

University of Southampton Malaysia
Engineering Foundation Year
Academic Handbook
For Academic Year 2019-2020



Table of Contents

1.0 General Information	3
1.1 Key Documents	3
1.2 How You Keep in Touch With Us	4
1.3 Use of Social Networking Sites	5
1.4 Confirmation of Your Student Enrolment Status	5
2.0 Engineering Foundation Year Academic Calendar	7
3.0 Working Together	8
3.1 Personal Tutoring	8
3.2 Roles and Responsibilities of a Personal Tutor	8
3.3 Your Roles and Responsibilities as a Student	9
4.0 Engineering Foundation Year Structure	10
5.0 Progression to the Degree Level	11
6.0 Academic Administrative Matters	12
6.1 Attendance	12
6.2 Lectures	12
6.3 Use of Electronic Recording Devices or Mobile Phones in Lectures or Classes	12
6.4 Tutorials/Supervisions/Support Sessions	12
6.5 Labs	13
6.6 Illness	13
6.7 Independent Learning	13
6.8 Key Skills	14
7.0 Academic Integrity	15
8.0 Other Academic Administrative Matters	16
8.1 External Factors Affecting Your Attendance or Performance in Your Studies	16
8.2 Suspending Your Studies	16
8.3 Withdrawing from Your Programme	16
9.0 Your Safety	17
9.1 Faculty Health and Safety Policy /Access to Buildings Policy	17
10.0 Assessments and Examinations	18
10.1 Coursework Assessment and Submission	18
10.2 Penalties for Late Coursework Submission	18
10.3 Coursework Extensions	18
10.4 Examination Preparation (also see Appendix A)	18
10.5 Examinations	19
10.6 Illegible Exam Scripts	19
10.7 Coursework and Examination Feedback	19
10.8 Access to Coursework/Examination scripts	20
10.9 Final Assessment	20
11.0 Staff/Student Liaison: Getting Your Voice Heard	21
11.1 Module Evaluations	21
12.0 Professional Accreditations	21
Appendix A - Revision Strategy and Examination Techniques	22

The University of Southampton (UoS) was invited by the Malaysian Ministry of Education to establish a campus to offer premier engineering undergraduate and postgraduate courses in Educity@Iskandar, Malaysia, just 10 minutes away from Singapore. The University of Southampton Malaysia Campus (USMC) opened its doors to our first students in October 2012.

The University of Southampton is a world-class university known for its academic and research excellence, particularly in Engineering. In the Guardian University Guide 2019, we are ranked No. 2 for Electrical & Electronic Engineering, ranked No.6 for Mechanical Engineering and ranked No. 4 for Aeronautics & Astronautics.

At present, all the Electrical & Electronic Engineering and the Mechanical Engineering and Aeronautics and Astronautics Engineering programmes are offered in our purpose-built campus in Malaysia.

Programmes at UoSM run on a split-campus format—students spend two years at the Malaysia campus, and spend the remaining two years at the UK campus. Our graduates are highly sought after by international agencies and multinational corporations such as BAE Systems, McLaren Racing, Mercedes Benz, Williams F1, BP, Rolls Royce, Boeing, IBM, Apple, etc. Famous alumni of the university include Adrian Newey (Technical Director, Red Bull Formula 1 Racing), Rob White (Deputy Managing Director Engine at Renault F1), George Buckley (CEO of 3M), Canan Ediboglu (General Manager of Shell), and Stephen Payne (maritime consultant).

1.0 General Information

The Engineering Foundation Year is intended for students who hold an SPM/IGCSE/GCE O-Level qualification or equivalent. In this preliminary year of study, you will learn the core principles of mathematics, mechanical science, engineering principles, and electricity and electronics. You will also undertake laboratory work and a variety of assignments to develop your critical thinking and problem-solving skills.

During your Foundation Year, you will receive full support from subject tutors and feedback to progress your academic development.

1.1 Key Documents

Important information on various aspects of the Engineering Foundation Year, as well as other Faculty and University-wide policies, is accessible to students on the University website. This section highlights the various key documents that students should be aware of, and where students may locate these documents on the University website.

Programme Description

The Engineering Foundation Year Programme Description outlines the educational aims of the programme, learning outcomes, programme structure, progression requirements and support available for students. The Programme Description can be found here:

http://www.southampton.ac.uk/programmespecs/H008_F301_F662_Foundation_year_Engineering_Physics_Geophysics

Module Descriptions

The different subjects that students will study are referred to as modules. The module descriptions can be found here:

http://www.southampton.ac.uk/engineering/undergraduate/courses/acoustical_engineering/h008_engineering_with_foundation_year.page#modules

Student Handbook

The Student Handbook contains detailed information on University policies, e.g. Assessment policies, Re-Assessments, Special Considerations, Illnesses etc.

