of Master of Engineering first enrolled in or after Academic year 1990-1991 must obtain a minimum of 600 credit points, including 120 at Level 5.
- 10.4 The situation of students who are in programme years 3 and 4 will be reviewed following receipt of the results for the first half-session and then again following receipt of result for the second half-session of those years. Those students deemed by the Head of Engineering not to have reached a sufficiently high level of performance may be required to transfer to the Degree of Bachelor of Engineering or the Degree of Bachelor of Science in Engineering. The level of performance which will be expected by the Head of Engineering will be made publicly available to students at the commencement of Programme Year 3 in the policy of the School.
11. In determining the award of the degree, the examiners will take into account the candidate's performance in the first opportunity for the degree assessment for courses in Programme Years 3, 4 and 5, unless General Regulation 21 (a) applies. In addition, consideration may be given to the performance in such other tests and assessment of

a candidate's previous work as the examiners, with the approval of the Senatus Academicus, may from time to time require.

12. Notwithstanding the provisions of General Regulation 21, candidates who fail to complete satisfactorily an element of Honours degree assessment would not normally be awarded more than 20 credits of unnamed specific credit at level 1.
13. Certain variants of the Master of Engineering programmes require students to pass specified compulsory course elements, as stipulated in Annex A. Notwithstanding the provisions of General Regulation 21, students failing these courses with a CAS 6, 7 or 8 would not be eligible for compensatory credit.
14. Under normal circumstances, a candidate will only be permitted a single attempt at any degree programme within Engineering at Honours level.

REQUIREMENTS FOR PROGRESSION ON THE MASTER OF ENGINEERING DEGREE PROGRAMME

IN ADDITION TO THE AFOREMENTIONED CREDIT POINT-BASED REQUIREMENTS:

Level 3 – After January Examination Results

The minimum requirement for remaining on the MEng programme after the January results are released is an aggregate result of CAS 9 or above. The Level 3 aggregates are the average, calculated from the student's *raw* marks, of that half-session's results, converted to the CAS scale. Note that the CAS scale is not linear and as such an average of the CAS marks will not give the same result.

If the student has an aggregate of CAS 8 or below, they will be required to transfer to the BEng programme for the second half session of Level 3.

Level 3 – After May/June Examination Results

The minimum requirement for remaining on the MEng programme after the May/June results are released is one aggregate of CAS 9 or above, and one aggregate of CAS 12 or above.

If the student has one aggregate between CAS 9-11 and one of CAS 12 or above, they must take note that their performance in the first half session of Level 4 must average CAS 12 or better in order to remain on the MEng programme.

If the student has two aggregates between CAS 9 and CAS 11, they will be required to transfer to the BEng programme for entry into Level 4.

If the student has a first half session aggregate of CAS 9-11, and a second half session aggregate of CAS 8 or below, they will be required to transfer to the BEng programme for entry into Level 4.

If the student has two aggregates of CAS 8 or below they will be required to transfer to the BScEng programme.

Level 4 – After January Examination Results

The minimum requirement for remaining on the MEng programme after the January results are released is one aggregate of CAS 9 or above, and two aggregates of CAS 12 or above. The MEng aggregate is, again, an average of the raw marks for the first half-session's results.

If the student has two aggregates of CAS 9-11, and one aggregate of CAS 12, they will be required to transfer to the BEng programme for the remainder of Level 4.

If the student achieves CAS 8 or below for their Level 4 aggregate, they will be required to transfer to the BEng programme for the remainder of Level 4. The BEng aggregate will then be calculated and reported – this is an average of the results of the three courses, taken in the first half-session, which carry a value of ten credit points each.

Procedures for Determining Honours Degree Classification (*Grade Spectrum*)

All Honours Degrees are classified using the University's Grade Spectrum which is available at www.abdn.ac.uk/registry/quality/appendix7x4.pdf. The Grade Spectrum, an extract of which is printed below and in Appendix V, is used to determine degree classification on the basis of the CAS mark awarded for each element of Honours Degree Assessment taken at the first attempt.

First: Marks at **18 or better** in elements constituting half of the total elements; **and**
Marks at **15 or better** in elements constituting three quarters of the total elements;
and
Normally marks at **12 or better** in all elements.

2i: Marks at **15 or better** in elements constituting half of the total elements; **and**
Marks at **12 or better** in elements constituting three quarters of the total elements;
and
Normally marks at **9 or better** in all elements.

2ii: Marks at **12 or better** in elements constituting half of the total elements; **and**
Marks at **9 or better** in elements constituting three quarters of the total elements.

Third: Marks at **9 or better** in elements constituting three quarters of the total elements.

The Grade Spectrum defines the threshold standards against which the different classes of honours degree are awarded. The Examiners, however, have discretion to depart from this and may choose to award a higher degree than that indicated by the Grade Spectrum.

Requirements for the Award of an Honours Degree for students entering an Honours programme in 2004/05 and later

All students who are admitted to an Honours programme in or after 2004/05 will be required to achieve 480 credit points, including at least 180 at levels 3 and 4, of which at least 90 must be at level 4. This is to ensure that Honours degrees are awarded in compliance with the Scottish Credit and Qualifications Framework (SCQF). This is a common national Framework for all awards in Scotland. Further information is available at www.scqf.org.uk.

Accordingly, students failing to meet this credit requirement will require to make up any credit shortfall before graduating. General Regulation 21, as outlined below, sets out the procedures available to enable students to make up this credit shortfall.

In the case of a candidate who has failed to complete satisfactorily an element of Honours degree assessment at the time prescribed by Regulation 9.3, then the appropriate procedure from (a) to (e) below shall apply:

- a) If, but only if, the failure is on account of illness or other good cause, the candidate shall be required to submit themselves for assessment at the next available opportunity, and shall be permitted to count the result of that assessment towards Honours classification.

- b) If the failure is the result of absence or non-submission for any other cause, the candidate shall be awarded zero for the assessment concerned and shall be required to submit themselves for assessment at the next available opportunity, but shall not be permitted to count the result of that assessment towards Honours classification.
- c) For courses at level 4 and above only, if the candidate has completed the assessment but been awarded a mark on the Common Assessment Scale between 6 and 8 inclusive, they shall be awarded the same amount of unnamed specific credit, not exceeding 20 credit points in total, at level 1.
- d) If the candidate has completed the assessment, but the course is at level 3, or the course is a level 4 or above and the mark awarded on the Common Assessment Scale is less than 6, the candidate shall be required to submit themselves for assessment at the next available opportunity, but shall not be permitted to count the result of that assessment towards Honours classification. Alternatively, for courses at level 4 and above only, such candidates may elect to attend and submit themselves for assessment in another course or courses of equivalent credit value, which may be at *any* level.
- e) If any of options (a), (b) or (d) above would normally apply, but medical advice indicates that it would be unreasonable to require a candidate to appear for assessment on a subsequent occasion, *and* if the candidate's past record provides sufficient evidence that they would have obtained Honours, the examiners may recommend the award of an Aegrotat degree, but only after obtaining the consent of the candidate. The award of an Aegrotat degree will debar candidates from counting towards Honours degree assessment any result achieved thereafter.

