

**School of Ocean and Earth Science  
National Oceanography Centre Southampton**

**University of Southampton**

**Post Graduate Taught Student Handbook**

**2019/2020**

This Handbook is for the use of students enrolled in the following disciplines:

Oceanography

Marine Environmental Resources

Ocean Sciences

Geology and Geophysics

## Ocean and Earth Science

### Postgraduate Taught Student Handbook 2019-2020

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## 1.0 Welcome and Introduction

### Disclaimer

The information contained within your programme handbook will provide key information applicable to you and your programme during the 2019/20 academic year. It is designed to 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.

### Welcome from the Associate Dean – Faculty of Environmental and Life Sciences

Dear Student,

Within the Faculty, you may like to know that there are numerous staff who have chosen the role of ensuring the quality and vision behind your experience at Southampton. My role, as Associate Dean, is to provide leadership to this group of staff, developing educational strategy and a forum for energetic and imaginative discussions about the education we deliver. I have a commitment to ensuring the best possible student experience and, if it is working well, I will be like the duck on the pond – calm on the surface but paddling hard underwater.

In all of our endeavours, we aim to provide a distinctive flavour to our education, both when bringing students from all over the world to Southampton, and when taking Southampton to the world. It is our hope and intention that you too will experience our innovative way of doing things, and that you will thrive and succeed in your studies and in all that University can offer you. Most of all, we hope that you will be happy during your time with us. Our staff are ready and willing to help you on your journey and we will be delighted to hear from you.

For now though, welcome (back) to what we hope will be a 'home from home', and good luck for your year to come.

With best wishes,



Sarah Stevenage  
Associate Dean (Education)  
Professor of Cognitive Psychology  
[S.V.Stevenage@soton.ac.uk](mailto:S.V.Stevenage@soton.ac.uk)

## Welcome

We welcome you to Ocean and Earth Science at the National Oceanography Centre Southampton NOCS. SOES is unique within the UK University system in being located within an international centre for research and education. It is an academically stimulating environment in which to learn and acquire skills relevant to a scientific career. We are here to support you every step of the way and we will work hard to ensure that you achieve to the very best of your abilities. The work at times will be hard, but the rewards will be great, including employability and your own personal development.

This handbook will provide a convenient source of information for postgraduate students enrolled within Ocean and Earth Science. Please take the time to read it carefully and consult it often during the year. We recommend that you familiarise yourself with the overall content of this handbook, particularly the section on safety in Ocean and Earth Science laboratories and in the field, and hopefully you will find it a useful reference.

Once again, we extend you a warm welcome and hope that you will find your time with us rewarding.

This handbook is also designed to complement the Links to Information and Services pages under the Student tab on SUSSED. These provide additional and more detailed helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

You can access this information by logging on to SUSSED

<https://sused.soton.ac.uk/cp/home/displaylogin> using your user name and password, and clicking on the student 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 registered with us.

## 2.0 Contact Information

MSc Oceanography Programme Leader & Director of Postgraduate Taught Programmes Professor Tom Bibby	Tel Ext 26446	Room 456/18	E-mail <a href="mailto:tsb@soton.ac.uk">tsb@soton.ac.uk</a>
MSc Marine Environment & Resources Programme Leader Professor Duncan Purdie	Tel Ext 22263	Room 456/14	E-mail <a href="mailto:Duncan.purdie@soton.ac.uk">Duncan.purdie@soton.ac.uk</a>
MRes Ocean Science Programme Leader Dr Anna Hickman	Tel Ext 22132	Room 564/15	E-mail <a href="mailto:ah2r11@soton.ac.uk">ah2r11@soton.ac.uk</a>
MRes Geology & Geophysics Programme Leader Dr Nick Harmon	Tel Ext 24783	Room NOCS/786/01	E-mail <a href="mailto:N.Harmon@soton.ac.uk">N.Harmon@soton.ac.uk</a>
Deputy Head of Education for SOES Prof Chris Hauton	Tel Ext 25784	Room 566/16	E-mail <a href="mailto:ch10@soton.ac.uk">ch10@soton.ac.uk</a>
MSc Core Team Academic Dr Matt Cooper Prof. Lisa McNeill	Tel Ext 22062 23640	Room NOCS/181/05 786/05	E-mail <a href="mailto:M.J.Cooper@soton.ac.uk">M.J.Cooper@soton.ac.uk</a> <a href="mailto:lcmn@noc.soton.ac.uk">lcmn@noc.soton.ac.uk</a>

### 3.0 Dates

Master's degrees involve one year of full-time study and contain 50% more credit points of content than a year of undergraduate study. **We therefore expect you to be available for some additional activities (e.g skills training workshops) outside the Undergraduate teaching terms listed here.** As a guide, you can expect vacation time when the University is closed, which is usually for around one week at Christmas / New Year, and one week around Easter. Full details of additional activities taking place outside the Undergraduate teaching terms are provided as your course progresses.

#### Key Dates

Semester 1: Monday 30 September 2019 to Saturday 25 January 2020

Semester 2: Monday 27 January 2020 to Saturday 13 June 2020

Autumn Term: Monday 30 September 2019 to Saturday 14 December 2020

Spring Term: Monday 6 January 2020 to Saturday 21 March 2020

Summer Term: Monday 20 April 2020 to Saturday 13 June 2020

Dates of examination periods for the 2019/20 academic year are as follows:

#### Semester 1 Examinations

Monday 13 January - Friday 24 January 2020 (but possibly including Saturday 18 January and 25 January 2020)

#### Semester 2 Examinations

Monday 18 May - Friday 5 June 2020 (excluding Bank Holiday Monday 25 May but possibly including Saturday 23 May and 30 June 2020)

## 4.0 MSc Programme Information

### MSc Oceanography

The MSc Oceanography degree is designed to cover both the breadth of multidisciplinary oceanography, and to allow specialisation in areas of marine science. A number of pathways of optional module choices are available, as suggestions to provide in-depth knowledge in individual marine disciplines. However, choosing one of these pathways is not a requirement; students can still maintain a multidisciplinary choice of options within the timetabling constraints of the programme. To achieve an MSc in Oceanography, all students must take modules worth in total 180 credit points (90ECTS). This is made up as follows:

In Semester 1 all students must complete a series of basic introductory modules that cover all the disciplines of oceanography. These introductory modules are worth 7.5 credit points (3.75ECTS) each. In addition to these compulsory modules, students must select 2 optional modules from an approved list each of these modules are worth 15 credit points (7.5 ECTS). Students sit examinations in January, covering all Semester 1 modules.

In Semester 2 all students must complete 3 optional modules from an approved list each of these modules are worth 15 credits points (7.5ECTS). These modules are offered as short, intense modules and are examined by continuous assessment of module assignments.

In addition, students will also attend a module which comprises key skills training in Semester 1 and work on a literature review in Semester 2 that provides a basis for their research project work. This module is worth 15 credits points (7.5ECTS).

Between May and September all students work on their chosen research project 60 credit points or 30 ECTS, producing a dissertation by the end of September. Your MSc dissertation will entail 4 months of full-time work investigating a research question, culminating in the submission of a dissertation. The detail in which the research should be conducted, and the novelty of the results, should exceed what you would expect from a typical undergraduate project.

### MSc Marine Environment & Resources

This three/four semester taught programme is a multiple European postgraduate degree with the University of the Basque Country (UPV-EHU), the University of Bordeaux-1 and the University of Liege (with the AZTI Foundation and the Oceanographic Foundation of Guipúzcoa, Spain). Students spend at least one semester each in Southampton, Bilbao, Bordeaux and Liege and study in English. Graduates from the MER programme have experience of mobility across Europe that empowers them in the European job market. The emphasis on environment and resources within the programme provides the specialisation required by the pan-European job and research market.

## MRes PROGRAMME INFORMATION

### MRes Ocean Science

The MRes degree is designed to allow high-level specialisation in areas of ocean science.

In Semester 1 all students must complete two basic introductory modules from a list of four that cover all the disciplines of oceanography. These introductory modules are worth 7.5 credit points (3.75ECTS) each. All students must also complete a compulsory course in contemporary research topics in semester 1 worth 15 (7.5 ECTS) credit points. In addition to these introductory modules, students must select 1 optional module from an approved list each of these modules are worth 15 credit points (7.5ECTS). Students sit examinations in January, covering all Semester 1 modules.

