Student Handbook 2018-19

Ship Science MSc Programmes

MSc Maritime Engineering Science (MES)
(Including Maritime Engineering Science with Advanced Materials; Computational Fluid Dynamics; Marine Engineering; Naval Architecture; Offshore Engineering; Yacht and Small Craft)

Faculty of Engineering & Physical Sciences
School of Engineering

Programme Handbook for new and continuing students

Disclaimer
This information is issued on the condition that it does not form part of any contract between the University of Southampton and any student. The information given has been made as accurate as possible at the time of publication, but the University reserves the right to modify or alter, without any prior notice, any of the contents advertised. It should therefore be noted that it may not be possible to offer all modules or components of a programme in each academic session. *This handbook is available in alternative formats on request.*

Contents

Welcome

As MSc Course coordinator of Maritime Engineering Science (MES) Programme, I warmly welcome you all on behalf of myself and colleagues to our Maritime based MSc programme in the Faculty of Engineering and Physical Sciences and the School of Engineering at the Boldrewood Campus of the University of Southampton. The long-established MSc programme, with its six themes, enjoys good national and international reputations. The teaching provided and the research undertaken herein attracts many able students from all over the world. I therefore congratulate each of you on fulfilling the necessary entry requirements to study here in Southampton.

As a postgraduate student, you will benefit greatly from being exposed to an intellectually stimulating and challenging environment provided by academics and scholars of the highest calibre, many of whom are internationally-recognised experts in the subjects they teach and in their field of research. Once you have completed the taught part of the MSc and successfully completed the associated examinations you will undertake research projects in subjects that are related to current research being carried out within the Maritime field in the School of Engineering.

If anything in this handbook is unclear or if you have any questions, our staff are here to help. Questions about specific module material should be addressed to the module lead and questions of a general academic nature should be addressed to your personal tutor or the Programme Lead. In addition, our Student Office staff can explain and advise on many matters and it is here that many of the administrative processes are undertaken. In short, there is a wealth of support and you are strongly encouraged to utilise all that we make available to you. Finally, life at university should be more than just study. There are many opportunities available to participate in sport, cultural and other types of activity within the University and also the wider community of Southampton. However, as a note of caution, the main reason for being at University is to complete successfully a programme to the best of your ability. At times, therefore, you may need to curtail your extra-curricular activities (including paid work employment) in order that your studies do not suffer. If you have any difficulties in this area please discuss them with your personal tutor sooner rather than later. The key point is that your postgraduate studies should be exciting and transformative. We hope you enjoy your time here and that you get as much as you can out of your degree programme.

At 9:00am on Monday 24th September 2018, I shall be pleased to meet you all at the Boldrewood Campus in Building (177) to begin your studies. Welcome again, and may I wish you joy and every success during your study period with us.

Dr Gabriel D Weymouth
Maritime Engineering Science MSc Coordinator

The information contained within your programme handbook is designed to provide key information applicable to you and your programme during the 2018/19 academic year.   It will complement the University's Student Portal. You can access the Portal by logging on to SUSSED, using your user name and password, and clicking on the Students tab in the top navigation bar. It is important that you make use of these resources as they support the regulations relating to your obligations and that of the University while you are a student at the University of Southampton. It also provides helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

Resource	Weblink
School website	http://www.soton.ac.uk/engineering
Faculty information	https://www.southampton.ac.uk/about/departments/faculties/engineering-and-physical-sciences.page
School staff information	http://www.southampton.ac.uk/engineering/about/staff.page
Programme and module descriptions	Descriptions relating to your programme can be found via the programme pages on the web, and on Blackboard. Your programme structure (i.e. which modules make up your programme) is available in your programme specification and via the on-line programme catalogue which is accessible via Banner Self Service To find links to broad generic descriptions of the programmes and modules, follow links to your programme starting from the School web pages: http://www.southampton.ac.uk/engineering/postgraduate/taught_courses/engineering.page

1.   General Information
1.1   Your Student Office

Opening Hours: Monday to Friday 9.00am – 5.00pm

Location: Building 13, room 2045

Contact email: eng-studentoffice@soton.ac.uk (general enquiries)
                        exfee@soton.ac.uk (assessment and exams enquiries)
Telephone: (external) 02380 594171 (internal) 24171

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, sickness self-certification forms, suspension and withdrawal requests).

There is also a Student Reception area for the School of Engineering students at the new Southampton Boldrewood Innovation Campus, Building 177 but be aware this is not often manned at present..
https://www.southampton.ac.uk/visitus/campuses/bolderwood.html

1.2   How we keep in touch with you
Email
We will use your University email account to contact you when necessary. We will not use any other email accounts nor social networking sites. It is your responsibility to check your University email account regularly and you must 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.

Written Correspondence
Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, complaints and appeals) will be sent to your term-time (TT) or permanent (PM) address listed as active on your student record. You are responsible for advising the University if you change your permanent or term-time address. The University will not be held accountable if you do not receive important information because you failed to update your student record.