Notes:

- (i) For courses at level 4 and above, the timing and format of the assessment required under any of sub-sections (a), (b) or (d) above shall be determined by the Academic Standards Committee (Undergraduate) on the recommendation of the Head of the relevant School.
- (ii) The options to achieve or be awarded credit under (b), (c) and (d) above shall not be available to candidates who have accumulated less than 90 credit points at level 4 or who have failed to complete satisfactorily the assessment for a course which, on the recommendation of the Head of the relevant School, has been prescribed by the Academic Standards Committee (Undergraduate) as compulsory for the award of a degree with Honours. Such candidates will be able to qualify for a non-Honours degree only.

Further guidance is also available in the **Guidance Note for Students who either Fail, or who Fail to Attend or Complete, an Element of Prescribed Degree Assessment** which can be accessed at: <http://www.abdn.ac.uk/registry/quality/appendix7x6.pdf> .

9. DEGREE OF BACHELOR OF ENGINEERING

REGULATIONS

1. The degree of Bachelor of Engineering (BEng) may be conferred under these Supplementary Regulations only following the completion of one of the Honours programmes listed in Supplementary Regulation 4, below. The examiners may recommend that a candidate who has failed to achieve the standard for the award of the Degree with Honours be awarded the Degree of Bachelor of Science in Engineering, in accordance with the Supplementary Regulations governing that degree.

2. Studies for the BEng are organised in four programme years. A full-time student carries out the studies of each programme year within one session. In each programme year the minimum curriculum that must be studied amounts to 120 credit points. All programme years may be undertaken by part-time study, in which case the studies of each programme year would normally be spread over two sessions.
3. The courses for the degree are those contained in the programme prescriptions annexed to these regulations. Only passes in these courses are recognised for the purpose of these regulations and for the award of the degree. Passes obtained under previous versions of the programme prescriptions will continue to be valid.
4. All candidates who are admitted to the degree or to the Honours Programme must be registered for one of the following degree programmes:

Engineering
 Chemical Engineering *
 Engineering (Civil)
 Engineering (Civil with European Studies)
 Engineering (Civil and Structural)
 Engineering (Civil and Environmental)
 Engineering (Civil with Management)
 Engineering (Electrical and Electronic)
 Engineering (Electrical and Electronic with European Studies)
 Engineering (Electronics with Communications)
 Engineering (Electrical and Electronic with Control)
 Engineering (Electrical and Electronic with Management)
 Engineering (Electronics with Computer and Software Engineering)
 Engineering (Electronics with Oceanic Instrumentation)
 Engineering (Electronics with Photonics)
 Engineering (Mechanical)
 Engineering (Mechanical with European Studies)
 Engineering (Mechanical and Electrical)
 Engineering (Mechanical with Computer Aided Engineering)
 Engineering (Mechanical with Control)
 Engineering (Mechanical with Materials)
 Engineering (Mechanical with Management)
 Engineering (Mechanical with Oil and Gas Studies) *
 Engineering (Integrated)
 Engineering (Integrated Engineering with European Studies)
 Petroleum Engineering *

* This programme is seeking accredited from the relevant Engineering Institutions

The requirements of the individual degree programmes are set out in the Schedule of Courses. The Professional Engineering Institutions in accrediting the degree programmes for registration and membership purposes have accepted the degree programmes as indicated in the Schedule of Courses.

5. The Honours programme of the degree comprises programme years 3 and 4.
6. Candidates, unless granted exemption by the Senatus Academicus, must attend courses in the University of Aberdeen for a minimum of:
 - (i) four sessions of full-time study
 or

- (ii) the equivalent period of part-time and full-time study, as determined by the Senatus Academicus.
- 7.1 In the case of exemption being granted by the Senatus Academicus, where a candidate is seeking study abroad, the period of study at the University of Aberdeen must be at least three sessions full-time, or the equivalent if part-time study is involved. Study abroad may only be undertaken in the second year of the programme, and only on presentation of a curriculum of study approved by the student adviser and Director of Undergraduate Teaching.
- 7.2 In the case of exemption being granted by the Senatus Academicus, where a candidate is permitted to enter the programme at the beginning of level 2, the minimum period of study must be not less than three full-time sessions, or the part-time equivalent.
- 7.3 In the case of exemption being granted by the Senatus Academicus, where a candidate is permitted to enter the programme at the beginning of Level 3, the minimum period of study must be not less than two full-time sessions, or the part-time equivalent.
- 7.4 In cases where the Senatus Academicus has approved arrangements made with other specific institutions for Honours Project Abroad, candidates may attend courses taken at one of these institutions and these courses may be regarded as part of the Honours programmes. Such courses may not contribute more than one half session of the Honours programme. Such courses may NOT be taken at level 1 for any candidate. Such courses may not be taken at level 2 for any candidate entering the programme at the beginning of level 2.
8. Credit points awarded as part of studies in programme years 1, 2, 3 and 4 of the MEng degree at the University of Aberdeen may be recognised for the purposes of the BEng degree.
- 9.1 In terms of General Regulations for First Degrees 16.1(e), except with the permission of the Academic Standards Committee (Undergraduate), candidates may not progress from programme year 1 to programme year 2 unless they have accumulated by award or recognition, at least 105 credit points from the courses prescribed for programme year 1.
- 9.2 In terms of General Regulations for First Degrees 16.1(d) and 16.4, except with the permission of the Senatus Academicus candidates may not proceed to the Honours programme unless they have accumulated by award or recognition, at least 240 credit points and passed all prescribed courses for programme years 1 and 2.
- 9.3 In terms of General Regulations for First Degrees 16.3, candidates who, having completed one session of full-time study or the equivalent in programme year 2, have not accumulated by award or recognition, at least 200 credit points from the courses prescribed for programme years 1 and 2, and wish to continue study, will normally be required by the Senatus Academicus to transfer to the appropriate programme year of the Degree of Bachelor of Science in Engineering (BSc Eng), in accordance with the Supplementary Regulations which govern that degree.
- 9.4 Candidates who, having completed one session of full-time study or the equivalent in programme year 2, have accumulated by award or recognition, a minimum of 200 credit points from the courses prescribed for programme years 1 and 2 can elect to remain in programme year 2 for a further year of study.
- 9.5 In terms of General Regulations for First Degrees 16.1(d) and 16.4, except with the permission of the Senatus Academicus, candidates may not progress from programme year 3 to programme year 4 unless they have accumulated by award of recognition, at least 345 credit points from programme years 1, 2 and 3.