In Semester 2, you will select 1 further taught course worth 15 credit points from an approved list. Choice of appropriate courses will depend on your background and interests and will be made at the beginning of the year with advice from the Programme Leader. Courses in the second semester are presented in the form of short intensive courses involving three weeks of training.

The research project unit will run throughout the year. The general area of the research topic will be chosen at the beginning of the year and a supervisor identified from OES or NERC staff. The project unit will incorporate a variety of skills modules including a research seminar series running throughout semester 1, and several other short skills-based modules and workshops spread through semesters 1 and 2. A research proposal, based on a topic closely related to the research project, will be completed in the first semester and submitted in early January. During this time the research project itself will be more tightly defined. The research project will run part-time during semester 2 and full time from June to September and is expected to be written up to publication standard.

### **MRes Marine Geology & Geophysics**

The MRes degree is designed to allow high-level specialisation in areas of marine geology and geophysics.

The taught component of the programme will include in Semester 1 a compulsory introductory course in marine geology, a choice of one other introductory course, and a compulsory course in contemporary research topics. You will select 2 further taught courses, including one course in the second semester, from an approved list. Choice of appropriate courses will depend on your background and interests and will be made at the beginning of the year with advice from the Programme Leader. Each course is worth between 7 and 15 credit points (3.75 and 7.5 ECTS). Courses in the second semester are presented in the form of short intensive modules involving three weeks of training.

The research project unit will run throughout the year. The general area of the research topic will be chosen at the beginning of the year and a supervisor identified from OES or NERC staff. The project unit will incorporate a variety of skills modules including a research seminar series running throughout semester 1, and several other short skills-based modules and workshops spread through semesters 1 and 2. A research proposal, based on a topic closely related to the research project, will be completed in the first semester and submitted in early January. During this time the research project itself will be more tightly defined. The research project will run part-time during semester 2 and full time from June to September and is expected to be written up to publication standard.

### **University Calendar 2019/20**

#### **Academic Regulations – Ocean and Earth Science Programmes**

<http://www.calendar.soton.ac.uk/sectionIV/progression-regs-standalonemasters.html>

## **5.0 Student Views, Representation and Feedback**

We welcome your ideas and suggestions about the organisation and content of each of our teaching programmes. There are several avenues by which you can communicate your opinions.

### **Staff/Student Liaison Committee**

The Staff-Student Liaison Committee (SSLC) that is chaired by the Deputy Head of School - Education with membership consisting of academic staff, e.g. Programme Leaders and academic undergraduate/ postgraduate taught programme representatives. Student representation is made up from 1 undergraduate from each year group of geology, geophysical sciences, oceanography, marine biology and MSc/MRes student representatives.

The SSLC provides a mechanism whereby SOES can consider your views. Matters such as problems related to individual modules including fieldwork, laboratory and library facilities are discussed and feedback is provided.

### **Boards/Committees**

There are a number of Academic Boards/Committees that deal with various issues related to teaching, e.g. quality assurance, educational policy, fieldwork, key skills, employability, etc., for which student representation is required.

The elected representatives of the Staff/Student Liaison Committee usually decide at the first meeting Staff/Student Liaison Committee who will act as their representative on these Boards/Committees. Representatives are required for:

School Programmes Committee  
OES Staff Student Liaison Committee  
MSc/MRes Operational Committee

### **Your Feedback to Us**

The University is committed to obtaining feedback on the quality of the learning experience and actively encourages and responds to student feedback. Student satisfaction surveys are conducted on a rolling basis with different cohorts of students. You can expect to be provided with opportunities to express your views on the learning experience, both formally and informally, and to receive a response to your views. You are expected to be an active participant in the learning process and provide the University with feedback as requested during the academic year.

It is University policy that student evaluation should be obtained in respect of each programme of study.

On completion of each module your views on the organisation, content and delivery of the module are sought anonymously via a module evaluation questionnaire. By completing and returning that questionnaire, you will ensure that OES is best able to note your comments and to continue improvement of its module and the training opportunities they provide.

Summaries of completed evaluation forms for each module and the coordinator's response to the comments are discussed at Curriculum Groups and at the OES Education & Quality Committee.

### **Our Feedback to You**

One of the central purposes of assessment is to provide students with feedback on their achievements, that inform their approaches to learning on specific modules and across their programmes of study more generally.

Coursework Submission sheets should be attached to the top of a submitted piece of assessed work for tutors to write down comments to each student on their work. All practical work, annotated and marked, should be returned to students within 4 weeks of submission via the Student Office or directly in a lab session. Any coursework handed back to students must be returned to the student office within 3 weeks of receipt: it is a student responsibility to ensure that this happens. You may therefore wish to photocopy relevant parts of the work for your own use, as in the first instance we will not be offering the option of being able to view/take away coursework once it has been handed in to the Student Office. If the work is not available for review by the External Examiners then it will not be taken into account when considering results. It is therefore very much to your advantage to ensure it is handed back to the Student Office.

The end of semester exam is currently the most often used assessment method and thus it is important to ensure mechanisms for feedback on examination performance are in place. Students are advised that they can obtain exam feedback from their tutors or the individual module co-ordinator

## **6.0 Advice Support and Resources**

### **Student Teaching Office, 166/09**

The Student Teaching Office is situated in room 166/09. Our aim is to make life easier for both students and staff by providing support in the administration of our teaching programmes. Throughout your time as a student, the Student Office will be your first port of call for much of the information you need.

The Student Office is open for student enquiries Monday to Friday, 10:00-15:30.

### **MSc/MRes Computer Room**

The MSc Computer Room can be found on Level 4, 564/07. There are 24 PCs available for you to use. These machines are connected to the NOCS Novell servers, so in order to use them you must log on to Novell. The PCs have Microsoft Office, Surfer, Grapher, Netscape, WebMail, Matlab and statistical packages on them. There is a printer in this room connected to the Network SOES\_564\_MSCMONO and SOES\_564\_MSCCOLOUR.

If you have any problems with any OES machines, please contact the NOCS ITG Help Desk in Room 234/03, or telephone 26197, or e-mail help.

### **Access to Staff**

Academic staff are happy to meet students to discuss modules and other academic matters. However, you should be aware that they have contractual obligations to engage in research, as well as teaching, and therefore may not be immediately available. OES has an excellent research profile and this means that staff will be involved in supervising their research students/staff, running research programmes, and collaborating with national and international colleagues. In addition, the academic staff are required to assist in the administration of OES and the University. Many are also involved with national and international organisations.

While most staff try to have an open-door policy approach to dealing with your enquiries, you will probably have to make an appointment if they are busy or not immediately available. Most staff have office hours or timetables on their office doors so that appointments can be made. The Senior Tutor, or the Administrative Staff in the Student Office, will always cope with any emergencies.

You will also encounter other, non-academic staff – including admin staff, technicians and postdoctoral research fellows/postgraduate research students. Remember that they have specific responsibilities, which may not be related to postgraduate teaching but are essential to the smooth running of OES. Please treat these staff with courtesy.

### **Tutors**

MSc students are not allocated a Personal Tutor; instead, a whole a team of experienced academics are assigned to assist with any MSc student enquiries. These staff, who are designed as MSc Core Team Academics, are involved in the delivery of key MSc modules, such as the Introductory modules in Semester 1 and the Key Skills and MSc Project Modules. For MRes students, their degree Programme Leader fulfils the same role as point-of-contact for academic enquiries.

## **Learning and Teaching Methods**

### **Lecture Notes**

Lectures are the mainstay of formal teaching and your notes will be a record of the speaker's main ideas, accompanied by appropriate supporting details, so that the basic information is available for your later use. What and how much you record in a lecture will depend on many things - the subject, how the lecturer delivers the subject, etc.

You must develop judgement of what is relevant and what are the key points. Some lecturers will present material in this way, others will expect you to pick out key information. You might find it helps to make use of headings etc to break up the information. This will help show the development of the lecture's central ideas and their inter-relationships. Try to develop speedy but comprehensive note taking.

If you are in any doubt about the content of a lecture you should speak to the lecturer at the end of the lecture or make an appointment to discuss the work later.