Use of social networking sites
We understand that students are increasingly using social networking sites such as Facebook and Twitter 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 which might damage the standing and reputation of the University may be subject to disciplinary action within the scope of the University's Regulations.

1.3 Confirmation of your status as a student and information on Transcripts and Certificates
The Student Office can provide you with a certificate to confirm your status as a student (e.g. for bank account opening purposes). 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). 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 immediately a change occurs to ensure that your certificate contains accurate information. Changes are made via Banner Self Service.

In accordance with policy, a scale of fees exists for the provision of certificates, transcripts and award certificates. Please see point 23 '*Transcripts, Certificates and Award Letters*' within the Fees, Charges and Expenses of the University Calendar.

2.   Supporting you through your studies
2.1   Supporting students with disabilities, mental health conditions or specific learning difficulties
Enabling Services provides a wide variety of support for students who have disabilities, mental health problems or specific learning difficulties. Its expert team can provide advice and support relating to your studies throughout your time here.   Please see http://www.southampton.ac.uk/edusupport/index.page for further information and contact details.

Self-help books
A small collection of self-help books will be available on level 3 of the library, near the Academic Skills Book Collection. Topics include stress, anxiety, eating disorders, self-esteem and depression.

2.2   The role of your Personal Academic Tutor and other key academic staff
The University operates a tutor system to help support and advise students in their academic study. As a student, you can be expected to be allocated a Personal Academic Tutor. Your Personal Academic Tutor may or may not be one of the teaching staff you see in the course of your studies, but their role in this context is to provide advice and support to you throughout your study, and to help review your academic progress. You can expect to see your Personal Academic Tutor at key points through your University career and, if you need to, you can contact them more frequently. Sometimes, your Personal Academic Tutor may refer you to other areas for support. They may refer you to other areas for support. They may refer you to individual support services, or to your Student Office for information, or to a Senior Tutor.

The Senior Tutors are, Mrs Emma Mackenzie (ep.isvr@soton.ac.uk), Prof Marco Starink (M.J.Starink@soton.ac.uk), Dr Victoria Watson (V.K.Watson@soton.ac.uk), and Dr Jae-Wook Kim (J.W.Kim@soton.ac.uk). Also Dr Xize Niu (X.Niu@soton.ac.uk) who deals specifically with international students. The Senior Tutors will have a more specialised understanding of supporting students, and may support you if you have a particular problem. The Senior Tutor will also be able to offer general advice and information relating to further sources of assistance. You can also contact the Senior Tutor if you wish to change your allocated Personal Academic Tutor.

The University expects that you will engage with your Personal Academic Tutor, attend the scheduled meetings, respond to messages from your Personal Academic Tutor, and notify your Personal Academic Tutor (or Senior Tutor, if you prefer) if you are experiencing problems which are affecting your performance, attendance or progress in your studies. In particular, you should contact your Personal Academic Tutor if you feel your performance in any forthcoming examinations will be affected by ill health or other special considerations, and check with your Personal Academic Tutor if you plan to cite him/her as a referee for job applications.

2.3 Student buddying and mentoring schemes
Masters Peer Advisor for PGT students
One Masters Peer Advisor is appointed by the School to provide a range of support for all new Masters Students. The appointment is for a part time post for the first seven weeks of Semester one. The Peer Advisor is always a student who has just completed their Masters programme and so is in a good position to advise students and signpost them towards resources. Facebook and Blackboard are used to communicate with Masters Students and also the Peer Advisor organises one social event. The Peer Advisor works closely with Course Reps when they are elected, to ensure that Masters Students will continue to have peer support. The Peer Advisor, once appointed, will make contact with MSc students at the start of term.

2.4   What to do if you are ill
It is important that your doctor (as well as your Personal Academic Tutor) is immediately informed of any illness that is likely to affect your studies. If appropriate your GP may inform your Personal Academic 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 Personal Academic Tutor, although you should think carefully about this (your tutor will, in any case, respect your privacy). More information can be found in the General Regulations - Attendance and Completion of Programme Requirements.

2.5   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 Personal 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.

Attendance at events and impact on assessment
Where a student wishes to prioritise another activity over attendance at a scheduled assessment the School ***Policy for Attendance at events and impact on assessment*** applies. A copy of the policy can be obtained from the Student Office.

For scheduled assessment worth 30% or less of the total module mark the student will receive no mitigation if they decide not to attend the assessment session.

For assessments worth >30% of the module mark it is the responsibility of the Director of Programmes to decide whether to permit mitigation and what form this mitigation should take.

It is expected that the number of single assessments that a student misses which fall within this category would be very small.

It is possible that mitigation will be allowed for events benefiting the University in terms of reputation, e.g. participation in international competitions; events the University may use as significant publicity opportunities; events benefiting the student in terms of employment e.g. internship interviews.

Mitigation will not be allowed for events such as holidays or to pursue hobbies.

In all cases, permission to miss the assessment must be requested by the student at least 10 working days prior to the original date of the assessment.