1.2 How You Keep In Touch With Us

1.2.1 Student Office

Office Hours : Monday to Friday 9.00am to 5.00pm
Location : University of Southampton, Malaysia (UoSM), Room 1015
Contact email : stofuosm@soton.ac.uk

You should visit the Student Office for all general queries relating to the administration of your programme (including coursework submission and collection of feedback, module registration changes, special considerations requests and sickness self-certification forms for illnesses lasting no more than 5 days).

Student Office (UoSM) Operating hours: Monday – Friday : 9.00am to 5.00pm Saturday, Sunday & Public Holiday: Closed Contact details: Tel: +607-560 2560 Fax: +607-560 2561 Email 1: Stofuosm@soton.ac.uk Suganthi Arputhasamy Student Office Manager s.arputhasamy@soton.ac.uk Manage of all Student Services operations within the Student Office.	General Advice, Admissions, Accommodation Liaison – SV Qurratu Izyan Admission Officer Q.I.Shah@soton.ac.uk General Advice, Enrolment, Fees, Time-table, Assessments and Exams, Transition to UK, Student Support Services, International Student Pass Nor Ubaidah N.U.Rahamat@soton.ac.uk Nur Hamizah Norizan N.H.Norizan@soton.ac.uk General Advice, PTPTN Loans, Tuition Fees, Assessment and Exams, Student Support Services Norayunita Othman n.b.othman@soton.ac.uk
--	--

1.2.2 Contacting Your Tutors

All students at the University are assigned a Personal Academic Tutor. Students may meet with their personal academic tutor to discuss academic and personal matters. More information regarding the Personal Academic Tutoring System can be found in Section 3 of this Handbook.

All members of the Academic Staff are accessible to students via email. Students may email a member of the academic staff for an appointment to discuss any issue of concern—academic or personal. Members of the Academic Staff also observe Consultation Hours during office hours. The Consultation Hours for each member of the academic staff will be made known at the beginning of each semester in-class and on Blackboard.

1.2.3 How We Keep In Touch with You

Email

We will use your University email to contact you when necessary. We will not use any other email accounts or social networking sites. Check your University email account regularly and do not let your inbox exceed your storage limit.

Notification that you are due to exceed your storage limit will be sent to your University email account and you should take immediate action as you will be unable to receive further emails once your storage limit has been exceeded.

Formal correspondence

Formal correspondence regarding your programme of study (eg suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, complaints and appeals) will be sent to you via your university email account. It is your responsibility to notify your parents/guardian.

International students

As an international students, studying in Malaysia you will be granted a student pass for one year, depending on the country which issued your passport. You are responsible for the timely submission of the documents needed to renew your student pass.

1.3 Use of social networking sites

We understand that students are increasingly using social networking sites such as Facebook to interact with members of their student community. You should note that any behaviour that affects other members of the University community or members of the general public in ways that might damage the standing and reputation of the University might be subject to disciplinary action within the scope of the University's regulations.

1.4 Confirmation of your student enrolment status

The Student Office can provide you with a certificate to confirm your status as a student (e.g. for the opening of a bank account). Please ensure that you give at least 48 hours notice of your requirements (longer at peak times such as at enrolment or during the examination periods).

1 st certificate of attendance/registration per semester	FREE
1 st certificate letter confirming award	FREE
Subsequent certificate letters of attendance /registration/ certificate letter confirming award in same semester	Normal charge RM50.00

The University's Examinations and Awards Office can provide you with the following:

Certified copies of degree certificates	RM125.00 (10 copies)
1st Diploma supplement provided to the student or sent to another University per year	FREE
Replacement of award certificate	RM125.00

Subsequent Diploma supplement	RM50.00
-------------------------------	---------

Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record when a change occurs to ensure that your certificate contains accurate information.