Module coordinators use the online Blackboard system ([www.blackboard.soton.ac.uk](http://www.blackboard.soton.ac.uk)) to make their lecture materials and module information available to students. Lecturers will make individual lecture materials available on Blackboard no later than 48 hours before the lecture, to allow students to download and print the materials for annotation at the lecture if necessary. Staff are also now making use of Panopto for recording lectures and placing the recordings onto Blackboard

### **Private Study and Reading**

Reading is an essential part of your learning process. You will be provided with reading/reference lists for individual modules and even individual lectures, which will draw your attention to key ideas and important literature. It is expected that you will read/review a substantial portion of this material. You will also be expected, particularly in the later part of your degree programme, to read beyond the recommended material and explore the literature for yourself. This will be particularly appropriate when you undertake your research project.

Become familiar with the various computer information services offered by the Hartley Library at Highfield and the National Oceanographic Library at the NOCS. In multi-disciplinary subjects like Oceanography, Geophysical Sciences and Geology you will find a huge amount of literature covering its component disciplines. This means that you will have to be selective in your reading. You will be provided with general reading lists and lists for specific topics. As your experience increases you will become able to recognise which material will be relevant to your needs.

Lectures are not the only way you will absorb information; you must be careful to give yourself sufficient time to be able to review the major titles on any reference list. Make parallel notes from the required reading, which will complement and expand your lecture information.

### **Writing Skills**

During your time as a postgraduate you will be mainly assessed on the various forms of written work that you produce - examination answers, module essays/reports, individual and group laboratory/field practical reports and your individual research project. While the basic factual and intellectual content of the work is important, you must also communicate your appreciation and opinions relating to the material. You must develop your abilities to assimilate and assess information.

The development of an appropriate prose style is largely a matter for your own judgement and inclination. In general, information and ideas should be arranged in a logical sequence and be free of distracting errors of grammar and spelling. You will be encouraged to develop word-processing skills as soon as possible, but examination scripts are still hand-written, so write clearly. Plan your work and understand what is required. Give a concise introduction, then set out the central theme of

the work logically and finish with a definite conclusion. Write scientifically - use units of measurement which follow the accepted conventions of the SI system; use the correct Latin binomial names for animals and plants; always provide a full and conventional reference list to your sources of information (cite this information so that another reader can find the reference).

Make a note of any limitations imposed - subject area and word numbers, etc. - you will be penalised if you do not answer the question set. This applies to both course work and examination questions.

### **Organisation & Planning of Your Time and Private Study**

Many demands are made on your time, which will always seem insufficient for the workload you have! You can expect to have 18-20 contact hours - lectures, practicals, tutorials - per week. In addition, you should plan your private study to occupy at least a similar period of time. It is therefore vital that you manage your time efficiently. Although this is a matter which will reflect your own work practices, your tutor will be able to help you to develop an effective programme.

It is important to make a comprehensive academic timetable. Include everything - lectures, practicals, tutorials, reading, essays, and put in some time for unforeseen emergencies. All/most modules will have a proportion of marks, perhaps a significant proportion, allocated to continuously assessed work - spread your workload, as this will allow you to meet these deadlines without panic.

Remember that you also have a social life: it's a stress release, so plan for that as well!

### **Study/Transferable Skills**

The University has a study skills website (<http://www.studyskills.soton.ac.uk/>). Here you will find information and tips on a range of topics including written assignments and essays, time management, presentations, note taking and exam techniques.

There are also academic skills guides to help you learn how to be a more effective learner and develop the research skills that will help you now and in the future. The guides can be downloaded, and topics include reading academically, writing effectively, referencing your work, giving a talk and preparing for exams.

The Student Advice and Information Centre have produced advice booklets on studying successfully and managing revision and exams. You can download the booklets from their web site (<http://info.susu.org>).

### **National Oceanographic Library**

Do not rush out and buy every textbook mentioned in lectures, guidance will be provided by staff. As you progress through your degree you will increasingly come to use and rely on the 'primary literature' provided by journals rather than textbooks.

The Academic Unit collection of textbooks and journals is available to all students and is housed at the NOCS Library. Some Oceanography titles will also be found in other science holdings. The Biomedical Sciences Library also houses a comprehensive Biology collection. It should be noted that most of the recommended textbooks for modules are normally on loan, this means they will be available only on overnight loan from the collection of the Hartley Library and the NOCS library. Multiple copies of textbooks are also housed in the short loan collections of both the NOCS and Hartley Libraries.

The NOCS library also houses catalogued module boxes, which contain lecture materials, line diagrams, practical schedules and various key references for the module. Both the NOCS and the Hartley Library have computer information services, which can be accessed by students. Introductory tours of both Libraries will be given during your first weeks here as part of your skills modules. The libraries are portals to many different sources of information, particularly electronic. Attendance is

essential to make the most of the system. The Hartley and NOCS Libraries run photocopying machines available for student use. Please ask for details at the appropriate Library. If published material is being copied, the copyright regulations should be strictly adhered to. These are displayed near the photocopying machine.

### **Teaching Timetables**

Timetabling of teaching modules is processed electronically. Students can access their own personal timetables via the Student Resources Network which is accessed via: <http://www.sussed.soton.ac.uk>.

### **Change of Programme within OES**

If, after enrolment, you decide to change your programme you should:

- Discuss the matter with your current degree Programme Leader;
- Discuss the matter with the Programme Leader of the degree to which you might wish to change;
- Complete the change of programme form obtainable from the Student Office (NOCS/166/09);
- Pass the completed and signed form to the Student Office (NOCS/166/09).

### **Change of Module**

If, after enrolment, you decide to change an individual module(s), you should:

- Discuss the matter with your degree Programme Leader, or one of the MSc Core Team Academics for MSc Oceanography students;
- Inform the module co-ordinators of the old and new modules;
- Complete the change of module registration form obtainable from outside the Student Office (NOCS/166/09);
- Pass the completed and signed form to the Student Office (NOCS/166/09).
- Please note that some modules have limited numbers, because of logistics (e.g. legal limitations on how many people the boat can carry for practical classes), so late-stage joining may not be possible for some modules.

**Students may not change modules after the second week of the Semester in which it is taught.**

### **Suspension of Registration**

If you wish to suspend your registration for financial/medical/personal reasons, please see your degree Programme Leader in the first instance. Requests for suspension of registration (as distinct from permanent withdrawal) are made to the School Board via the Student Office. Where suspension is on grounds of ill-health, the University Health Service should also be informed, irrespective of whether you are registered with the Service. You should note that return to the University is conditional upon the provision of a medical certificate acceptable to the University Health Service.

### **Withdrawal**

If you wish to withdraw from the University before completing your programme of study you must inform the Student Office and your degree Programme Leader in writing of your intention to withdraw, giving brief details of your reasons for doing so and your last date of attendance.

Further details are available from Student Advice & Information Centre, which provides a detailed leaflet on this subject <https://www.susu.org/help-and-support/advice-centre/2012/>

## **Student Complaints**

If you have a concern or complaint about any aspect of your experience at the University, we encourage you to raise it with the relevant staff / department informally as part of the preliminary procedure (Stage 1) in the first instance and as soon as the concern arises. It is better to let us know as soon as possible so that any concerns you have may be resolved quickly. You may also wish to consult with your course representative if it is an issue in common with other students. In most cases we hope to resolve your concerns or complaints informally, however if this is not possible you may wish to follow the formal complaints process. Students will not suffer any disadvantage or recrimination as a result of raising a concern or complaint.

Each year the University reviews and improves its regulations in order to provide clear robust procedures which are student centred with the intention that all student complaints [and/or academic appeals] will be processed according to the regulations which have been approved for the current year.

<http://www.calendar.soton.ac.uk/sectionIV/student-complaints.html>

The regulations normally used are those of the current year unless these disadvantage you, in which case those in force when you first registered for your programme will apply. Consequently, you are recommended to seek advice from the Students' Union Advice and Information Centre as to whether you will be disadvantaged by using the current regulations. Should you wish to use regulations other than those which are current they can be located in the University Calendar archive for the relevant year [<http://www.calendar.soton.ac.uk/sectionIV/index.html>].

We would strongly advise you to seek support and/or advice from Students' Union Advice and Information Centre (SUAIC) Tel: 023 8059 2085, Email: [suaic@susu.org](mailto:suaic@susu.org) .

## **Academic Appeals**

If you wish to appeal against an academic decision, on the grounds stated in the regulations, we encourage you to raise it with the relevant staff / department at the preliminary stage as soon as you have received the academic decision. Please note there is a time limit (in the regulations) within which you should submit your appeal. You will need to provide evidence to support the grounds under which you wish to appeal. Please note that students may not question the academic judgement of the examiners.