- 9.6 Every candidate for the Degree of Bachelor of Engineering first enrolled in or after Academic year 1990-1991 must obtain a minimum of 480 credit points, including 90 at Level 4.
10. The situation of students who are in programme year 3 will be reviewed following receipt of the results for the first half-session and then again following receipt of result for the second half-session of that year. Those students deemed by the Head of Engineering not to have reached a sufficiently high level of performance may be required to transfer to the Degree of Bachelor of Science in Engineering. The level of performance which will be expected by the Head of Engineering will be made publicly available to students at the commencement of Programme Year 3 in the policy of the School.
- 10.1 In determining the award of the degree, the examiners will take into account the candidate's performance in the first opportunity for the degree assessment for courses in programme years 3 and 4, unless General Regulation 21 (a) applies. In addition, consideration may be given to the performance in such other tests and assessment of a candidate's previous work as the examiners, with the approval of the Senatus Academicus, may from time to time require.
11. Notwithstanding the provisions of General Regulation 21, candidates who fail to complete satisfactorily an element of Honours degree assessment would not normally be awarded more than 20 credits of unnamed specific credit at level 1.
12. Certain variants of the Bachelor of Engineering programmes require students to pass specified compulsory course elements, as stipulated in Annex B. Notwithstanding the provisions of General Regulation 21, students failing these courses with a CAS 6, 7 or 8 would not be eligible for compensatory credit.

REQUIREMENTS FOR PROGRESSION ON THE BACHELOR OF ENGINEERING DEGREE PROGRAMME

IN ADDITION TO THE AFOREMENTIONED CREDIT POINT-BASED REQUIREMENTS:

The minimum requirement for remaining on the BEng programme after the May/June results are released is one aggregate result of CAS 9 or above. The Level 3 aggregates are the average, calculated from the student's *raw* marks, of that half-session's results, converted to the CAS scale. Note that the CAS scale is not linear and as such an average of the CAS marks will not give the same result.

If the student has two aggregates of CAS 8 or below they will be required to transfer to the BScEng programme for the remainder of Level 3.

10. DEGREE OF BACHELOR OF SCIENCE OF ENGINEERING

REGULATIONS

1. The degree of Bachelor of Science in Engineering (BSc Eng) may be conferred by the University of Aberdeen.
2. Studies for the BSc Eng are organised in four programme years, each occupying one session for a full-time student. Candidates entering the programme with Foundation Studies enter into programme year 0. Candidates with suitable qualifications may be admitted directly to programme year 1, 2 or 3. All programme years may be

undertaken by part-time study, in which case the studies of each programme year would normally be spread over two sessions.

3. The courses for the degree are those contained in the Schedule of Courses annexed to these regulations; only passes in those courses are recognised for the purpose of these regulations and for the award of the degree. Candidates must follow the prescriptions given in the Schedule of Courses. Passes obtained under previous versions of the Schedule of Courses will continue to be valid.
4. All candidates must be registered for one of the following degree programmes:
 Engineering (General)
 Engineering (Civil)
 Engineering (Mechanical)
 Engineering (Electrical)
 Engineering (Electronic)

The requirements of the individual degree programmes are set out in the Schedule of Courses.

5. Candidates, unless granted exemption by the Senatus Academicus, must attend courses in the University of Aberdeen for a minimum of:
 - (i) three sessions of full-time study
or
 - (ii) the equivalent period of part-time and full-time study, as determined by the Senatus Academicus.
6. In the case of recognitions or exemptions being granted by the Senatus Academicus under General Regulation 14, the period of full-time study or its equivalent in part-time study at the University of Aberdeen must be at least one session and in no case shall the total period of study at a University or similar institution be less than three sessions full-time or its equivalent.
7. In terms of General Regulations 14, any such exemptions and credit points awarded will be limited to courses at Levels 1 and 2 except in the case of credit points for courses obtained through study for the degree of Bachelor of Engineering (BEng) or for the degree of Master of Engineering (MEng) at the University of Aberdeen.
8. Credit points awarded as part of the studies in programme years 1, 2 and 3 of the degrees of MEng or BEng at the University of Aberdeen may be recognised for the purposes of the BSc Eng degree.
9. To be eligible for the award of the degree a candidate must:
 - (a) have completed the prescribed minimum curriculum as specified in the programme prescription,
 - (b) have obtained, by award or recognition, at least 360 credit points from courses specified in the programme prescription,
 - (c) have obtained at least 60 credit points from Level 3 EG courses
 - (d) have obtained at least 100 credit points by successful completion of assessments relating to courses specified in the programme prescription while registered and attending at the University of Aberdeen,
 - (e) have satisfied the requirements of the particular degree programme being followed, as specified in the programme prescription.

[Candidates for BSc Eng who first registered for ANY undergraduate Engineering degree at the University of Aberdeen **before the start of academic year 2002/03**, and have been in continuous attendance, can alternatively elect to graduate under the old credit point requirements: i.e., at least 325 credit points in total, with no fewer than 75 credit points from specified courses at Level 3.]

- 10.1 In terms of General Regulation 16.1(e), except with the permission of the Senatus Academicus, candidates may not progress:
- (a) from programme year 0 to programme year 1, unless they have accumulated, by award or recognition, at least 90 credit points from the courses prescribed for programme year 0, 1 and 2
 - (b) from programme year 1 to programme year 2, unless they have accumulated, by award or recognition, at least 180 credit points from the courses prescribed for programme years 0, 1 and 2
 - (c) from programme year 2 to programme year 3, unless they have accumulated, by award or recognition, at least 270 credit points from the courses prescribed for programme years 0, 1 and 2.
- 10.2 In terms of General Regulation 16.3, candidates who do not satisfy the progression requirements in Supplementary Regulation 9.1 (a), (b) or (c) may remain registered, on a full-time or part-time basis, in programme year 0, 1 or 2, as appropriate.
11. Notwithstanding General Regulations for First Degrees 17.1 (2) to (4), the Senatus Academicus, may require candidates to discontinue attendance on courses:
- (1) if, being candidates in programme year 0, they have not obtained 90 credit points within four half-sessions of full-time study or the equivalent from their first entry to programme year 0, *or*
 - (2) if, being candidates in programme year 1, they have not obtained 180 credit points within four half-sessions of full-time study or the equivalent from their first entry to programme year 1, *or*
 - (3) if, being candidates in programme year 2, they have not obtained 270 credit points within four half-sessions of full-time study or the equivalent from their first entry to programme year 2; *or*
 - (4) if, being candidates in programme year 3, they have not completed the requirements necessary for graduation within four half-sessions of full-time study or the equivalent from their first entry to programme year 3.