2.0 Engineering Foundation Year Academic Calendar

Important Dates

Semester Zero (April Intake)	
22-23 April 2019	Induction for New Students
24 April – 12 July 2019	Semester Zero classes
Semester Zero (July Intake)	
8-9 July 2019	Induction for New Students
10 July – 27 September 2019	Semester Zero classes
Semester Zero (Sept Intake)	
03 September 2019	Induction for New Students
04 September – 20 September 2019	Semester Zero classes
Semester One	
30 September 2019 – 10 January 2020	Semester One classes
28 Oct 2019 – 1 November 2019	Study week
23 December– 3 January 2020	Break
13 January 2020 – 24 January 2020	Exam Week
Semester Two	
03 February – 15 May 2020	Semester Two classes
11 May – 15 May 2020	Study Week
18 May – 5 June 2020	Exam Week
Project week for Sept Intake	
29 June – 07 August 2019	

3.0 Working together

3.1 Personal Tutoring

At the University of Southampton, we strive to provide students an excellent and supportive learning experience. To this end, a Personal Academic Tutoring System is in place so that each student receives personalised tutoring and pastoral care. Every student is assigned a personal academic tutor who will advise students on both academic and non-academic matters.

3.1.1 How the Personal Tutoring System Works

Explanation on how the Personal Academic Tutoring System works can be found here:

<http://www.southampton.ac.uk/studentadmin/personaltutor.html>

At the beginning of each semester, students will meet with their Personal Tutor. The meeting is meant for students and their Personal Tutors to agree upon a personal self-study plan for the semester. Students may also discuss any pertinent issues (academic and non-academic) that they wish. In Semesters One and Two, students who have not performed satisfactorily in previous their previous semester's study will be asked to propose a detailed written plan on how they aim to improve their academic performance.

At the midpoint of each semester, students will meet with their Personal Tutor to discuss their progress for the semester. If relevant, test/quiz/mid-semester exam marks will be discussed, weaknesses identified and efforts for improvement outlined. The purpose of the Mid-Semester Personal Tutoring session is to function as a midpoint check.

Apart from these two mandatory Personal Tutoring sessions, students may see their Personal Tutors during the course of the semester if they wish to. Students are especially encouraged to meet with their Personal Tutor to seek help (if relevant) as soon as possible, so that their studies may not be jeopardised by any academic and/or personal matters. Students must inform their Personal Tutors at the soonest instance if there is any medical or personal matter that might result in the student being absent from classes/assessments or be unable to perform their academic duty.

Students are to email their Personal Tutors to request for an appointment.

3.2 Roles and Responsibilities of a Personal Tutor

(Excerpted from <http://blog.soton.ac.uk/tutorhandbook/article-category/role-of-the-pat/>)

The Personal Academic Tutor will:

- Develop and maintain a safe and confidential relationship with their tutees
- Provide advice and support to tutees in matters related to academic work and students' progress
- Where this also involves being the first point of contact for pastoral issues, signpost tutees to the Senior Tutor and/or other appropriate support, and work with tutees to find appropriate pathways to resolve difficulties
- Maintain effective communication with other support services on behalf of tutees.

The expectations on the Personal Academic Tutor are that they will:

- Maintain regular contact with each tutee
- Give appropriate support to each tutee
- Follow up with tutees who are not making satisfactory progress
- Liaise with other members of academic and administrative staff, as appropriate, in particular the Senior Tutor of the Academic Unit/Faculty

- Be aware of other sources of support in the University, accessed through the Personal Academic Tutor website
- Provide information regarding academic progress, assessment and examinations
- Write references for tutees on request, and support tutees in their personal development, where appropriate.

The University has a number of Senior Tutors, who are also responsible for pastoral care. They support students who need additional advice or assistance beyond that provided by their personal tutor. Our Senior Tutors are all approachable, kind and friendly.

The Senior Tutor for the Engineering Foundation Year is Dr Jo-Han Ng (J.Ng@soton.ac.uk).

3.3 Your Roles and Responsibilities as a student

The success of the Personal Academic Tutoring System requires the cooperation from both students and tutors. More information on your roles and responsibilities as a student can be found here: <http://www.southampton.ac.uk/studentadmin/personaltutor.html>

The following is excerpted from the aforementioned web link:

- Preparation for and attendance at all scheduled and other requested meetings, or the arrangement of an agreed alternative time if any proposed time is inconvenient
- Regularly checking email and internal post for messages from your Personal Academic Tutor and responding as appropriate
- Proactively seeking support from your Personal Academic Tutor when needed
- Familiarization with the Academic Unit's procedures and practices in personal academic tutoring and to respect the limits of the Personal Academic Tutor's role
- Notifying the relevant member of Student and Academic Administration (SAA) staff in the Student Office if you are ill and unable to attend University
- Notifying your Personal Academic Tutor or Senior Tutor if you are experiencing problems which are affecting your attendance or having an adverse effect on your academic progress
- Contact your Personal Academic Tutor or Senior Tutor as soon as possible if you feel that their performance in forthcoming examinations is going to be affected by ill health or other special considerations
- Keeping your personal records up to date by logging in through the student tab of SUSSED, to amend contact details
- Telling your Personal Academic Tutor about any part time work you are doing during term - the Personal Academic Tutor may need to discuss how this fits in with your programme requirements
- Checking with your Personal Academic Tutor before citing him/her as a referee, and then informing him/her of details which may be helpful in writing a reference.