Each year the University reviews and improves its regulations in order to provide clear robust procedures which are student centred with the intention that all student appeals will be processed according to the regulations which have been approved for the current year.

<http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html>

The regulations normally used are those of the current year unless these disadvantage you, in which case those in force when you first registered for your programme will apply. Consequently, you are recommended to seek advice from the Students' Union Advice and Information Centre as to whether you will be disadvantaged by using the current regulations. Should you wish to use regulations other than those which are current they can be located in the University Calendar archive for the relevant year [<http://www.calendar.soton.ac.uk/sectionIV/index.html>].

We would strongly advise you to seek support and/or advice from the Student union.

## **Contacting you**

Reminder: we will contact you about a variety of things by e-mail, some relating to examinations. Please ensure that you check your University of Southampton e-mail account regularly, and that your inbox is clear for new mail! Additionally, we may also contact you via post. Please ensure that both your term-time and permanent addresses are kept up to date on the Banner student record system.

## **SOES Notices**

There is Information posted on the notice boards located in the corridor outside the Student Office NOCS/166/09

## **Insurance (travel, medical, personal property and baggage)**

Travel cover is automatically in operation for all students whilst on University organised field courses undertaken in connection with the module being studied, including field courses within the UK involving an overnight stay. Go to [https://www.southampton.ac.uk/finance/services/travel\\_personal\\_accident/faq.php](https://www.southampton.ac.uk/finance/services/travel_personal_accident/faq.php) for a summary of the cover for medical and associated expenses and personal property and baggage cover.

## **Access to NOCS & Wearing of ID**

The operation of the access control system at NOCS will be in accordance with the NOC Access Control Policy, see link below, which gives details on the policy and how the system will operate. All doors except Nodes 1,6, 8, 9 and the new east entrance to the new MARSIC will be alarmed and linked to CCTV and Security Control so please do not exit through one of these doors.

[http://intranet.noc.ac.uk/documents/Facilities/Procedures/access\\_control\\_card\\_policy\\_sop0012\\_30\\_october\\_2014.pdf](http://intranet.noc.ac.uk/documents/Facilities/Procedures/access_control_card_policy_sop0012_30_october_2014.pdf)

Access to the quayside will also be further controlled in line with the new arrangements for working on the quayside, see [http://intranet.noc.ac.uk/intra\\_home.php?dept\\_id=12&section\\_id=516](http://intranet.noc.ac.uk/intra_home.php?dept_id=12&section_id=516) . Access for students to the Pontoon will be via Node 4 Door.

## **The Hub**

The Hub is our new online resource and one-stop-shop to help you make the most of your time studying with us.

The sites signpost undergraduate and postgraduate taught students to lots of helpful information including: student support, academic help, careers information, 'how to' guides (such as 'How do I find out more about a module'), and much more.

You can access The Hub via Blackboard at <http://go.soton.ac.uk/environmentalandlifesciences>.

## 7.0 Links to University Regulations

### Student Services Centre

The Student Services Centre <http://www.southampton.ac.uk/studentsservices/> is located centrally on the Highfield Campus in building 37, opposite the Jubilee Sports Centre. The Student Advisory Team is staffed by trained advisors who are able to offer information, support and advice on any student related subjects. As well as providing information and advice face to face, the Student Advisors can also be contacted by e-mail and telephone.

### Council Tax Exemption Certificates:

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

Staff working in the Accommodation Service: <https://www.southampton.ac.uk/accommodation/>

Financial Information and Assistance: <http://www.southampton.ac.uk/sais/sfo/index.shtml>

Graduation: <http://www.southampton.ac.uk/graduation/> are also located in the Student Services Centre, providing specialist back up to the Student Advisors.

### Student Resources Network

The Student Resources Network (SRN) is your gateway to all the help and support you need as a student at the University of Southampton. The physical and virtual provision of services and information is only a click or a call away: To access the SRN, log into SUSSED at [www.sussed.soton.ac.uk](http://www.sussed.soton.ac.uk)

### USEFUL WEBSITES

<http://www.soton.ac.uk/oes>

More links to important information

[www.sussed.soton.ac.uk](http://www.sussed.soton.ac.uk) (Student Resources site. You can update your address and personal information here)

<http://blackboard.soton.ac.uk>

**University Quality Handbook** – The Quality Handbook draws together in a single location the policies and processes which constitute the University's Quality, Monitoring and Enhancement (QME) framework

<http://www.soton.ac.uk/quality/>

### Health & Safety

<http://www.southampton.ac.uk/healthandsafety/index.html>

<http://www.hse.gov.uk/pubns/indg36.pdf>

### For information on fees/finance

<http://www.southampton.ac.uk/studentsservices/money-matters/index.page?>

### University Library Services

<http://www.library.soton.ac.uk>

### Education Support/Enabling

<http://www.southampton.ac.uk/edusupport/index.shtml>

### For NOCS Sports

See NOCSnet [http://intranet.noc.ac.uk/intra\\_home.php](http://intranet.noc.ac.uk/intra_home.php)

### Uni-Link Information

<http://www.unilinkbus.co.uk/>

### iSolutions – the University IT Professional service

<http://www.southampton.ac.uk/isolutions>

## University Calendar

The University Calendar <http://www.calendar.soton.ac.uk/>

<http://www.calendar.soton.ac.uk/> lists General Information and Regulations, which includes Admission to Degree Programmes; the Credit Accumulation and Transfer Scheme (CATS); Student Non-academic Misconduct; Examinations; Progression; Residence; Students Union; Fees and Charges; Academic Integrity, Appeals and Complaints.

## Academic Integrity: The University Policy

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 includes the Academic Integrity statement for students

<http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html>

## 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. In the case of minor illness of up to five days, you **must** complete a self-certification form and submit it to the Student Office. The self-certification form **must** be signed off by either your Personal Academic Tutor, Senior Tutor, Programme Lead or Director of Programmes - a verbal agreement the Module Coordinator will **not** suffice. If you are ill for longer than five days, you **must** submit a fit note from your GP to the Student Office and inform your Personal Academic Tutor of any issues which may affect your studies upon your return to University.

## 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 immediately so that we can determine how best to help you.

## Special considerations

If you believe that illness or other circumstances have adversely affected your academic performance, you must complete a Special Considerations form. **It is important that you submit this to your School in a timely manner and prior to the Board of Examiners.** All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification (only accepted in circumstances where it is not possible to obtain any other evidence) 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 that meets regularly throughout the year. Full details of the University's policy on Special Considerations can be found at

<http://www.calendar.soton.ac.uk/sectionIV/special-considerations.html>.

## Student Support Review

The [Student Support Review Regulations](#) are in place to support students if concerns are raised about their health, wellbeing or behaviour which may be impacting on their academic progress and/or general management of life at University or on placement. The regulations seek to be both supportive and to actively engage with students prior to decisions made about their fitness to study. The regulations and supporting documents identify 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.

## 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 Academic Tutor. A Suspension Request form should be obtained, from student office, 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. Please see <http://www.calendar.soton.ac.uk/sectionIV/interruption.html> for further detail.

## Withdrawing from your studies

If you no longer wish to continue with your studies, a Withdrawal Notification form should be obtained from the student office, completed and returned to the Student Office. Please see <http://www.calendar.soton.ac.uk/sectionIV/interruption.html> for further detail.

## 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	(final agreed mark) *Zero

## 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. However, please note that the following are examples of circumstances likely to be rejected:

- If there is a clear case that circumstances relied on were foreseeable or preventable
- Pressures of paid work

- Holidays
- Personal computer/printer problems
- Poor practice e.g. no back-up of electronic documents
- Claims that students were unaware of the dates or times of submission or examination
- Poor time management

This list is a non-exhaustive list of examples unlikely to fall within the definition of Section, 2.1 of the [Special Considerations Regulations](#).

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.** The entire process should be completed at least 48 hours before the published deadline for submission of the piece of coursework.

## 8.0 PRIZES

At OES, students can benefit from a variety of scholarships, bursaries, prizes and awards made possible by the generosity of donors and the University of Southampton. OES alumni, friends and industry are increasingly recognising the impact private donations have on the student experience.