2.6 Special considerations
If you believe that illness or other circumstances have adversely affected your academic performance, this is known as Special Considerations. If you wish for these to be considered by the Board of Examiners you must complete a Special Considerations form. **It is important that you submit this to your Student Office in a timely manner and prior to the Board of Examiners and the release of marks.** All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification or a statement from your Personal Academic 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 Special Considerations Board (SCB) which meets regularly throughout the year. The Student Office will contact you via your University email account to let you know once approval has been made.

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

2.7 Fitness to Study
The Fitness to Study policy applies to enable the University to respond appropriately to situations where visible signs of illness, mental health difficulties, psychological, personality or emotional disorders may have a profoundly disturbing impact on the functioning of an individual student and or the wellbeing of others around them. The University has a positive attitude towards those with impairments and is committed to maintaining students' wellbeing. The policy identifies the procedure and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others.

2.8 Suspending your studies
Should you feel that you need to take some time out from your studies, known as suspending your studies, you should first discuss this with your Personal Academic Tutor. A Suspension Request form should be obtained, completed and returned to the Student Office. Please note that, if you wish, you can suspend your studies in order to undertake an internship or period of industrial training outside of normal vacation time.

2.9 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. Further information can be found in the General Regulations - Transfer, Suspension, Withdrawal and Termination.

The Students' Union Advice Centre has developed a Guide for students.

3. Your safety
3.1 Health and Safety Policy
The Local Organisation and Arrangements Document can be found on the Health and Safety Resource which should be in your course list when you log on to Blackboard. This contains all the specific School information concerning Health and Safety and working hours. Everyone is required to access the Local Organisation and Arrangements Document at their earliest opportunity.

3.2   Access to Buildings
The Local Organisation and Arrangements Document can be found on the Health and Safety Resource which should be in your course list when you log on to Blackboard. This contains all the specific information concerning access to buildings.

Please also refer to **Appendix C** for information pertaining to access to student learning facilities at Southampton Boldrewood Innovation Campus.

4.   Your Academic Programme

4.1   The academic year and the programme structure
The structure and modular content provided within the programme specification is specific to your own programme. You can view the most up to date version of the programme specification by accessing the *Unistats website* or *SUSSED*.

The taught components of the programme are delivered in modular form and typically run over two semesters. The teaching weeks are followed by a two to three week examination period. The semesters overlap the traditional three term structure which still determines the pattern of vacations at Christmas and Easter.

For any given programme a module is either core, compulsory, or option. The definitions of the first two are provided in the General Regulations - Regulations and Definitions Applying to Progression for all Credit-Bearing Programmes.Your student record will automatically record core and compulsory modules and these must be completed in accordance with the requirements applicable to your programme.

4.2   Registration and amendment to optional modules
Most programmes will have a number of option modules. If applicable you will need to select a certain number of option modules to complete your portfolio of modules and fulfil the credit points as required for the programme. The structure and modular content provided within the programme specification is specific to your own programme. You can view the most up to date version of the programme specification through the *SUSSED* portal, from within the student information section.

The most up to date description of the content is in the Programme Catalogue, which can be accessed via SUSSED using the Banner Self-service facility:
https://studentrecords.soton.ac.uk/BNNRPROD/twbkwbis.P_WWWLogin

To find links to broad generic descriptions of the programmes and modules follow links to your programme starting from http://www.southampton.ac.uk/engineering/postgraduate/taught_courses/engineering.page

When choosing your options, you are strongly advised to ensure that you have a similar total number of modules in Semester 1 and Semester 2, to maintain a balanced work load throughout the year. Once you have registered your options, it is possible for you to make changes but there are restrictions.   The substitution of modules is not allowed (i.e. you cannot take an extra module in Semester 2 to replace a Semester 1 module in which you failed to perform well).

You may request a change to your option module choice up to the **end of Week 2** of each semester. You should complete a Change of Module form to specify your request (forms can be obtained from the Student Office). If your option module choices clash in your timetable, then you will need to amend your option choice accordingly by contacting the Student Office immediately.

You should regularly check your online student record for details of your registered modules. This is particularly important after you have made any changes and will help to maintain the accuracy of your student record. It will also save time and confusion during the examination period.

4.3   Attendance
The University attendance regulations details the University's expectations relating to attendance. You should also note that within the School of Engineering, 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. The Student Office can provide the School policy for 'Attendance at events and impact on assessment' see 2.5 above.