4.0 Engineering Foundation Year Structure

Course structure

The Engineering Foundation Year is a 3-semester programme. Learning is accomplished through a variety of methods including lectures, laboratory practicals, workshops, tutorials, private study and small-group support sessions. The teaching environment focusses on the skills required for independent learning.

Typical Course Content

Semester Zero	Semester One	Semester Two
<ul style="list-style-type: none">• Academic & Personal Development• Communicating in English• Fundamentals of Science & Engineering• Mathematics for Science & Engineering	<ul style="list-style-type: none">• Mathematics A• Engineering Principles• Electricity and Electronics• Mechanical Science• Computer Applications• Routes to Success	<ul style="list-style-type: none">• Mathematics B• Engineering Principles• Electricity and Electronics• Mechanical Science• Computer Applications• Routes to Success

*Students who do not meet the minimum English language requirement of IELTS 6.5 or equivalent will need to enrol in the module *English for Engineers and Scientists* in both Semesters One and Two.

5.0 Progressing to the degree level

The Foundation Year is an integrated year and, on successful completion, offers automatic progression to your undergraduate degree programme when you meet the stipulated progression requirements.

Students may choose to continue their studies in the following areas:

University of Southampton Malaysia Campus (Foundation Year + 2 Years in Malaysia + 2 Years in the UK)
<ul style="list-style-type: none">• Aeronautics & Astronautics• Electrical & Electronic Engineering• Mechanical Engineering
University of Southampton UK (Foundation Year + 3 Years (BEng) or 4 Years (MEng) in the UK)
<ul style="list-style-type: none">• Acoustical Engineering• Aeronautical & Astronautical Engineering• Electrical Engineering• Electronics• Civil Engineering• Computer Science• Geophysics• Mechanical Engineering• Maritime Engineering• Physics & Astronomy

6.0 Academic Administrative Matters

6.1 Attendance

Please note the University Policy on attendance, found here: <http://www.calendar.soton.ac.uk/sectionIV/attendance.html>

You should also note that within the Faculty, lab attendance is mandatory and will be monitored. In addition, you should note that attendance and engagement with all assessment activities is mandatory and is monitored.

6.2 Lectures

A single lecture slot lasts 60 minutes. It is therefore vital that you arrive promptly in order to gain maximum benefit from the time. If you arrive late for a lecture the lecturer is entitled to prevent you from joining the class. Each lecturer will present material using either handouts or require you to make your own notes. Transcribing lectured material into a form that you find most useful is an important part of the learning process. You should ensure that you understand the material and, if you have difficulty in understanding or applying the knowledge, use recommended textbooks or the assistance of teaching staff during tutorials to gain understanding. It is your responsibility to develop your ability in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the examination and coursework assessment process. Lectures are provided for your benefit and you should take full advantage by ensuring you attend all of the lectures in a given course module. If, for any reason, you are unable to attend, ensure that you get hold of a copy of the notes or handouts from your module co-ordinator or via Blackboard.

6.3 Use of electronic recording devices or mobile phones in lectures or classes

Out of courtesy to staff and other students, please ensure that mobile phones are switched off in lectures and seminars. You are advised that lectures are the copyright property of the lecturer and permission to audio-record a lecture must be personally sought from the lecturer before proceeding.

If you wish to use a laptop computer to take notes in a lecture, you should do so in a way that does not cause disruption to those sitting near you.

If you have a learning disability for which additional support is needed, you may, following assessment by the University's educational support services, make appropriate arrangements with staff for recording lectures.

6.4 Tutorials/supervisions/support sessions

Workshops or group feedback sessions are timetabled for some modules. These sessions are intended for you to develop your problem solving skills as well as for you to discuss further with an experienced member of staff any particular lecture material you are finding difficult to understand. It is essential that you come well prepared for these sessions. These sessions are one of the most effective ways of reinforcing the lecture material.