The John Raymont Memorial Fund was established in 1980 by donations from friends and colleagues of Professor J E G Raymont, Professor of Zoology (1946-64) and of Biological Oceanography (1964-79). The Fund may be used to support prizes to students in Oceanography, an annual lecture and/or bursary for student projects. The use of the fund in any one year is determined by the Head of the School of Ocean and Earth Science.

The Society for Underwater Technology / Dorset Coastal Forum / Solent Forum: OES, in competition with other universities, is asked to nominate students who have undertaken final year projects in related areas for the above prizes.

**Best MSc Student:** This prize is awarded to the graduating student with the highest aggregate mark on an MSc programme.

**Best MRes Student:** This prize is awarded to students who gain 70% or more in both the taught and the research components of the MRes in Marine Geology and Geophysics and the MRes in Ocean Science.

**Masanori Sakuyama Prize:** This prize is awarded on a bi-annual basis to a postgraduate/former postgraduate Geology student to recognise excellence in published work. Work published 7 or more years after initial registration for a higher degree is not eligible for consideration.

## 9.0 Student Societies

### **National Oceanography Centre Society (NOCSoc) and University of Southampton Geological Society (UoSGS)**

These are student Societies which are run by Committees including representatives from all four undergraduate years, MSc/MRes and PhD students. Elections to these societies usually occur in the first Semester.

Committee members organise black-tie balls and regular social events throughout the year, including Freshers', Christmas and end-of-exam parties and themed evenings. The students organise their own field trips to areas of local or natural interest. There are also annual staff versus student sporting activities.

### **Other University Student Societies**

There are 102 student societies within the University, ranging from caving and mountaineering to SUSAC, the Sub Aqua Club. All are very active and participate in Freshers' Week allowing you to find out more about them. In addition, water sports are especially well represented and include SCUBA diving, sailing, windsurfing, kiteboarding, rowing, water polo and swimming.

### **Southampton Student Chapter of the American Association of Petroleum Geologists (AAPG)**

In 2006, the undergraduates established a student chapter of this association, an international organisation associated with the gas and oil industry. This organisation, which offers free membership, provides a regular forum for a wide variety of speakers from industry to talk to you about employment in the field of Earth Science as a whole, from geology, geophysics and oceanography to environmental sciences. The AAPG supplies a wealth of support, advice and information for students interested in the industrial application of their qualifications, and these seminars will become an increasingly important part of student-run activities in the School. The UoS AAPG Student Chapter website can be found here: <http://groupspaces.com/AAPG-Soton/>

### **The UK Challenger Society for Marine Science**

This is a UK-wide society for marine scientists of all disciplines. Details can be found on the web site: <http://www.challenger-society.org.uk>

### **The Royal Meteorological Society**

The Royal Meteorological Society advances and promotes the science of meteorology by means of journals and other publications, discussion meetings, conferences, professional accreditation, grants, medals, prizes, etc. The Society serves not only those who earn their living through the profession of meteorology but also those whose work is affected by the weather or climate and those for whom meteorology is simply a pastime. The 'science of meteorology' includes climatology, hydrology, physical oceanography and other related disciplines. It is possible to join the Society as a student member. Further details can be found at: <http://www.rmets.org/>

### **The Institute of Marine Engineering, Science and Technology (IMarEST).**

The MSc Oceanography Degree is accredited through the Institute of Marine Engineering, Science and Technology (IMarEST). Free membership of IMarEST is available for all students registered on this degree <http://www.imarest.org/membership/membership-registration>.

## 10.0 Health and Safety

See the SUSU website for information: <https://www.susu.org/help-and-support/safety/2012/>

### Personal Responsibilities for Health and Safety

All students and staff have a duty to co-operate to enable the University to comply with the law and to ensure that the workplace is safe for everyone. They must consider safety in all of their activities and work in accordance with OES policy, and in accordance with the assessments made of activities. In particular, they must take all reasonable steps to ensure their own health and safety and also that of anybody else who may be affected by their actions. Students and staff who are not prepared to work safely are a danger to themselves and their colleagues and are a liability to the University. During the course of their work, if any member of the University becomes aware of any hazard, or any situation arises which they have not been trained to deal with, they should inform their manager or supervisor so that appropriate corrective action can be taken. Staff and students are required to attend appropriate induction and job training to enable them to work safely.

### Inspection and Testing of Electrical Equipment

You are responsible for the safety of all equipment that you bring to the University. In particular you should ensure that all electrical items, e.g. computers, laptops, mobile phone chargers etc., are safe to use in the UK. You should regularly check electrical equipment for any obvious sign of damage, and not use it if it is damaged. Obvious examples of damage are cracked cases/plug tops and cuts to electrical leads. If you need further advice on the safety of your equipment, please contact your tutor or supervisor or Brian Dickie, OES Safety Advisor in the first instance.

### University Liability Insurance

The University is insured against accidents to students arising out of its negligence, or that of its employees. It is also insured against the consequences of negligent acts by students when involved in University work. The personal liability of students when engaged in social or domestic activities is, however, not covered by the University's insurances and no acts of wholly preventable carelessness or criminal negligence are covered.

### Safety

As a Postgraduate Taught member of Ocean and Earth Science, the Head of OES has ultimate responsibility for health and safety. Amongst other things, they are required to ensure that risk assessments, safety inspections and accident investigations are carried out and that adequate training and supervision is provided. In most instances the duties associated with these responsibilities are delegated to Supervisors.

In order to ensure the Health and Safety of all staff and students, the academic unit:

Complies with the NOCS Safety Policy, which includes a number of rules and codes of practice, which are required to ensure that standards of safety are maintained.

Operates a system where all activities (either for Teaching or Research) are assessed for the Risks and Hazards associated with each particular task or procedure.

Please see NOCS Health & Safety website: [http://intranet.noc.ac.uk/intra\\_home.php?dept\\_id=12](http://intranet.noc.ac.uk/intra_home.php?dept_id=12)

### General Safety Procedures in SOES

In order to achieve the required standards of health and safety at work, a positive commitment to health and safety is required from all members of the OES. By law **everyone** has a safety responsibility, and this is a condition of your registration with the University.

It is the duty of every person while at work:

to take reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omissions.

to cooperate with the Head of OES or any other person having specific safety duties, so that they can comply with any relevant health and safety legislation or codes or practice and with the NOCS's and University's Health and Safety Policies; and not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of health, safety or welfare.

### **Accidents and First Aid**

In the event of an accident involving an injury, you should call the NOCS Security Control Room (Ext 26999) on an internal phone and they will send help.

If you call the emergency services (91-999) directly, make sure you also call Security (extension 26999) as well. They will meet the emergency services and direct them to your location.

In the event of an accident a member of OES staff (e.g. your supervisor, the Technical Superintendent, Safety Officer or the Head of Academic Unit) must be informed as soon as possible.

Personal injuries must be reported immediately to the Safety Officer or to the Head of School via the Student Office, NOCS/166/09 or the MSc Programme Leader. The University is required by law to keep a record of all accidents involving personal injury. An accident report form **MUST** be completed on the **SAME DAY**.

Individuals who have a medical condition (including asthma, vertigo and agoraphobia, diabetes, allergies or on medication) should discuss these matters with their tutor in order to ensure that there is appropriate first aid provision in place when those individuals are involved with practical and field/boat classes.

### **Fire at the NOCS**

Familiarise yourself with the Building evacuation procedures as detailed in Appendix Two of this handbook.

If the Fire Alarm sounds during lectures or practical classes, you should follow any instructions given by the member of staff who is responsible for the class.

At other times when you are on your own (in the library, the canteen or in any other area of the NOCS) you should follow the instructions given by the Fire Marshals or local staff. Fire Marshals are members of NOCS staff who have the task of ensuring that their local area has been evacuated during an incident. They will also assist with the evacuation of any disabled persons from the refuge areas.

Break glass: Fire alarms are located at the Node ends of each corridor.

### **Evacuation of the Disabled**

Disabled persons must have in place an Evacuation plan and should be accompanied by a helper where possible. The Evacuation Plan should be pre-arranged with the building services (via your supervisor).

In the event of a fire, disabled persons (accompanied, if possible, by their helper) should go to the nearest usable refuge area which is located on the stair landing in each Node. Inform other persons to report your presence to the Head of School or Safety Officer, a Fire Marshal or to the Emergency Services in attendance. Await rescue.

The fire alarms are tested at 8.45 am every Monday and a fire practice is held during the first term of teaching.