4.4   Additional Costs
Students are responsible for meeting the cost of essential textbooks, and of producing such essays, assignments, laboratory reports and dissertations as are required to fulfil the academic requirements for each programme of study. General programme costs are located in the programme specification. Modules that are optionally available to select may also include information on module specific costs. In addition to this, students registered for this programme typically also have to pay for:

Main Item	Sub-section	PROGRAMME SPECIFIC COSTS
Approved Calculators		Candidates may use calculators in the examination room only as specified by the University and as permitted by the rubric of individual examination papers. The University approved models are Casio FX-570 and Casio FX-85GT Plus. These may be purchased from any source and no longer need to carry the University logo.
Stationery		You will be expected to provide your own day-to-day stationary items, e.g. pens, pencils, notebooks, etc). Any specialist stationery items will be specified under the Additional Costs tab of the relevant module profile.
Textbooks		Where a module specifies core texts these should generally be available on the reserve list in the library. However due to demand, students may prefer to buy their own copies. These can be purchased from any source. Some modules suggest reading texts as **optional** background reading. The library may hold copies of such texts, or alternatively you may wish to purchase your own copies. Although not essential reading, you may benefit from the additional reading materials for the module.
Equipment and Materials	Design equipment and materials:	Standard construction/modelling materials will be provided where appropriate, unless otherwise specified in a module profile. For customisation of designs/models calling for material other than standard construction/ modelling materials, students will bear the costs of such alternatives.
	Excavation equipment and materials:	
Clothing	Lab Coats	
	Protective Clothing: Hard hat; safety boots; hi-viz vest/jackets;	
	Fieldcourse clothing:	You will need to wear suitable clothing when attending fieldcourses, e.g. waterproofs, walking boots. You can purchase these from any source.
Printing and Photocopying Costs		In some cases, coursework and/or projects may be submitted electronically. Where it is not possible to submit electronically students will be liable for printing costs, which are detailed in the individual Module Profile.
Optional Visits (e.g. museums, galleries)		Some modules may include additional optional visits. You will normally be expected to cover the cost of travel and admission, unless otherwise specified in the module profile.

5.   Teaching and Learning Skills
5.1   Time management
It is your responsibility to manage your time in order to ensure that you keep up to date with the material presented and with the requirements of the programme. Deadlines for work submission should be adhered to, otherwise marks will be deducted via the imposition of a late submission penalty. However, the framework of when lectures and classes occur and deadlines for submission of work will be made available to you well in advance, but if you are unclear about any aspect of your module you should talk this through with your module lead or director of programmes.   This knowledge will allow you to plan your life based on how you know you work best. Effective use of your time will allow you to perform well on your course and to enjoy student life. One of the work-place skills you should aim to acquire at University is the ability to manage multiple priorities. If you have problems in this area please discuss them with your Personal Academic Tutor.

5.2 Lectures

A single lecture slot lasts 45 minutes. It is therefore vital that you arrive promptly in order to gain maximum benefit from the time. Each lecturer will present material either using handouts or will 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 lead

5.3 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 lap-top 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 health condition 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.

5.4 Tutorials/supervisions

Group tutorials/supervisions 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.

5.5 Labs

Labs are timetabled for some modules. You may 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.

Please see further programme specific information on Laboratory requirements in the Appendix.

5.6 Independent or Self learning

Independent study of self-directed learning involves 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.

5.7 Key skills

Key skills are those skills which can be applied to other disciplines and fields of work. Employers are increasingly seeking to employ individuals with well-developed key skills. More can be found on the Academic Skills pages of the library website.

5.8 Policy on referencing

The University expects that all students will familiarise themselves with the following website
http://library.soton.ac.uk/sash/what-is-academic-integrity / Academic Integrity Guidance for Students

There are additional resources available on Blackboard to support understanding on referencing and plagiarism.
https://blackboard.soton.ac.uk/bbcswebdav/courses/SST-05-06/writing/understanding_plagiarism.html
https://blackboard.soton.ac.uk/bbcswebdav/courses/SST-05-06/writing/identifying_plagiarism_and_avoiding_poor_practice.html
https://blackboard.soton.ac.uk/bbcswebdav/courses/SST-05-06/writing/avoiding_plagiarism.html
https://blackboard.soton.ac.uk/bbcswebdav/courses/SST-05-06/writing/introduction_to_quoting_and_paraphrasing.html
https://blackboard.soton.ac.uk/bbcswebdav/courses/SST-05-06/writing/using_quotations.html
https://blackboard.soton.ac.uk/bbcswebdav/courses/SST-05-06/writing/a_strategy_for_effective_paraphrasing_and_summarising.html

There is no particular policy on referencing, as you will need to learn to be flexible with your referencing style dependent upon the demands of your discipline. You may wish to familiarise yourself with Endnote, JabRef, Mendeley although it is not a specific requirement that you use any of these tools. If you have any doubts about whether you are adequately referencing your work you should seek guidance from your lecturer or Personal Academic Tutor.

5.9 Academic integrity

The University expects that all students will familiarise themselves with the Regulations Governing Academic Integrity which include the Academic Integrity Statement.

The Students' Union Advice Centre has developed a Guide for Students / Academic Support for students.

6. Assessment and Examinations
6.1 External repeat

When students repeat modules externally, it may be impractical for them to undertake the normal assessment activities, for example assessed laboratory or group work. In such cases where external repeat is permitted, the Faculty will provide an alternative but equivalent form of assessment which will meet the required learning outcomes.

6.2 Coursework assessment and submission

A number of modules include coursework assignments as part of the overall assessment. 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.

Normally, all coursework should be accompanied by a completed Coursework Submission/Feedback form and submitted to the Student Office by 4.00pm 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 lead.