For the purpose of this Regulation two half-sessions of part-time study shall be counted as the equivalent of one half-session of full-time study.

11. STUDY ABROAD

Students have the opportunity to study at one of our partner institutions for up to one academic year in the second year of the programme of study. For students seeking study abroad, the period of study with the University of Aberdeen must be a minimum of four sessions full-time for MEng students, three sessions full-time for BEng students, or the equivalent if part-time study is involved.

In cases where the Academic Standards Committee has approved arrangements made with other specific institutions, candidates may attend courses taken at one of these institutions and these courses may be regarded as part of the Honours programmes. Such courses may not contribute more than one half session of the Honours programme. Such courses may NOT be taken at level 1 for any candidate, or taken at level 2 for any candidate entering the programme at the beginning of level 2. This is usually taken in the form of the level 4 project course in the second half session of level 4.

Interested students should discuss the prospect of study abroad with their Adviser of Studies in the first instance, in tandem with Dr Shona Potts (erasmus@abdn.ac.uk), the institutional ERASMUS coordinator.

12. STUDENT EVALUATION OF COURSES

At the end of each course students are asked to complete a form which contains detailed questions relating to the organisation and teaching of the course. The forms are then computer read. The Course Co-ordinator is required to report on the results of this exercise, and submit the forms, to the Head of School. The Head of School will draw up a report on the student evaluations of all courses. This report will be considered by the Staff/Student Liaison Committee which consists of the Head of School and various other staff and student representatives. It will decide what action should be taken with respect to matters raised by the student evaluations. For the constitution of the Committee see Appendix VII. The Head of School must also send a report on the evaluation exercise to the Academic Standards Committee. The latter will review this and may require further action of the School. **The University takes students' views very seriously and you are urged to complete the evaluation forms when asked to do so.**

13. STUDENT REPRESENTATION

We value students' opinions in regard to enhancing the quality of teaching and its delivery; therefore in conjunction with the Students' Association we support the operation of a Class Representative system.

The students within each course, year, or programme elect representatives by the end of the fourth week of teaching within each half-session. In this School we operate a system of year and discipline representatives. Any student registered within a discipline that wishes to represent a given group of students can stand for election as a class representative. You will be informed when the elections for class representative will take place.

What will it involve?

It will involve speaking to your fellow students about the discipline and year you represent, and taking note of any comments that they may have. You will attend a Staff-Student Liaison Committee and you should represent the views and concerns of the students within this meeting. As a representative you will also be able to contribute to the agenda. You will then feedback to the students after this meeting with any actions that are being taken.

Training

Training for class representatives will be run by the Students Association. Training will take place in the fourth or fifth week of teaching each half-session. For more information about the Class representative system visit www.ausa.org.uk or email the VP Education & Employability vped@abdn.ac.uk. Class representatives are also eligible to undertake the STAR (Students Taking Active Roles) Award, further information about the co-curricular award is available at: www.abdn.ac.uk/careers.

14. POLICY ON STUDENT'S WORK AFFECTED BY THEIR UNDERTAKING PAID EMPLOYMENT

Your attention is drawn to the following University statement:-

The University acknowledges the financial burden placed upon students and sympathises with those who encounter financial difficulties. It recognises that many full-time students have to undertake part-time paid employment to provide financial support for their studies. The University's guideline is that full-time students should spend no more than 15 hours per week undertaking employment during term-time. Where a potential conflict may arise in regard to fulfilling the attendance and/or performance requirements of a particular course, students should seek advice from the relevant Course Co-ordinator or Head of School/Department, as appropriate, at the earliest opportunity. Notwithstanding this,

academic standards cannot be compromised and students' first priority must be to fulfil the academic obligations of their studies. Consequently, students must ensure that their employment commitments do not conflict with the requirements of their studies.

15. MAKING CHANGES TO YOUR PROGRAMME OF STUDY

15.1 Changes of Curriculum

Any change in curriculum must first be discussed with, and then approved by, the student's Adviser of Studies.

It is generally not competent for a student to be admitted to a course once one-sixth of the teaching (equal to two weeks in most courses) has been completed, unless appropriate permission is obtained. It may be possible to consider sympathetically applications from student to join second half-session courses later than the date which would otherwise be permitted, where they have genuine grounds for changing their course or choice of courses following publication of the first half-session examination results.

If a student wishes to move to another Degree Programme he/she should see his/her Adviser who will advise on the necessary steps to be taken.

15.2 Exemptions and Recognitions

The University, where appropriate, will give students recognition for previous studies successfully undertaken in Higher or Advanced Further Education. Credit is awarded as either an exemption or a recognition. Applications for exemptions and recognitions are made to the Engineering Admissions Selector at the point of entry to the degree programme.

15.3 Withdrawal from Study

If you are considering withdrawing from the University, either temporarily or permanently, for whatever reason, you should first discuss your position with your Adviser of Studies, the Registry Officer for your Degree or the Director of Undergraduate Programmes for Engineering. Forms for withdrawal can be obtained from the Registry web site or from the Info Hub.

Students who suspend their studies are eligible to apply for registration as an Associate Student. Registration as an Associate Student costs in the region of £100 per annum and will allow you to keep in touch with the University while your studies are suspended and gain access to the following:

- Receipt of an ID card
- Access to the Library and borrowing rights
- Access to the Computing Centre and an e-mail account
- Access to student welfare/support facilities.

However, Associate Students are not entitled to a student loan or to exemption from Council Tax payment.

Students who withdraw during an Academic Year will automatically be entitled to Associate Student Status for the remainder of that Academic Year, without charge, if their tuition fees have already been paid in full for that Academic Year.

15.4 Readmission to Study

If you are seeking readmission to the University to complete your studies, you should complete the Application for Readmission to Study Form and should forward the form to your Adviser of Studies for a reference. Advisers, having provided a reference, will forward

the form to the Registry. The form will be passed to the relevant Admissions Selector who will consider the application and, if appropriate, make an offer of readmission. Students will then receive a letter notifying them of the offer. The offer for readmission may be unconditional or there may be conditions which must be met before readmission. Students will be asked to confirm whether or not they accept the offer.