## Smoke Free Policy

NOC does not permit smoking, including e-cigarettes in any of its buildings or courtyards, nor in any company owned, leased or hired vehicles. Additionally, legislation requires that smoke generated by smokers outside of buildings does not enter a building.

In order to better meet its statutory obligations smoking, including e-cigarettes is therefore banned in all external areas within 5 metres of NOC buildings and structures, except defined and signposted Smoking Areas.

Click on the Policy below for further advice.

[NOC Smoke Free Policy](#)

This policy applies to all employees, students, consultants, contractors, customers and visitors.

## Safety in the Laboratory

Laboratory areas are inherently dangerous places. Every individual in the laboratory is responsible for the safety of all workers who could be affected by his/ her own experiment.

## Clothing

All students must wear appropriate **safety clothing** (laboratory coats, gloves and safety glasses) in all laboratories where chemicals are used and where required by a particular Risk Assessment.

**Students are expected to provide their own laboratory coats.**

Along with the appropriate safety wear you should also consider your general apparel when working in laboratories. Shorts, short skirts and open footwear (eg sandals) are NOT appropriate clothing for working in a laboratory environment. You should wear long trousers or a skirt that covers the legs. (Clothing made from natural fibres are preferable to manmade fabrics, especially nylon.) Shoes that cover the feet completely must be worn.

## Chemical Safety

Regulation 5 of the Management of H&S at Work Regulations requires all employers to have effective management systems in place to continually improve standards. This is underpinned by specific legislative standards which reflect changes in knowledge and technical expertise, and also reflects the acceptable standards of our society and our 'duty of care' to those affected by our workplace activities. We owe a 'duty of care' to ensure so far as is reasonably practicable, that such persons do not suffer accidents or ill-health as a result of our failure to control adequately our 'undertakings'. Chemicals are in use widely across the NOCS. People who may be exposed to chemicals include students, staff, visitors, contractors and the general public. Therefore, a [Code of Practice](#) has been developed to ensure that chemicals are stored, handled, used, transported and be disposed in a manner which is safe, and without risks to health as far as is reasonably practicable. This Code of Practice must be read in conjunction with the [NERC Laboratory Procedure 21](#).

## Electrical Equipment

All (mains supply) electrical equipment used in the SOES (regardless of ownership) must have an in-date electrical safety test. If electrical equipment does not work DO NOT attempt to repair, it yourself. Report it to the person in charge of the class, or the person responsible for the room.

## Food

The consumption of food or drink is **STRICTLY FORBIDDEN** in **all** laboratories.

## Security and Access to the SOES and the NOCS

Incidents of theft do occur from time to time so do not leave valuables lying around and look out for 'strangers' who appear to be behaving suspiciously. A simple, but polite, offer of help to direct such 'strangers' is often effective in deterring theft and helping genuine visitors to the School.

Unauthorised persons and students are not allowed access to workshops and specified laboratories and may not use any tools, office or other equipment wherever situated in the Academic Unit. If any person has no justifiable reason for being in a particular area, or for using equipment, then this is considered a breach of safety policy.

Postgraduate Taught students are **ONLY** permitted onto the quayside or pontoon when supervised by an appropriate member of staff or an appointed demonstrator.

Access to the building outside normal working hours (08.00-17.00) should be via the revolving door in the main entrance, and all persons must book in and out with security on Level 4. No unauthorised person will be admitted to the building when it is locked. Doors and windows should not be left open. No access to the building is allowed between 23.00 and 06.00 hours.

### **Safety during oceanography fieldwork and/or boatwork**

Fieldwork and boatwork are activities, which involve inherent special risks and hazards. These activities are an integral part of teaching. As indicated in the introduction, all of your activities undertaken in the field or on the boat will be subject to a written Risk Assessment prior to the start of the work. The member of staff involved will ensure that all of the appropriate safety precautions have been adopted and that you have been fully briefed regarding these precautions. On field activities, the member of staff in charge of the activity is also responsible for ensuring that a School "field expedition memo" is completed before departure. This form is left with the Deputy Superintendent (room 561/14) and includes a list of ALL personnel involved in the fieldwork activity, how they may be contacted, and when they are due to return.

While leaders will take every reasonable care concerning the safety of students on fieldwork or boatwork parties, the potential dangers make it imperative that everyone should cooperate by behaving responsibly in order to reduce the risk of accidents. Ultimately everyone should act in a reasonable manner in order to ensure the safety of themselves and all others who may be affected by their acts or omissions.

Students should ensure that their anti-Tetanus inoculations are up to date before attending any field/boat activities. If in doubt, check with your GP. If you suffer from any medical condition (including asthma, vertigo and agoraphobia, diabetes, allergies or on medication) you must tell the leader **before** the start of the field course.

### **Working Practices**

Students must observe all safety instructions given by party leaders, supervisors or crew. Anyone not conforming to the standards required may be dismissed from the field or from the vessel.

Appropriate protective clothing (for sun as well as cold) should be worn:

A waterproof jacket (e.g. cagoule) and over trousers are essential and are required for all boatwork. Students who are not adequately equipped will not be allowed to participate in boatwork activities.

Simple but effective 'foul weather' gear can be purchased locally (seek advice from Technical Superintendent or his deputy).

Waterproof boots with non-slip soles should be worn, as decks (or pontoons) can be wet and slippery. Sports shoes are unsuitable. Steel toecap boots are recommended but not mandatory. Walking boots (as described in 17.6.2 below) usually give some protection to the toes and are acceptable for most boatwork activities.

Warm clothing (as indicated below) is normally required since many of the boat activities occur over the winter and early spring months.

The member of staff in charge of the activity may refuse to take persons who do not have the correct clothing.

Life jackets are provided on the OES research launch and RIB and must be worn at all times.

**The Skipper of the vessel has absolute authority in all matters of safety.**

### **Safety on Independent Non-Group Fieldwork**

It is School policy that geological fieldwork must not be undertaken alone and is subject to an appropriate risk assessment. During independent work you will be directed to be accompanied by another student or field assistant.

Geological fieldwork is an activity involving some inherent special risks and hazards, e.g. coast exposures, quarries, mines, river sections, and mountains. Severe or dangerous weather conditions may also be encountered at any season, especially on mountains or the coast.

The potential dangers make it imperative that everyone should cooperate by behaving responsibly in order to reduce the risk of accidents. Everyone is responsible for his or her own safety.

If you suffer from any medical condition (including asthma, vertigo and agoraphobia, diabetes, allergies or on medication) you must tell your supervisor before the start of the fieldwork.

Each day you should inform an appropriate person or organisation (Police, Mountain Rescue Team, Coastguard etc.) of the area in which you will be working and your expected time of return. At the end of the day you should inform them that you have returned.

Your attention is particularly drawn to all the points of guidance and good practice described above in the section on Safety on Group Field Courses, which apply equally on independent fieldwork. Students working independently should carry a whistle (to attract attention) and a first aid kit for personal use.

### **Safety during Geophysical Prospecting**

Only operate Geophysical equipment in a manner as instructed by the field course leaders and technician.

When levelling, particular care should be taken to avoid any overhead power lines.

When collecting survey data on roads, two people within the group must observe oncoming traffic and warn data collectors of any danger. All members of the party should always wear fluorescent jackets .

If there is a risk of lightning, geophysical fieldwork should cease, and the individuals should move down from high ground. Sheltering under isolated trees is not advised.

Extreme care should be exercised in operating the Weight Drop. Only use the winding mechanism with the safety catch in place. If the weight becomes stuck DO NOT attempt to release it yourselves. Ask the technician or field course leaders to release it.

Exercise care when lifting geophysical equipment and laying out cables.

Observe correct procedures when using and moving current electrodes.

### **The Geologists' Association code for geological fieldwork**

<http://www.geologistsassociation.org.uk/>

A 'Code of Conduct' is essential if opportunities for fieldwork in the future are to be preserved. To achieve this, the following general points should be observed.

Obey the Country Code and observe local byelaws. Remember to shut gates and leave no litter.

Always seek prior permission before entering private land.

Do not interfere with machinery.

Do not litter fields or roads with rock fragments, which might cause injury to livestock or be a hazard to pedestrians or vehicles.

Avoid undue disturbance to wildlife. Plants and animals may inadvertently be displaced or destroyed by careless actions.

Observe and record but not to hammer indiscriminately.