6.3 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.

The University has a uniform policy for the late submission penalty for a piece of assessed work worth 10% or more of the final module mark.

Work submitted up to 5 days after the deadline should be marked as usual, including moderation or second marking, and feedback prepared and given to the student. The final agreed mark is then reduced by the factors in the following table.

University Working Days late	Mark
1	(final agreed mark) * 0.9
2	(final agreed mark) * 0.8
3	(final agreed mark) * 0.7
4	(final agreed mark) * 0.6
5	(final agreed mark) * 0.5
More than 5	Zero

6.4 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 Special Considerations form, 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.** See paragraphs 2.5 and 2.6 above.

6.5 Examination preparation (also see Appendix B)

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.

Past Exam Papers are available via the library.

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 B.

6.6 Examinations

The dates of University examination periods are published annually on the exam timetables web page.

Standard University progression rules for Standalone Masters apply as detailed in Section IV of the University Calendar.

Assessment of examinations and coursework is in accordance with University regulations (see University Calendar Section IV).

6.7 Illegible exam scripts

If your examination script is considered illegible, the Illegible Examination Scripts Policy will be instigated. You will be asked to come in to dictate your script so that it can be transcribed.
The costs of this work will be met by you. If your script is not transcribed then it will receive a mark of zero (0).

6.8 Coursework and examination feedback

Feedback comes in many forms and you must learn to recognise the merits of all of these. The Student Feedback Policy provides an overview of formal feedback. 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 Personal Academic 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 Board of Examiners.   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.

6.9 Access to coursework/examination scripts

Students are entitled to view their examination scripts on request to the Student Office. 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.

6.10 Release of results

Students will be given, as a matter of course, the marks they obtain in each individual module of study after they have been ratified by the Board of Examiners. More information can be found in the Release of Marks procedure.

You should note that the official transcript of your marks would normally show the latest mark obtained in each subject with a note, where appropriate, that it was obtained at repeat or referral attempt.

6.11 Prizes

Each programme group has a number of prizes, which *may* include prizes for each Part, project prizes, and overall performance prizes. Details of new prizes will generally be announced by e-mail.

6.12 Final assessment

At the end of your programme, your overall performance will be assessed.

If you satisfy the academic standards necessary, the examination board will recommend you for award.

7. Staff/Student Liaison: getting your voice heard
7.1 Module Survey

The School 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 Survey forms can be completed online and details of how to do this will be communicated to you during the academic year.

Module Survey outputs are considered by Education Boards and by School Programmes Committee, where your nominated student representative has the opportunity to discuss specific issues raised and actions taken.

7.2 Module Reports

Your feedback to module surveys will be reflected upon by the module leader and will be included in the Module Report. Modules reports are available via SUSSED under the "programme specific information' tab.

7.3 Staff Student Liaison Committee

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.

7.4 Student Representation

Through the Students' Union you will be invited to elect your representatives (Academic Presidents, Academic Vice-Presidents and Course Representatives) who co-ordinate the student voice on School committees to enable your voice to be heard.

More information on the Students' Union officers and their roles is available on the Students' Union Representation webpages.

8. Careers and Employability

The Careers and Employability Service provides support to students at all levels of study and has a range of opportunities on offer. We provide drop-in advice. 1:1 guidance, workshops, skills sessions, Careers Fairs and employer led events to support your career planning as well as the following opportunities:

8.1 Excel Southampton Internships

The Excel Southampton Internship Programme offers 4-12 weeks paid internships which enhance your CV, expand your network and open graduate recruitment opportunities

8.2 Volunteering Bank

Volunteering is a great way to help you gain many of the skills employers are looking for, build your network and develop yourself in new ways. Opportunities may vary in duration and the type of role advertised.

8.3 Enterprise

Whether you want to develop your own start-up or make a real difference from within an existing organisation, enterprise skills are essential to working life and highly valued by employers. The University of Southampton's Student Enterprise Team support all students in developing their enterprising and entrepreneurial skills. Click here to find out more about opportunities and support.

8.4 Career Readiness Test

Developed especially for University of Southampton students and graduates, our Career Readiness Test will give you an insight into your career planning. Research shows that students who are more self-aware and clear on their career strengths feel more confident in their ability to succeed in the future.

The test is for everyone. Take the test to:

➢ Understand where to start
➢ Reflect on your strengths and areas for development
➢ Recognise what makes students most employable
➢ Structure your thinking
➢ Identify priorities for action

Just go to https://www.southampton.ac.uk/careers and click on the Graduate Capital Model to find out more.

8.5 Employability events within the School/Faculty

The Careers and Employability Service work closely with departments and Faculties to provide targeted careers support within and alongside your curriculum. Activities and opportunities may appear within the timetable, or be advertised within your School/Faculty. Examples include lectures and workshops, online learning options, and events featuring alumni/employers. There are often opportunities to connect with organisations that offer themed events focussed on employability. Some companies offer projects linked to dissertations or specific research.