6.5 Labs

You will be provided with a specific lab timetable which you should follow and ensure that you attend all labs, as these provide valuable learning and assessment activities and are a mandatory part of your course.

6.6 Illness

In the case of a minor illness of up to five days, you should fill out a self-certification form and submit it to the Student Office.

For a medical condition that lasts more than 5 days, a medical certificate from a panel doctor is required. It is important that your doctor (as well as your tutor) is immediately informed of any illness that is likely to affect your studies. If appropriate your doctor may inform your tutor that you are experiencing some health difficulties that may affect your academic performance.

This will be done with your consent and you may wish the details of your illness to be withheld from your tutor, although you should think carefully about this (your tutor will, in any case, respect your privacy).

If you believe that illness or other circumstances have adversely affected your academic performance, you must complete a Special Considerations form. All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification (although self-certification will not be regarded as evidence in relation to your examination performance) or a statement from your personal tutor. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

All claims will be reviewed by the UoSM Special Considerations board that meets at the end of each semester and just prior to the Board of Examiners.

Full details of the University's policy on Special Considerations can be found at <http://www.calendar.soton.ac.uk/sectionIV/special-considerations.html>

Additional guidance on the Faculty's policy on Special Considerations can be found here:

https://www.southampton.ac.uk/quality/assessment/special_considerations.page#_ga=2.111050950.210457419.1554689105-921889203.1529891694

6.7 Independent learning

For most modules about 60-70% of total time allotted to a module is designated as independent or self-learning. This may be taken up by independent study on your own using libraries, data retrieval systems, internet, etc., or in a group working on coursework, reading the lecture material or reading around the subject. This should also develop your investigative and problem solving skills in furthering understanding of the subject, creating links with other modules - past and present - and providing a broadening of your educational experiences and knowledge base.

Self-learning is your personal responsibility and your commitment to the programme. It requires discipline, motivation and focussing on achieving individually set targets. It enables you to reach your full potential academically, develops your personal skills and helps establish a successful professional career.

6.8 Key skills

Key skills are those skills that can be applied to other disciplines and fields of work. Employers are increasingly seeking to employ individuals with well-developed key skills. A conscious effort is made by the Faculty to ensure that every module allows and encourages development of key skills. Further details can be found within individual module specifications.

7.0 Academic Integrity

The University of Southampton is a university that promotes and values academic and research excellence. Hence, academic integrity is at the centre of all that we do. Students are expected to adhere to the highest academic standards while studying at the university. Acts of academic dishonesty are disciplinary issues that will not be taken lightly, but will incur severe penalties including, but not limited to, expulsion.

The University expects that all students will familiarise themselves with the University's Academic Integrity Regulations (<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html>) which include the Academic Integrity Statement (<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html>).

8.0 Other Academic Administrative Matters

8.1 External factors affecting your attendance or performance in your studies

We expect you to take responsibility for your studies to ensure that your full academic potential can be realised. However, sometimes difficulties can arise that can affect you.

If you are absent from an examination or other assessment or have other grounds for believing that your studies have been affected by external factors you must bring this to the attention of your academic tutor or to the Student Office immediately. Whilst we recognise that students can sometimes be reluctant to discuss cultural, sensitive or personal issues, it is essential that you bring problems affecting you to our attention so that we can determine how best to help you.

A special considerations process is in place to ensure that you are not penalised for genuine difficulties affecting you. Submitting such a request, together with supporting documentation, will enable the Special Considerations Board to consider the issue and its effect on your studies and performance. Guidance on the special considerations policy and the procedures to follow are available from the Student Office, or can be downloaded from at the following web address:

http://www.southampton.ac.uk/assets/imported/transforms/site/general-content/UsefulDownloads_Download/0E1B9FC4E5544CF9BA10660FE451FFE2/Special%20Considerations%20Guidance.pdf

8.2 Suspending your studies

Should you feel that you need to take some time out from your studies you should first discuss this with your personal tutor. A Suspension Request form should be obtained, completed and returned to the Student Office. In determining the duration of any suspension and the most appropriate time for the student to return to study, due account will be taken of the structure of the programme as well as the student's needs. Where suspension is agreed for medical reasons, UoSM may require a student to provide medical certification of fitness to return to study or to attend a Fitness to Practice Panel before allowing re-enrolment to occur. Students may apply to extend a period of suspension for further periods of up to twelve months at a time; however, suspensions covering periods greater than twenty four (24) months continuously will normally be granted only under the most exceptional circumstances. Students unable or unwilling to return to study after twenty four (24) months in suspension may be recommended for termination of programme.