Keep collecting to a minimum. Avoid removing in situ fossils, rocks or minerals unless they are genuinely needed for serious study.

Never collect from walls or buildings. Take care not to undermine fences, walls, bridges or other structures.

## 11 Environmental Management at NOCS

NOCS has gained the internationally recognised ISO14001 standard for Environmental Management. Through this standard the Centre is committed to continual environmental improvement, pollution prevention and legal compliance. These commitments are outlined in the NOCS Environment and Sustainability Policy which is available on NOCSNet under the Environmental Management Tab.

All students play an important role in reducing the negative environmental impact of the centre. Please observe the following guidelines when at the Centre:

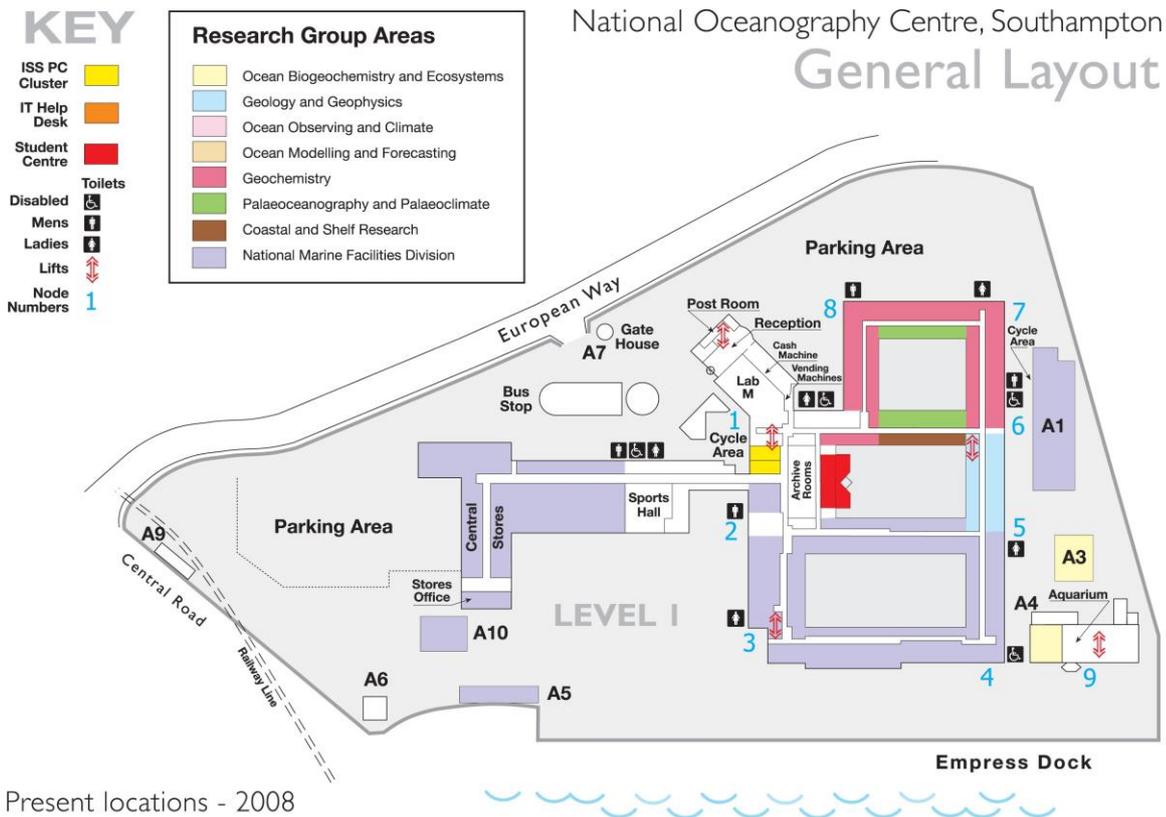
- Switch off all lights and other electrical items when not needed
- Log off computers once you have finished with them and following energy guidance within computer rooms
- Use the recycling banks around the centre following the guidance provided on accompanying posters. If you are unsure whether an item can be recycled or not, please refer to the Environmental Management pages on NOCSnet (click on Waste Management) or email [environ@soton.ac.uk](mailto:environ@soton.ac.uk)
- Students are encouraged to cycle to NOCS. Even though bike theft is extremely rare please lock your bike up in the cycle parking provided. Cycle parking can be found next to the A1 building and outside reception. Please also use the cycle paths within NOCS. For more information on cycling facilities at NOCS, cycle maps of the local area and guidance please visit the Environmental Management pages on NOCSnet (click on Cycle Network).
- Only use chemicals in lab spaces and when authorised to do so. If you find a chemical spill at the centre, please report it NOCS Reception.

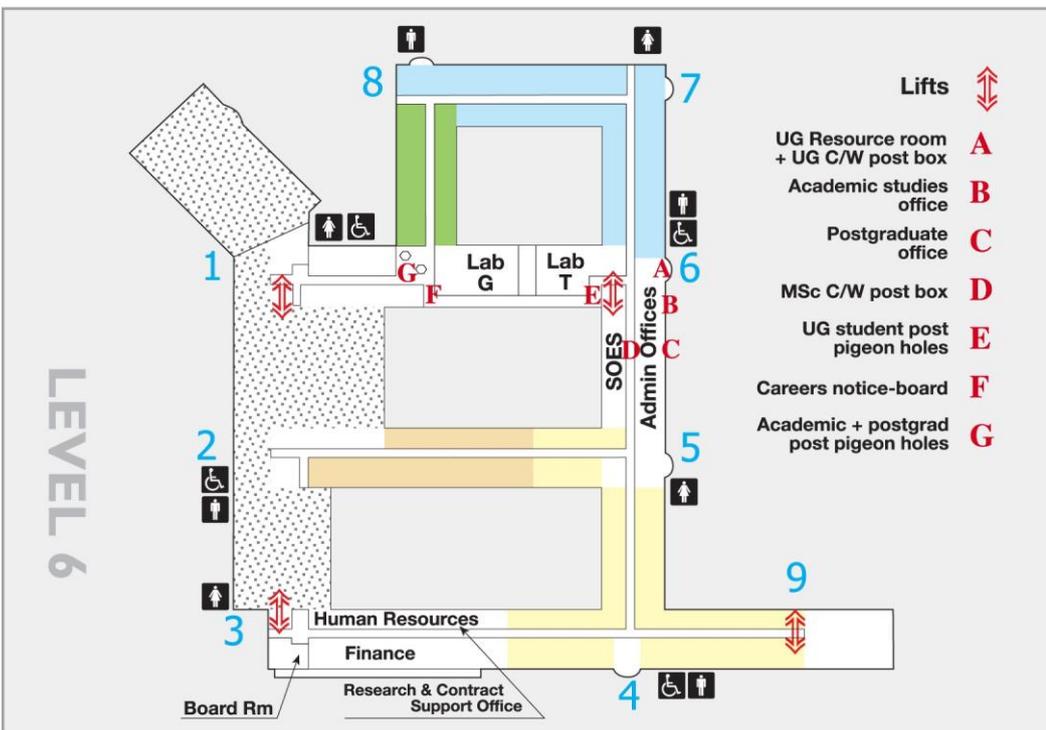
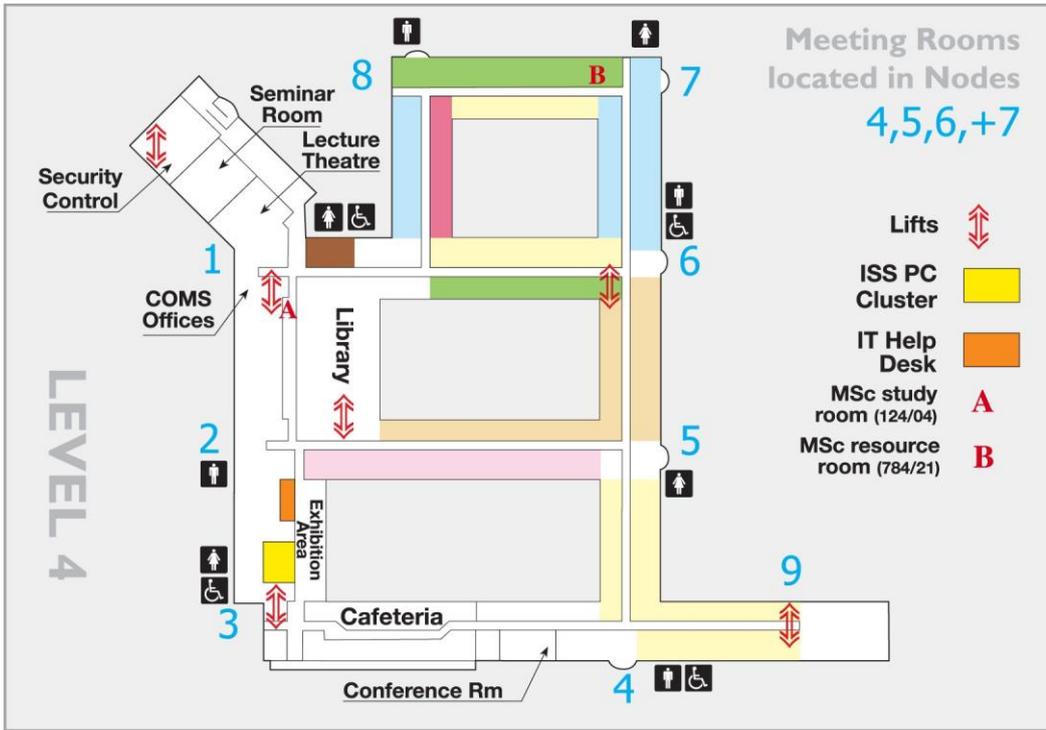
There are a number of large projects and initiatives underway at NOCS aimed at improving the environmental performance of the Centre. The NOCS Student Environment Group has been established to enable students to get involved. For more information please email: [environ@noc.soton.ac.uk](mailto:environ@noc.soton.ac.uk)