Near to commencement of study, students who have accepted the offer and have met any conditions will be sent details of the arrangements for Advising and Registration. Students are normally readmitted in September. However, it is possible to be readmitted at the start of the second half-session depending on academic standing.

Applications for Readmissions and Internal Transfers are only accepted up until 31 July for September entry.

If you have any queries in regard to readmission, please contact the Registry.

16. UNIVERSITY LIBRARY AND HOURS OF OPENING

Please note that the Library does not carry sufficient numbers of recommended textbooks to supply every student taking a particular course, and it is inevitable that many of you will not be able to immediately access a text for reference. We do recommend that you purchase texts which are required for courses and many can be found in very good condition being sold second-hand by previous students. There is also the option of recalling a book on loan, however, this may only allow you access to it for a few days before it is recalled back from you again.

Up to date hours of opening can be found at <http://www.abdn.ac.uk/library/hours.shtml>.

17. CAREERS SERVICE AND EMPLOYER LIAISON COMMITTEE

Advice about careers can be obtained from the University Careers Service, which is located in The Hub. Email careers@abdn.ac.uk or telephone 01224 273601 for information.

APPENDICES

- I. LEARNING OUTCOMES OF BEng AND MEng PROGRAMMES
- II. STRUCTURE OF ACADEMIC YEAR & WEEK NUMBERS
- III. ELEMENTS OF ASSESSMENT FOR HONOURS CLASSIFICATION
- IV. COMMON ASSESSMENT SCALE
- V. HONOURS CLASSIFICATIONS – GRADE SPECTRUM & ENGINEERING SPECIFIC
- VI. CODE OF PRACTICE ON CONTINUOUS ASSESSMENT
- VII. SCHOOL OF ENGINEERING STAFF-STUDENT LIAISON COMMITTEE
CONSTITUTION
- VIII. STAFF:
Full-Time Members of School
Administrative and Secretarial
Advisers of Studies
Erasmus Co-ordinator, Admission Selector

APPENDIX I

**Intended Learning Outcomes
BEng and MEng Programmes**

Generic Learning Outcomes of the BEng Programmes	Additional Generic Learning Outcomes of the MEng Programmes
<i>On successful completion of the programme the new graduate engineer should:</i>	
Be able to complete, with the aid of further learning, the training and experience required for chartered engineer status.	Be able to complete the training and gain the experience required for chartered engineer status.
Have Knowledge and Understanding of:	
The engineering and physical sciences principles which underpin a range of engineering disciplines;	
engineering design methods;	development of engineering design methods and ability to adapt them to unfamiliar project situations;
aspects of their chosen engineering discipline to a depth suitable for professional practice;	aspects of chosen relevant topics to near research level;
social, political, legal, management, health and safety, and environmental issues and their relation to professional engineering practice;	
mathematics as a method of communicating results, concepts and ideas;	
the methods of applying engineering principles to create products, systems and services;	
the constraints in applying technology to create products, systems and services;	
the non-technical requirements demanded of engineers;	
manufacturing processes and their capabilities and limitations;	
quality management of engineering systems;	
Safety, legal, statutory and contractual obligations;	
risk and reliability analysis;	
management issues in modern industry and technology.	management of innovation;
	methods of advanced mathematical and computational analysis, and their limitations.
Have developed Intellectual Ability in:	
Creation and innovation;	
solving problems of a non-routine nature;	
evaluation and derivation of useful results from data, and the application of such results to design improvements;	
the application of techniques of project and risk management, and assessment of environmental impact;	
application of mathematical and computational methods as a tool for solving problems.	creating suitable mathematical and computational methods as required for specific problems, and in assessing the limitations of such methods.
Have Transferrable Skills that allow:	
Appreciation of the financial, economic, social and environmental factors and their significance to engineering;	
appreciation of the broader obligations of engineers to society;	
effective management of people, resources, time and projects;	
effective communication with clients, colleagues and the public;	
working in a multi-disciplinary team.	development of leadership skills for such a team;
	taking individual responsibility for project development from specification to delivery.
Have developed Practical Skills to be able to:	
Identify and safely use appropriate laboratory equipment for specified engineering tasks;	
use IT effectively;	
apply selected relevant CAD tools to problems.	develop CAD techniques and assess their limitations.

APPENDIX II**Term Dates 2011-2012****Students for all First Degrees (except MB ChB and BSc Med Sci) and for Taught Postgraduate Programmes (unless otherwise specified)****FIRST HALF-SESSION**

Winter Term Opens	Tuesday 20 September 2011
Winter Term Closes	Friday 16 December 2011
Spring Term Opens	Monday 9 January 2012
First Written Examination	Saturday 14 January 2012
Half-Session Ends	Saturday 28 January 2012

SECOND HALF-SESSION

Half-Session Commences	Sunday 29 January 2012
Spring Term Closes	Friday 23 March 2012
Summer Term Opens	Monday 16 April 2012
First Written Examination	Saturday 19 May 2012
Summer Term Closes	Friday 8 June 2012

Research Students

The academic year for postgraduate research students commences on 1 October. Registration is on the first working day thereafter (or the first working day in the month for students whose studies commence between 1 November 2011 and 1 September 2012).

Graduation Ceremonies

- Winter Graduation Ceremonies: 24 and 25 November 2011
- Summer Graduation Ceremonies: 2 July – 6 July 2012