You will be enrolled on the Faculty wide Blackboard, "FEPS Student Employability". This site is used to let you know about specific events, jobs and study opportunities which are particularly targeting students from your subject. It also includes a folder of job search resources and an employer database which you can search by subject.

Careers staff linked to your subject will attend Staff Student Liaison meetings, so you can make suggestions via your student representative for additional careers and employability activities.

8.6 Professional Accreditation

The MSc Maritime Engineering Science (MES) programme is accredited by the RINA and IMarEST.

9. Further study opportunities

Perhaps you are considering a PhD to follow on from your MSc. Further details on the programmes offered by the Faculty of Engineering and Physical Sciences can be found on the Faculty's website.

10. Regulatory Issues

We hope that you will be satisfied with your experience during your time as a student at the University of Southampton but we do recognise that, on occasion, things can go wrong. If you have a concern about any aspect of your experience at the University we encourage you to raise it as soon as the concern arises. It is always better

to let us know that you feel there is a problem as soon as possible so that the matter may be resolved quickly. You may alternatively wish to consult with your student academic president if it is an issue in common with other students. Please be reassured that you will not suffer any disadvantage or recrimination as a result of raising a genuine concern, complaint or appeal.

10.1 Academic appeals

Provided you have grounds, you may appeal against any academic decision made by the University. There are some exceptions and you should note you cannot appeal against a decision that has been made in the proper exercise of academic judgment. Regulations Governing Academic Appeals by Student outlines the regulations and procedure that should be followed should you wish to make an academic appeal.

The Students' Union Advice Centre has developed a Guide to Academic Appeals / Academic Support for students.

10.2 Student complaints

The Regulations Governing Student Complaints sets out the process that should be followed should you wish to raise a complaint about a matter relating to either the facilities and services provided by the University, its academic programmes, and the conduct of University staff, and which has materially affected you.

10.3 Dignity at work and study

The University's Dignity at Work and Study Policy applies to the conduct of staff and students, in the context of their University work or study, or which otherwise affects the working, learning or social environment of the University. Fair criticism of staff or student performance or conduct will not be considered to be bullying or harassment provided that those involved are treated with dignity, courtesy and respect. Any allegation of harassment, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action up to and including dismissal or expulsion.

10.4 Student Discipline

As members of the University community, all students are expected to conduct themselves with due regard for its good name and reputation and are required to comply with the University's Regulations at all times. Any allegation of misconduct will be considered within the Student Discipline Regulations, in accordance with the evidence and circumstances presented. Information for students on discipline is available from the Student Services website.

11. Training, Sponsorship and Employment

It is never too early to devote thought to your future career direction, although when you start your degree, the decisions may seem years away. However, time will pass quickly, and you will be in a better position to pursue your future ambitions if you have a career focus to your studies. The Careers and Employability service will be able to help guide you in career choice.

Finding temporary or permanent employment is your individual responsibility, but we can provide much assistance. We maintain contacts with many companies seeking students. The Industrial Liaison Tutor, Professor S. Turnock (S.R.Turnock@soton.ac.uk) maintains lists of company contacts and opportunities for placements. Please contact them for up-to-date information. A significant number of students obtain formal sponsorship from a company before or during the programme. We can help you to find such positions.

Also, the University's Careers and Employability service provides a comprehensive professional service, which includes both temporary and permanent posts. You should make contact with them to discuss initial ideas early in your programme (during Part I), and then call on them from time to time thereafter.

The experiences of some past graduates are given on our website at
http://www.southampton.ac.uk/engineering/postgraduate/our_students.page

Appendix - Programme Specific Information
A1   Programme structure

The taught component of each MSc Theme consists of compulsory modules plus option modules chosen to total 120 CATS points (60 ECTS), at least 90 (45 ECTS) of which must be at level 7 (level M). The research project and dissertation are equivalent to 60 CATS points (30 ECTS) at level 7.

The most up to date description of the content is in the on-line programme catalogue:
https://studentrecords.soton.ac.uk/BNNRPROD/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu
You will select all your option taught modules at the start of the programme and to achieve a balance in study commitments throughout the year it is recommended you take 60 to 75 CATS in semester 1.

The taught components of the programme are delivered in modular form and run over two semesters. The teaching weeks are followed by a two to three week examination period. The semesters overlap the traditional three term structure which still determines the pattern of vacations at Christmas and Easter.

For any given programme a module is either core, compulsory, or an option. The definitions of the first two are provided in http://www.calendar.soton.ac.uk/sectionIV/credit-bearing-progs.html. Your student record should automatically record core and compulsory modules and these must be completed in accordance with the requirements for progression applicable to your programme. Most programmes will have a number of option modules. If applicable you will need to select a certain number of option modules to complete your portfolio of modules and fulfil the credit points as required for the programme.

A2   Programme coordinator
MSc Maritime Engineering Science - Dr Gabriel Weymouth. G.D.Weymouth@soton.ac.uk (176/3029)

A3   Programme Themes

MSc Maritime Engineering Science with Naval Architecture

This theme provides a detailed insight into core naval architecture subject areas, such as resistance and propulsion, maritime structures, manoeuvring, hydrodynamics and materials.