8.3 Withdrawing from your programme

If you no longer wish to continue with your studies, a Withdrawal Notification form should be obtained, completed and returned to the Student Office. Student who withdraws permanently from the University not having completed their programme must inform the relevant Student Office or equivalent in writing. Where a student ceases without notice to attend the University or participate in scheduled learning and teaching activities, or fails to return from an approved period of suspension without notice, the Student Office shall take all reasonable steps to contact the student to confirm his/her intentions. Should the student fail to respond to such contact from the Student Office, the Student Office might, with reasonable notice, deem the student to have withdrawn from the University. A person deemed to have withdrawn ceases to be a student of the University

9.0 Your Safety

9.1 UoSM health and safety policy /access to buildings policy

The UoSM health and safety information will be shared during the induction day.

The Faculty local operations and arrangements document can be found in your course list when you log on to Blackboard www.blackboard.soton.ac.uk .

10.0 Assessment and Examinations

10.1 Coursework assessment and submission

Coursework can often occupy a large amount of time. It is worth noting that getting a few extra marks on an assignment may not justify the extra time spent. Conversely, students who forget or do not bother to hand in work can make it very difficult for themselves to achieve their full academic potential. It is important to think through the amount of time you can afford to spend and to manage your allotted time carefully and effectively.

Normally, all coursework should be accompanied by a completed Coursework Submission/Feedback form and submitted to the Student Office by 3.30pm on the published submission deadline. If both paper-based and electronic submission is required, you should note that your submission will not be considered complete until both formats have been submitted. If other arrangements are in force for submission of a particular piece of coursework, this will be advised by your module co-ordinator.

10.2 Penalties for late coursework submission

When coursework is set a due date for submission will be specified and there will be associated penalties for handing in work late. Please ensure you have read the relevant section https://cdn.southampton.ac.uk/assets/imported/transforms/content-block/UsefulDownloads_Download/5F7DFF02DFBD4B2F9120BF2E6C7EBBDB/Late%20Submission.pdf#_ga=2.110409349.1616309480.1554688630-993234910.1529891682 and familiarised yourself with this policy before your first assignment is due.

10.3 Coursework extensions

If you know there will be a valid reason why you cannot submit the work at the given date you must contact the Student Office as soon as possible. You should complete a Coursework Extension form <https://groupsite.soton.ac.uk/Administration/OES-Administration-and-Assessment/Documents/Faculty%20Request%20Forms/EXTENSION%20REQUEST%20FORM%20201314.pdf>, which should provide adequate detail of the reasons why you are seeking an extension. Your completed form should be submitted to the Student Office who will arrange for your request to be reviewed and approved. The Student Office will contact you via your University email account to let you know once approval has been made. It is your responsibility to request an extension in a timely manner and the entire process should be completed at least 48 hours before the published deadline for submission of the piece of coursework.

10.4 Examination preparation (also see Appendix A)

You will know yourself how best you prepare for examinations. It is always worth remembering that the sooner you start your preparation the better and that one of the aims of each module is to help you prepare for the examination. Make sure that you have a complete set of notes; that you understand their content; that you can apply the material by solving the example sheet questions; and that you have practiced questions from past papers under examination time constraints. The University's online archive of previously set examination papers is available to assist with your learning and preparation for

forthcoming examinations. There is a link to 'Exam Past Papers' from the Student Resources Online page of SUSSED.

Remember that if you get into difficulty during your revision process on a particular subject ask someone to help you. This may be either one of the lecturers or teaching assistants on the module. For helpful hints on revision strategy and examination techniques, please refer to Appendix A.

10.5 Examinations

Prior to sitting your first examinations please familiarise yourself with the University's procedures and regulations surrounding assessment which can be found by following the link below:

<http://www.southampton.ac.uk/studentadmin/assessment/assessment/>

10.6 Illegible exam scripts

The University has an Illegible Examination Scripts Policy, found here:

http://www.southampton.ac.uk/assets/imported/transforms/peripheral-block/UsefulDownloads_Download/3B577FE48C0B45FAA726364427668BAB/Illegible%20Examination%20Scripts%20Policy.pdf

10.7 Coursework and examination feedback

Feedback comes in many forms and you must learn to recognise the merits of all of these. Formal feedback is well documented and the following paragraphs identify ones that you are officially entitled to. Informal feedback is just as important and comes in the form of individual chats with your tutor, module coordinators or project supervisors, or group meetings with academics after a lecture or practical session. Also tests and quizzes on Blackboard, which are available for several modules, can provide valuable feedback on how you are progressing.