Week Numbers Academic Year 2011-2012

Week 1	11 July - 15 July 2011	
Week 2	18 July - 22 July 2011	
Week 3	25 July - 29 July 2011	4yr Medical Registration
Week 4	01 August - 05 August 2011	
Week 5	08 August - 12 August 2011	August Resits
Week 6	15 August - 19 August 2011	August Resits
Week 7	22 August - 26 August 2011	26/27 - PGDE Registration
Week 8	29 August - 02 September 2011	5yr Medical Registration
Week 9	05 September - 09 September 2011	
Week 10	12 September - 16 September 2011	3yr Medical Registration
Week 11	19 September - 23 September 2011	Advising Week
Week 12	26 September - 30 September 2011	Commencement of Teaching 1st Half Session
Week 13	03 October - 07 October 2011	
Week 14	10 October - 14 October 2011	
Week 15	17 October - 21 October 2011	PGDE - Reading Week
Week 16	24 October - 28 October 2011	
Week 17	31 October - 04 November 2011	
Week 18	07 November - 11 November 2011	
Week 19	14 November - 18 November 2011	
Week 20	21 November - 25 November 2011	
Week 21	28 November - 02 December 2011	
Week 22	05 December - 09 December 2011	
Week 23	12 December - 16 December 2011	Christmas Vacation - PGDE only
Week 24	19 December - 23 December 2011	Christmas Vacation
Week 25	26 December - 30 December 2011	Christmas Vacation
Week 26	02 January - 06 January 2012	Christmas Vacation Start of Spring Term - PGDE (SE1B), Years 3 and 4 MA (with Ed), Year 3 BSc (with Ed)
Week 27	09 January - 13 January 2012	Revision Week
Week 28	16 January - 20 January 2012	Exam Week
Week 29	23 January - 27 January 2012	Exam Week
Week 30	30 January - 03 February 2012	Commencement of Teaching Second Half Session
Week 31	06 February - 10 February 2012	
Week 32	13 February - 17 February 2012	
Week 33	20 February - 24 February 2012	
Week 34	27 February - 02 March 2012	
Week 35	05 March - 09 March 2012	
Week 36	12 March - 16 March 2012	
Week 37	19 March - 23 March 2012	
Week 38	26 March - 30 March 2012	Easter Vacation
Week 39	02 April - 06 April 2012	Easter Vacation
Week 40	09 April - 13 April 2012	Easter Vacation
Week 41	16 April - 20 April 2012	
Week 42	23 April - 27 April 2012	
Week 43	30 April - 04 May 2012	
Week 44	07 May - 11 May 2012	
Week 45	14 May - 18 May 2012	Revision Week
Week 46	21 May - 25 May 2012	Exam Week
Week 47	28 May - 01 June 2012	Exam Week
Week 48	04 June - 08 June 2012	Exam Week / End of Session
Week 49	11 June - 15 June 2012	End of Session - PGDE, Year 4 BSc (with Ed)
Week 50	18 June - 22 June 2012	
Week 51	25 June - 29 June 2012	
Week 52	02 July - 06 July 2012	Graduation Week

APPENDIX III**ELEMENTS OF ASSESSMENT FOR HONOURS CLASSIFICATION**

The degrees of Bachelor of Engineering and Master of Engineering are degrees which require an honours classification to be awarded. The classification is calculated using the following elements of assessment to which the Grade Spectrum (Appendix V) is then applied.

MEng

The MEng degree consists of 20 elements of assessment, dependent on the programme under study, weighted as follows:

Degree Classification for the Degrees of Master of Engineering

Element	Weight toward Degree Classification
EG30XX (Aggregate)	Counts for 2
EG35XX (Aggregate)	Counts for 2
EG40XX (Aggregate)	Counts for 4
EG4585	Counts for 1
Personal Project	Counts for 3
EG5589 (Group Project)	Counts for 2
EG5085	Counts for 2
1 x EG5 First Half Session Course	Counts for 1
EG5090	Counts for 1
EG5588	Counts for 1
EG5598	Counts for 1

Degree Classification for the Degrees of Master of Engineering with Project Abroad

Element	Weight toward Degree Classification
EG30XX (Aggregate)	Counts for 2
EG35XX (Aggregate)	Counts for 2
EG40XX (Aggregate)	Counts for 4
Project Abroad	Counts for 4
EG5589 (Group Project)	Counts for 2
EG5085	Counts for 2
1 x EG5 First Half Session Course	Counts for 1
EG5090	Counts for 1
EG5588	Counts for 1
EG5598	Counts for 1
EG30XX (Aggregate)	Counts for 2

**Degree Classification for the Degrees of Master of Engineering
with Management**

Element	Weight toward Degree Classification
EG30XX (Aggregate)	Counts for 2
EG35XX (Aggregate)	Counts for 2
EG40XX (Aggregate)	Counts for 4
EG4585	Counts for 1
Personal Project	Counts for 3
EG5589 (Group Project)	Counts for 2
EG5085	Counts for 2
1 x EG5 First Half Session Course	Counts for 1
EG5090	Counts for 1
EG5588	Counts for 1
EG5598	Counts for 1

**Degree Classification for the Degrees of Master of Engineering
with Management AND Project Abroad**

Element	Weight toward Degree Classification
EG30XX (Aggregate)	Counts for 2
EG35XX (Aggregate)	Counts for 2
EG40XX (Aggregate)	Counts for 4
Project Abroad	Counts for 4
EG5589 (Group Project)	Counts for 2
EG5085	Counts for 2
1 x EG5 First Half Session Course	Counts for 1
EG5090	Counts for 1
EG5588	Counts for 1
EG5598	Counts for 1
EG30XX (Aggregate)	Counts for 2

BEng

The BEng degree consists of 12 elements of assessment, dependent on the programme under study, weighted as follows:

Degree Classification for the Degrees of Bachelor of Engineering

Element	Weight toward Degree Classification
EG30YY (Aggregate)	Counts for 2
EG35YY (Aggregate)	Counts for 2
EG40YY (Aggregate)	Counts for 2
Personal Project	Counts for 3
Group Project	Counts for 1
EG4585 (Management)	Counts for 1
1 x 15 credit course	Counts for 1

**Degree Classification for the Degrees of Bachelor of Engineering
with Project Abroad**

Element	Weight toward Degree Classification
EG30YY (Aggregate)	Counts for 2
EG35YY (Aggregate)	Counts for 2
EG40YY (Aggregate)	Counts for 2
Project Abroad	Counts for 4
1 x EG4 15 credit course	Counts for 1
1 x EG4 15 credit course	Counts for 1
EG30YY (Aggregate)	Counts for 2

**Degree Classification for the Degrees of Bachelor of Engineering
with Management**

Element	Weight toward Degree Classification
EG30YY (Aggregate)	Counts for 2
EG35YY (Aggregate)	Counts for 2
EG40YY (Aggregate)	Counts for 2
Personal Project	Counts for 3
Group Project	Counts for 1
EG4585 (Management)	Counts for 1
MS1007	Counts for 1

**Degree Classification for the Degrees of Bachelor of Engineering
with Management AND Project Abroad**

Element	Weight toward Degree Classification
EG30YY (Aggregate)	Counts for 2
EG35YY (Aggregate)	Counts for 2
EG40YY (Aggregate)	Counts for 2
Project Abroad	Counts for 4
MS1007	Counts for 1
1 x EG4 15 credit course	Counts for 1
EG30YY (Aggregate)	Counts for 2