MSc Maritime Engineering Science with Yacht and Small Craft

This theme provides an opportunity to specialise in the analysis, design and performance of yachts, small craft and other high-performance vessels.

MSc Maritime Engineering Science with Advanced Materials

This theme enables the students to specialise in core naval architecture subject areas in addition to the in-depth study of engineering materials.

MSc Maritime Engineering Science with Marine Engineering

This theme enables students to understand component and systems engineering on board ships and fixed and offshore platforms that facilitate their functional capability. Electrical theory, control, sensing, thermodynamics, engine and machine tribology are all key elements.

MSc Maritime Engineering Science with Computational Fluid Dynamics

This theme concentrates on the theoretical and computational aspects of fluid behaviour and its interaction with structure, core to the fundamentals of engineering in the maritime environment.

MSc Maritime Engineering Science with Offshore Engineering

This theme allows students to design and undertake the structural and hydrodynamic analyses for offshore engineering of fixed and floating structures. In particular their studies incorporate feasibility analysis of designs and probabilistic theory of the operating climate.

A4   Project Work

It is essential that you consult your project supervisor(s) on a regular (e.g. weekly) basis to discuss progress of work. The arrangement for this should be discussed at the start of the project and incorporated into the project plan.

Research involving human participants must always be subjected to ethical scrutiny, to ensure it is carried out in a way that reduces the risk of harm to the participants and increases the potential for benefit. Such benefit may mean, for example, the advancement of knowledge, or the educational benefit of a student. In 2005 the University adopted the Research Governance Framework; according to its recommendations, all research that involves any human participation must have a Research Sponsor. In the case of undergraduate students, the project supervisor can act as the Research Sponsor. If your project work does involve human participation then

you must ensure that your project supervisor completes a questionnaire indicating whether they have any ethical concerns about the project and whether it needs to go to the Ethics Committee for consideration.

Appendix B - Revision Strategy and Examination Techniques

B1   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. "Re-vision" means looking again at things you have already seen – it is not about learning for the first time.

B1.1   Final revision programme

At the start of your final revision schedule (during the Christmas Vacation for Semester 1 exams, and during the Easter Vacation and at the end of the taught element of the programme for Semester 2 exams) 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.

Examination practice

You should be familiar with the courses and syllabuses you will be examined in at the end of Semester 1 and Semester 2. 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 below should help you to tackle the examination with greater confidence.

Examination techniques

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 student ID (take your ID card to all examinations);
- the telephone number of the Student Office (external) 02380 594171 (internal) 24171

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.

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 student ID 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, and in particular, note:

- 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, rather than making any assumptions. 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 cannot 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.

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.

- Plan before you write – the stress of working under time constraints in the exam room can make all your good study intentions disappear. However, this is when it is more important than ever. Take a few minutes to think and plan.
- Think about what the question is actually *asking*. What are you expected to include in your answer? Which material will be *relevant*?
- Underline the key words in the question; identify the main topic and discussion areas; choose a few points/arguments about which you can write; make a mini plan which puts them in order before you start writing. You can cross through it afterwards.
- Make sure that your writing is legible.
- Present your answer in a neat, logical and concise way.
- Show all your working; marks are often given for methodology as well as your answers
- You should be able to refer by name to the main theorists/researchers in your topic, giving the year of their major works. You do not need to give page numbers of lengthy quotes, except in an open book exam. You do not need a reference list.
- Do not do things you are not asked for.
- If relevant, state any principles, results, formulae used and indicate your reasons for using them.
- Check any formulae you use with the formula sheet, if provided.
- 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 and give your final answer to the required degree of accuracy.
- 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.

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 student ID, etc;
- every answer is numbered correctly;
- pages are numbered clearly and in order.

Appendix C
Access to student learning facilities at Southampton Boldrewood Innovation Campus

The Faculty is opening up access to many student learning facilities at the Boldrewood campus 'out of hours', after piloting some extended access, and discussion through Staff-Student Liaison Committees.

When can I access facilities?
You are welcome to access student learning facilities between 0600-2300, seven days-each-week, excluding University closure periods - typically at Christmas, Easter and Bank Holidays. Your access includes weekends and May and August bank holidays.

Colour code	Days and times	Access permitted for students?
Green – 'normal working hours'	Monday to Friday 0800-1800 EXCEPT 'Red' or 'Amber' days	Yes; buildings open, teaching and exams routinely scheduled. Access to labs and workshops may be restricted; activities must be risk assessed.
Amber – 'out of hours'	Monday to Friday 0600-0800 Monday to Friday 1800-2300 Saturday, Sunday and Bank Holidays 0600-2300 EXCEPT 'Red' days	Yes; Boldrewood campus buildings are open to the Faculty's staff and students. Teaching and exams occasionally scheduled. Buildings open to visitors/the public only by special arrangement. Staff and students have access to social spaces and common learning spaces at Boldrewood. Access to labs and workshops is highly restricted; activities must be risk-assessed. Lone working in labs and workshops is not permitted.
Red – 'University shut down'	2300-0600 on all dates Also at all times over the University closure period at Christmas, Easter and Bank Holidays, and any other date notified as 'University shut-down'	No. It is *exceptional* for staff to be granted access to buildings during shut down periods – a rigorous permissions process applies.