All coursework will be marked and returned to you, accompanied by feedback which will relate to the standard of your work and the reasons for the mark/grade given. You should note that all marks are considered provisional until they have been reviewed and confirmed by the examination board. This feedback will typically be returned within four weeks following your submission. Large assignments (e.g. your dissertation/project work) may take slightly longer to be returned. Bear in mind that if you hand in work late, your feedback may be delayed.

Where appropriate, for example with smaller problem solving exercises like calculations, the lecturer will decide if feedback should be given individually, or reported back to the whole group. You are, however always free to ask the lecturer personally how you are progressing.

The feedback you receive will be:

- timely - allowing you to learn from your work
- related to the learning outcomes for that piece of work
- constructive and honest – allowing you to take the comments on board, learn from your mistakes and understand why you did well.

For the feedback to be effective, it is important that you work with the feedback given and identify how you can improve your work in the future. Should you need further information about your work, get in touch with whoever marked the coursework.

Feedback can be collected from the Student Office. You will be contacted when feedback is ready to collect. For some kinds of assignment, other arrangements will be made and the module co-ordinator will explain those to you.

Although individual feedback on examinations is not normally given, feedback on the strengths and weaknesses of the performance of the whole group which took an examination will normally be available via Blackboard.

10.8 Access to coursework/examination scripts

Should you wish to inspect your completed examination scripts, there is a procedure that will need to be followed and you should contact the Student Office for details. You are only permitted to view an examination script to enable you to see how you can improve your future performance and no mark or other annotation on the script is negotiable or open to alteration. The absence of annotation on a script does not mean that it has not been marked. You are not able to see an electronic copy of examination scripts.

10.9 Final assessment

At the end of your programme, your overall performance will be assessed. The basis of this assessment is specified in your programme regulations. If you satisfy the academic standards necessary, you will be able to progress to Year 1 of the M.Eng. programme.

11.0 Staff/Student Liaison: Getting Your Voice Heard

Staff-Student liaison committees have representatives from across each programme. These committees have the role of monitoring the organisation and management of the student programmes, to note any difficulties that students may be encountering, and to take advice about ways of improving the programmes.

11.1 Module evaluations

The Faculty aims to consult with and to provide opportunities for all students and staff to make their views known.

You are encouraged to offer your comments/suggestions to members of staff and feedback is requested for each module undertaken.

Module Evaluation forms can be completed online and details of how to do this will be communicated to you through Module Leads.

12.0 Professional accreditation

<http://www.southampton.ac.uk/engineering/undergraduate/study/accreditation.page>

Please see the above link for the professional accreditation offered by these Programmes.

Appendix A - Revision Strategy and Examination Techniques

A.1 Revision strategy

Revision should be an on-going process which starts very early in your programme. The amount of knowledge to be accumulated and the variety of skills and techniques to be developed are large and they are best assimilated gradually and consolidated as you go along. Regular revision is really a part of the learning process but, of necessity, becomes more concentrated as the examination approaches.

A.1.1 Final revision programme

At the start of your final revision schedule you must get organised, and the best way to do this is to devise a revision timetable. Plan your time carefully, give yourself definite objectives for each session, revise actively, test yourself regularly, make notes, and practice problem solving. Use revision sessions to study topics you have worked on before, as revision is simply the process of reminding you of topics and techniques previously understood. You will appreciate how well-organised notes will help you during your revision. Write out important definitions, proofs, formulae and equations, checking them against your notes. Re-work previously solved problems without looking at your previous solution, then attempt questions that you have not looked at before. Make special revision notes for quick reference on cards to keep in your pocket and charts to hang on the wall of your study room. Practice your examination technique.

A.1.2 Examination practice

You should be familiar with the courses and syllabuses you will be examined in at the end of Semesters. Analyse recent examination papers. Work out how long you have for each question and become familiar with the style of questions.

During your ordinary study periods you will have attempted many questions but will have seldom given yourself strict time restrictions. In examinations the timing of your answers to questions is vitally important. Practice answering examination questions in mock examination conditions, allowing yourself only the normal available examination time and the equipment you are permitted to take into the examination room. To obtain 'mock examination' practice save one or two complete examination papers so that you can use them as final test papers 'against the clock'.