APPENDIX IV**COMMON ASSESSMENT SCALE**

All written work will be marked using the University's Common Assessment Scale (CAS), with definitions adjusted for the School of Engineering. There is a different version of the definitions for levels 1-4 and level 5. The CAS to percentage mapping is the same in both tables however.

a) Levels 1-4

*A	*B	*C	DEFINITION	HONOURS CLASSES
85-100 75-84 70-74	20 19 18	93 80 73	Outstanding knowledge of engineering concepts. Good skill and judgement in design and problem solving. A high degree of accuracy in reasoning and calculation and an ability to express arguments with precision. Signs of creative ability.	First Class Honours
66-69 63-65 60-62	17 16 15	68 64 61	Sound knowledge and understanding of engineering concepts. An ability to engage in design and solve problems. Reasoning and calculation generally accurate and correctly presented.	Upper Second Class Honours
56-59 53-55 50-52	14 13 12	58 54 51	Competence in understanding central engineering concepts. The ability to produce good solutions to engineering designs and problems.	Lower Second Class Honours
46-49 43-45 40-42	11 10 9	48 44 41	Ability in performing routine engineering calculations and evidence of some competence in routine engineering design.	Third Class Honours
35-39 30-34	8 7	37 32	An insecure grasp of the expected range of engineering concepts. An ability to calculate correctly only in restricted areas.	Below Third Class Honours
25-29 20-24 15-19 10-14 5-9 1-4	6 5 4 3 2 1	27 22 17 12 7 3	A lack of knowledge and understanding of the basic engineering principles making it impossible to produce competent design decisions without close supervision.	Definite Fail
0	0	0		Nul attempt

***A** Standardised Mark as defined above.

***B** CAS Mark awarded.

***C** Equivalent standardised percentage mark for use whenever only the CAS mark is known.

CAS points of 9 and above constitute a pass for an individual course.

The Board of Studies in Engineering approved the definitions of the University's Common Assessment Scale (CAS) for all engineering assessments.

b) Level 5 Undergraduate

*A	*B	*C	DEFINITION	HONOURS CLASSES
85-100 75-84 70-74	20 19 18	93 80 73	An excellent understanding of all the general and specialist theories, principles and concepts in subject. Good awareness of wider context. Excellence in using of the range of skills, practices and/or materials that are associated with the subject/discipline. Practical and project work of highest academic standard. Excellence demonstrated in critical review, consolidation & development of knowledge, skills and practices in subject Exceptional in all areas of working with others, can provide inspirational leadership and is an original, autonomous learner.	First Class Honours
66-69 63-65 60-62	17 16 15	68 64 61	A very good understanding of all the general and specialist theories, principles and concepts in subject. Very good use of the range of skills, practices and/or materials that are associated with the subject/discipline. Practical and project work shows reasonable flair and some originality. Very good ability to critically review consolidate and extend knowledge, skills and practices in subject/discipline Very good organisational and presentational skills as appropriate to discipline. Good ability in evaluating a wide range of data Very good self directed learner. Good in using initiative, and is a good leader in professional and equivalent activities	Upper Second Class Honours
56-59 53-55 50-52	14 13 12	58 54 51	A solid understanding of all the general and specialist theories, principles and concepts in subject. Demonstrates confidence in applying a range of skills, practices and/or materials that are associated with the subject. Practical and project work shows some flair Good average ability to critically review consolidate and extend knowledge, skills and practices in subject Good organisational and presentational skills as appropriate to discipline. Above average ability to evaluate a wide range of data Confidence in working independently and some initiative/ leadership in professional and equivalent activities	Lower Second Class Honours

46-49 43-45 40-42	11 10 9	48 44 41	Demonstrates understanding of most, if not all, the general and specialist theories, principles and concepts in subject. Able to apply a range of skills, practices and/or materials that are associated with the subject/discipline. Practical work reasonable. Plan and execute a significant project Able to critically review consolidate and extend knowledge, skills and practices in subject/discipline Competent organisational and presentational skills as appropriate to discipline. Able to undertake evaluations of a wide range of data Exercise significant autonomy. Demonstrate initiative/ leadership in professional and equivalent activities.	Third Class Honours
35-39 30-34 25-29	8 7 6	37 32 27	Some grasp of the general and specialist theories, principles and concepts in subject A limited ability in applying the general and specialist theories, principles and concepts in subject/discipline. Practical work and project only adequate. Limited ability to critically review consolidate and extend knowledge, skills and practices in subject/discipline Weak in organisational and presentational skills relevant to discipline. Difficulty undertaking evaluations of a wide range of data Problems working independently and lacking initiative/leadership in professional and equivalent activities	Below Third Class Honours
20-24 15-19 10-14	5 4 3	22 17 12	Very limited understanding of the general and specialist theories, principles and concepts in subject Inability to apply the range of skills, practices and/or materials that are associated with the subject/discipline. Weak practical and project work. Unable to critically review consolidate and extend knowledge, skills and practices in subject/discipline Inadequate in organisational and presentational skills relevant to discipline. Unable to undertake evaluations of a wide range of data No evidence of ability to work independently , leadership or use of initiative in professional and equivalent activities	Definite Fail
5-9 1-4 0	2 1 0	7 3 0	Token or no submission	Nul attempt

***A** Standardised Mark as defined above.

***B** CAS Mark awarded.

***C** Equivalent standardised percentage mark for use whenever only the CAS mark is known.

CAS points of 9 and above constitute a pass for an individual course.

APPENDIX V

CRITERIA FOR AWARD OF HONOURS CLASSIFICATIONS: THE GRADE SPECTRUM

All Honours Degrees are classified using the University's Grade Spectrum which is available at www.abdn.ac.uk/registry/quality/appendix7x4.pdf. The Grade Spectrum, an extract of which is printed below, is used to determine degree classification on the basis of the CAS mark awarded for each element of Honours Degree Assessment taken at the first attempt/

First: Marks at **18 or better** in elements constituting half of the total elements; **and**
Marks at **15 or better** in elements constituting three quarters of the total elements;
and
Normally marks at **12 or better** in all elements.

2i: Marks at **15 or better** in elements constituting half of the total elements; **and**
Marks at **12 or better** in elements constituting three quarters of the total elements;
and
Normally marks at **9 or better** in all elements.

2ii: Marks at **12 or better** in elements constituting half of the total elements; **and**
Marks at **9 or better** in elements constituting three quarters of the total elements.

Third: Marks at **9 or better** in elements constituting three quarters of the total elements.

The "elements" referred to are the elements of assessment as described in Appendix III.