What facilities are available?
- B(uilding)176L/1101 SMMI Design and Project Studio – 48 PCs [eating and drinking *not* permitted, except bottled water]
- B176L level one CLS rooms and meeting rooms[1], toilet facilities
- B176 level one 'out of hours' building entrance, toilets and shower facilities
- B176 level two Cafe area and vending machines[2], toilet facilities
- B176 2013 Seminar room[2]
- B177 level one building entrance, social area and vending machines, toilet facilities
- B177 level one multi-faith room
- B177/2021 PC workstation cluster – 15 PCs [eating and drinking *not* permitted, except bottled water]
- B177 2011/2012 CLS room/s[2], toilet facilities
- B177/3011 Design (and Fabrication) Studio [where eating and drinking *is* permitted], toilet facilities

Faculty meeting rooms can be used by students to work or eat their lunch. The rooms will need to be vacated if a formal meeting has been blocked.

*What is **not** available 'out of hours'?*
Unless specific arrangements have been made with a member of staff, students are not permitted to enter or remain in labs and workshops, staff and PGR offices, kitchens and B176 levels three and above.

The B176 level one labs and B177 level two workshop are not open 'out of hours'.

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[1] Unless those rooms are booked/in-use for teaching/assessment/meetings or other events, including set-up and take-down periods.
[2] Unless those rooms are booked/in-use for teaching/assessment/meetings or other events, including set-up and take-down periods.

The School's Boldrewood Student Office, based in building 177 (the Annex) is not always staffed and it is best to visit the Student Office in B13 on Highfield campus. It is typically open from Mon-Fri 9am-5pm.

Academic staff/your tutor is not available to see you 'out of hours', unless they've made a special arrangement with you.

What is expected of me?
You are expected to…
- respect your fellow students and University staff, by behaving reasonably and keeping noise levels down inside the buildings
- respect the needs of our partners on the campus, in the Lloyds Register Global Technology Centre, and local residents, by behaving reasonably and keeping noise levels down outside the buildings
- co-operate with signs and instructions about where you may eat and drink
- co-operate with directions given by University security and other staff
- leave the buildings promptly by 2300
- keep areas clean and tidy, reporting any accidental damage or equipment faults to Security before leaving the site
- return furniture to its initial layout if you move things (being careful not to damage yourself or furniture/floors)
- ensure that you do not let others use your card for access, or 'tail-gate' you into and out of buildings
- and of course, comply with the University's regulations and policies, as set out in your Student Handbook (see http://www.southampton.ac.uk/studentservices/faculty_handbooks/).

How do I get in and out 'out of hours'?
Access applies only to students enrolled on programmes in the Faculty of Engineering and Physical Sciences. Permission for out of hours access must be provided by the School Safety Officer – Mr David Lynock, email D.J.Lynock@soton.ac.uk. Students enrolled on programmes in other Faculties do not have 'out of hours' access.

	Building 176L and building 176	Building 177
'Normal working hours'	Through B176 level two reception area and card-access turnstiles	Through B177 level one reception area – automatic doors (inner and outer)
'Out of hours'	Through B176 level one 'out of hours' door at the bottom of the steps – swipe card access point to the side of the door.	Through B177 level one reception area –swipe card access point outside outer and inner doors; white release switch inside the inner door; swipe card point inside the outer door.
University shut down	No access	No access

What do I do if…?
- I need help?
- I need a first aider?
- I observe others misbehaving?
- I accidentally damage something or find something damaged?
- I believe people are in the building who should not be here?

  In all these cases, you alert the University Security staff, who are present on the campus 24/7. They are based in building 176, level two, office 2025 (although they patrol the campus, and may not be in the office all the time). You can call for assistance via the University's Central Control room on 023 8059 3311, or dial 23311 from any internal phone extension.

- the fire alarm goes off?
  Leave the building by the nearest available exit, without delaying to collect your belongings. Assemble on the west that has the bronzed artwork located, and wait to be let back into the building when it has been declared safe. If you wish to leave the site/not wait, please make sure that a member of staff/Security/Fire Warden knows you have exited the building safely already.

- there is a problem with my ID card?
  There may be a technical issue with your status in the access control system, or with your student record/enrolment status; unfortunately you will need to wait until normal working hours for this to be investigated and resolved. Please email boldrec@soton.ac.uk, giving your student number and details, or drop in to the Boldrewood Reception in B176 level two, between 8.30am and 5.15.

- I've lost my ID card? … my ID card has been stolen? … my ID card is damaged?
  You will need to get a replacement ID card. See https://www.southampton.ac.uk/studentservices/id-cards/index.page for further information about how to apply, charges and timescales.