Examination nerves are common and understandable but will be lessened if you have followed a sensible course of study and revision. You may not do yourself justice if you have a poor examination technique. The hints on the next page should help you to tackle the examination with greater confidence.

A.2 Examination techniques

A.2.1 Before the day

Before the actual day of your examination, make sure you know:

- the date, day, time and venue of each paper for your course;
- how to get to the examination venue if it is not well known to you;
- your candidate number;
- the telephone number of the Student Office.

Prepare any equipment you will need for your particular examination:

- pens which are comfortable to use;
- sharp pencils, a pencil sharpener and rubber;
- drawing instruments such as a ruler, compasses, protractor, set squares;
- University approved calculator (if allowed) and spare batteries (check that you know how to replace them quickly);
- an accurate watch or small clock.

A.2.2 On the Day

Before the examination:

Check that you have all the equipment you will need before setting off for your examination with plenty of time to spare. If you are delayed, contact the Student Office (have the telephone number with you) to explain what has happened. Arrive at the examination room early; a late start to an examination cannot be a good start and you will not be permitted to enter the examination room later than 30 minutes after its scheduled start time.

Just before the start:

Listen carefully to the invigilator. There may be some changes or special instructions which you were not expecting or some errors in the paper. Fill in any details, such as your candidate number, when the invigilator instructs you to do so.

Reading the instructions

When the invigilator says that you may begin, read the instructions on your examination paper very carefully. Make sure that it is the correct examination paper! Although you will be familiar with the style and format of past papers for your examination, these can change without notice. Note these in particular:

- the number of sections and questions you have to do;
- how much time you have to do them in;
- which questions (if any) are compulsory;
- what choice of questions (if any) you have;
- how to present your answers.

Planning your time

Quickly calculate the length of time you should spend on each question. You will have practised doing this for past papers but make sure that you use the instructions on your actual examination paper, not the ones you are expecting. Try to allow about 10 minutes at the end for checking your paper.

Choosing the questions

Read through the whole examination paper carefully, checking that you have read each page. If you have a choice of questions:

- cross out the ones you can't do;
- tick those you can definitely do;
- choose the correct number to do;
- mark the order in which you are going to attempt them, attempting your best question(s) first.

Try to answer full questions if you can but you can sometimes pass an examination by answering a lot of part questions. Indeed, questions are often structured - the first part being easier to answer than later parts. Most exam papers list the marks to be awarded for each question or part question. This information will help you to decide which questions or part questions to do.

Answering the question

Before you attempt to answer a question, read it all again carefully, jotting down points such as formulae and information relating to that question. These hints should help you when writing an answer.

- Make sure that your writing is legible.
- Draw a large clearly labelled diagram if appropriate.
- Present your solution in a neat, logical and concise way.
- Show all your working; many marks are given for working, not answers.
- Solve the problem which has been set and not the one you think has been set.
- Do not do things you are not asked for; for example, do not reproduce proofs unless specifically requested.
- State any principles, results, formulae, etc. used and indicate your reasons for using them.
- Check any formulae you use with the formula sheet, if provided.
- Use and state the correct units.
- Always do a rough estimate of any calculation to check that your answer is sensible.
- When using a calculator, make sure that each calculation is shown clearly in your answer.
- Give your final answer to the required degree of accuracy.
- In questions saying 'hence or otherwise', try 'hence' first since it is usually easier and uses the suggestion given in the first part of the question.
- If you get 'stuck', re-read the question carefully to check that you have not missed any important information or hints given in the question itself.
- When you have completed your solution, re-read the question to check that you have answered all parts.

Examination discipline

It is important that you try to keep to the times you have allocated to answering a question or section and that you answer the correct number of questions. If you answer less than the number of questions required you are limiting the number of marks available to you.

In short-answer papers or sections, which are often compulsory, if you cannot see how to solve a problem fairly quickly, leave it and return to it later if you have time. A fresh look at a question often helps.

In longer-question papers or sections do not overrun your time allocation on any question by more than a minute or so. Do not be lured into thinking 'just a few more minutes and I'll have the answer'. In most examinations, the first parts to many questions are easier than the later parts so it is usually easier to gain more marks by attempting all the questions required than by completing a question.

At the end

Before handing in your examination script check that:

- any 'front sheet' is completed according to the instructions;
- every loose page is clearly marked with your candidate number, etc.;
- every answer is numbered correctly;
- pages are numbered clearly and in order.