APPENDIX VI**CODE OF PRACTICE ON CONTINUOUS ASSESSMENT**

Continuous assessment is playing an increasing role in Engineering courses. Staff and students need to be made aware of the requirements which it places on them. Consequently, the School of Engineering has adopted a Code of Practice on Continuous Assessment which counts towards the overall mark for a course. The following points should be noted by students:

- 1 The Course Handout will inform students of the nature of the assessment exercise(s), the submission date(s), and the weight given to such exercise(s) in the overall assessment.
- 2 Students will receive feedback on their performance during the course.
- 3 The equal availability of the resources required for the completion of assessment exercises will be ensured as far as possible.
- 4 Staff will not assist students to complete assessment exercises.
- 5 **Late submission.** Students must seek the permission of the Course Co-ordinator, in advance where possible, for an extension to a submission date. Where the Co-ordinator is satisfied that there is good cause for late submission of assessed work, no penalty is imposed but where the Co-ordinator is not satisfied, the final mark will be down-graded by one point on the CAS for each day or part of the day the work is late. (The weekend is counted as one day for the purpose of this rule.) An appeal against the decision of the Co-ordinator lies in the first instance to the Head of the School of Engineering and thereafter to the Director of Undergraduate Programmes (Engineering).
- 6 Where a student fails a course, the right to re-sit applies only to the examination. The continuous assessment mark will be carried forward.
- 7 Plagiarism is regarded as cheating and may result in action under the Code of Practice on Student Discipline. The University has adopted the following definition of plagiarism: "Plagiarism is the use, without adequate acknowledgement, of the intellectual work of another person in work submitted for assessment. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own." [Code of Practice on Student Discipline (University Court Resolution No 232 of 2003), para 2.1.1(h)]
- 8 Systems for ensuring equitable and consistent marking are in place. Continuous assessment will be marked anonymously where possible. Assessment exercises must be available for scrutiny by the External Examiner. Consequently, all continuous assessment work must be retained by the School; in the instance of, for example, lab books where the book is required to be returned to the student for further use, it is the responsibility of that student to ensure it is within the School's possession by the close of the term.

(The above guidelines do not apply to the Honours Dissertation which counts as a course in its own right. Further information is available in the handout for that course.)

APPENDIX VII

**SCHOOL OF ENGINEERING STAFF-STUDENT LIAISON COMMITTEE
CONSTITUTION**

A Scope

The Committee shall be free to discuss a wide range of issues affecting students' participation in the courses offered by the School, including academic content of courses, teaching and examination accommodation, and results of course evaluations, but excluding personal matters.

B Composition

(i) Staff Representation

The staff representatives shall be the Co-ordinators for Levels 1-5, the Head of School of Engineering and the Senior Secretary. Should any member be unable to be present at a particular meeting, he or she may nominate a representative from the School.

(ii) Student Representation

The student representatives shall be one student representative, nominated by the Undergraduate cohort, for each of the five undergraduate years and for each Engineering discipline. Should any member be unable to be present at a particular meeting, he or she may nominate a representative from the School. One representative will be nominated to clerk the meeting.

C Organisation

(i) The Committee shall meet at least once in each half-session.

(ii) Other meetings shall be held within fourteen days of the receipt by the Clerk of a written request by any two members of the committee.

(iii) Agendas for meetings shall be drawn up in consultation with student members, who shall have the right to place items on the agenda.

(iv) The agenda for each meeting shall include reports from the Head of School relative to courses offered in the preceding half-session. Such reports shall be based upon the return of course evaluation forms, but may also include such other matters as the Head deems appropriate. At each meeting the Head shall also report on such issues as were specifically referred to him/her at the previous meeting.

(v) The agenda shall be pre-circulated to allow the opportunity for the student representatives to canvass fellow students' views before discussion.

(vi) Minutes of each meeting shall be made by the Clerk and distributed to all committee members. They are to be publicised by the placing of a copy on the School of Engineering website.

**INFORMATION SHEET ON STUDENT REPRESENTATION IN THE SCHOOL OF
ENGINEERING**

Year Reps

They are elected at the beginning of every academic year. There are class reps for first year, second, third, fourth and fifth year students. Post-graduate students also have their own reps and a separate Committee. They are elected at an election held in class sometime during the first few weeks of term. The year reps sit on the Staff Student Liaison Committee which discusses issues relating to courses. If the Year Reps are given a problem that is either too big and/or will compromise their position if they try to tackle it then they can go to either a trusted member of School staff, or the SA President if the problem is very sensitive.

Other Sources of help?

Other students, possibly those in upper years, who have been through the courses themselves.

Your adviser of studies – he/she can help you if you have a problem and should be contacted if any problem is likely to affect your work.

The Level Co-ordinator who is in charge of the relevant Level of study.

The Course Co-ordinator who is in charge of the individual course.

APPENDIX VII**LIST OF FULL-TIME STAFF**

(All Room Numbers: Fraser Noble Building unless otherwise stated)

<u>Head of School</u>	<u>Room No</u>	<u>E-Mail</u>
Professor Tom O'Donoghue	190	t.odonoghue@abdn.ac.uk
<u>Director of Undergraduate Programmes (Engineering)</u>		
Dr David Hendry	274	d.c.hendry@abdn.ac.uk
<u>Director of Undergraduate Teaching (Engineering)</u>		
Dr Paul Davidson	189	p.c.davidson@abdn.ac.uk
<u>Level Co-ordinators</u>		
Level 1: Dr Kaliyaperumal Nakkeeran	369	k.nakkeeran@abdn.ac.uk
Level 2: Dr Yakun Guo	267	y.guo@abdn.ac.uk
Level 3: Dr Oleksandr Menshykov	370	o.menshykov@abdn.ac.uk
Level 4: Dr Maria Kashtalyan	264	m.kashtalyan@abdn.ac.uk
Level 5: Dr Dubravka Pokrajac	262	d.pokrajac@abdn.ac.uk
<u>Academic Staff</u>		
Dr Khaled Ahmed	268	khaled@abdn.ac.uk
Dr Alfred Akisanya	367	a.r.akisanya@abdn.ac.uk
Dr Majid Aleyaasin	269	m.aleyaaasin@abdn.ac.uk
Dr Alastair Allen	265	a.allen@abdn.ac.uk
Dr Sumeet Aphale	373	s.aphale@abdn.ac.uk
Dr Euan Bain	275	euau.bain@abdn.ac.uk
Dr Marcus Bannerman	266	tba
Mr John Cavanagh	184	j.cavanagh@abdn.ac.uk
Professor Howard Chandler	381	h.w.chandler@abdn.ac.uk
Dr Paul Davidson	189	p.c.davidson@abdn.ac.uk
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