## 12 Campus Maps

### Finding Your Way Around: Guide to Room Numbering at the NOCS

1. There are three floors at the NOCS that are used for Offices, Laboratories, and Meeting Rooms etc. These are Floors 1, 4 and 6. The intermediate floors are service floors only and there is no access to them except for maintenance staff.
2. Within the building the corridors are known as 'Plates' and the intersections of two corridors as 'Nodes'. Nodes are numbered 1 to 9 according to the attached plan.
3. Each corridor (plate) is known by a three-digit number. The first two digits are the numbers of the nodes between which the plate runs, and the third digit is the floor number. For example, plate 564 is between nodes 5 and 6 on level 4.
4. Each room number is made up of 5 digits in the form xxx/xx. The first three digits are the plate number and the last two are the room number. For example, room 566/03 is located between nodes 5 and 6 on level 6 and is room number 3 along that plate.
5. Rooms located actually in a node will have the number configuration 0xx/xx. Room 064/03 is located in node 6 on level 4. 03 is the number allocated to the room but does not have any significance. In most nodes there is only one room.







Highfield Campus



## Key to 3D Map

- 37 Accommodation Office (Student Services Centre)
- 13 Aerospace Engineering
- 54 Audio Visual Presentation Services
- 60 Bookshop
- 60 Business Services
- 3 Careers Advisory Service
- 44 Cartographic Unit
- 27 Centre for Enterprise and Innovation
- 2 Centre for Learning and Teaching
- 41 Chaplaincy
- 27 29 30 Chemistry
- 7 21 22 46 Civil Engineering and the Environment
- 37 Corporate & Marketing Services (Student Services Centre)
- 28 Counselling Service
- 41 Day Nursery
- 31 Dental Access Centre
- 45 Dyslexia Services (LDC)
- 58 Economics
- 32 34 Education
- 1 21 32 59 86 Electronics and Computer Science
- 5 Engineering Materials
- 9 Engineering Workshops
- 25 e-Science Centre
- 35 Estates and Facilities
- 5 Eustice Building
- 21 Faraday Building
- 37 Fees Office (Student Services Centre)
- 43 Fitness Studio
- 32 EEE Building
- 44 Geodata Institute
- 44 Geography
- 37 George Thomas Building
- 60 Gower Building
- 37 Graduation Office (Student Services Centre)
- 45 Health Professions and Rehabilitation Sciences
- 31 Highfield Health
- 56 Human Performance Laboratory
- 26 28 Human Resources
- 2 35 54 58 Information Systems Services
- 13 19 Institute of Sound and Vibration Research
- 50 John Hansard Gallery
- 18 Jubilee Sports Centre
- 7 Lanchester Building
- 4 Law
- 10 12 14 36 Library
- 12 Main Entrance
- 10 Goods Entrance
- 36 Gurney Dixon Building
- 35 Maintenance Control Centre
- 2 Management
- 54 Mathematics
- 7 Mechanical Engineering
- 53 Mountbatten Building (being rebuilt after fire)
- 58 Murray Building
- 2 6 Music
- 67 Nightingale Building
- 6 Nuffield Theatre
- 67 Nursing and Midwifery
- 46 47 47a Optoelectronics Research Centre (ORC)
- 46 Physics & Astronomy
- 58 Politics
- 35 Post / Parcel Store
- 36 Print Centre
- 37 Professional Services
- 44 Psychology
- 35 Purchasing Services
- 15b Rayleigh Building
- 16 26 34 Research & Graduate School of Education
- 7 Research Institute for Industry
- 17 R. J. Mitchell Wind Tunnel 11x8 (Engineering Sciences)
- 26 Safety Office
- 32 Security
- 44 Shackleton Building
- 28 Ship Science
- 58a Social Sciences Graduate Centre
- 58 Social Statistics
- 58 Social Work Studies
- 58 Sociology & Social Policy
- 39 Southampton Statistical Sciences Research Institute
- 18 Sports Hall, Fitness Centre and Swimming Pool
- 38 Staff Social Centre and John Arlott Room
- 37 Student Funds Office (Student Services Centre)
- 37 Student Services Centre
- 40 42 57 Students' Union
- 37 Temp Bank
- 13 Tizard Building
- 20 Tony Davies High Voltage Laboratory
- 45 Training and Development Unit
- 52 Turner Sims Concert Hall
- 8 Underwater Tank
- 48 University Health Service
- 57 Uni-link
- 60 University Post Office
- 40 West Building and Old Refectory
- 15a Wolfson Building
- 21 Wolfson Electrostatics Unit
- 15a Wolfson Unit for Marine Technology and Industrial Aerodynamics (WUMTIA)
- 16 Year in Industry
- 59 Zepler Building

## **What to do in the event of a fire**

The evacuation signal indicating a fire within the building is a CONTINUOUS audible tone

On hearing the signal:

- (a) Leave the area immediately. Do **NOT** stop to collect belongings.
- (b) Close the door behind the last person.
- (c) Follow the exit signs to the nearest fire escape.
- (d) Proceed calmly to the ground floor. Do **NOT** use the lifts.
- (e) Make your way to the assembly point.
- (f) Do not re-enter the building until instructed that it is safe to do so.

**EVACUATE THE BUILDING BY THE NEAREST EXIT POINT AND MAKE YOUR WAY TO THE ASSEMBLY POINT (AS INDICATED ON THE MAP)**

**Outside working hours (i.e. from 1700- 0900) the fire Assembly Point is located at the Main Gate.**

**NB: The Fire Alarms are sounded at 8.45 every Monday.**

## **FIRST AID**

In the event of an accident involving an injury, you should call the NOCS Security Control Room (Ext 26999) on an internal phone and they will send help.

If you call the emergency services (91-999) directly, make sure you also call Security (extension 26999) as well. They will meet the emergency services and direct them to your location.

In the event of an accident a member of OES staff (e.g. your supervisor, the Technical Superintendent, Safety Officer or the Head of School) must be informed as soon as possible.

Personal injuries must be reported immediately to the Safety Officer or to the Head of School via the Student Office (NOCS/166/09) or your supervisor. The University is required by law to keep a record of all accidents involving personal injury. An accident report form **MUST** be completed on the **SAME DAY**.

## **Designated Smoking Areas within 5 metres of NOCS buildings**

The following areas have been designated as smoking areas within the 5-metre smoke free zone surrounding the NOCS buildings. These areas will remain under review by the NOCS Health and Safety Committee. These areas should only be used when it is safe to do so. They should not be made use of when an emergency evacuation of the building is in operation.

- NOCS Main Entrance – the covered area immediately outside the main entrance will be reserved for visitors. We are keen not to encourage wider use of this area to prevent a poor first impression of NOCS. All staff and students are therefore kindly requested to make use of other designated smoking areas to keep use of this area to a minimum;
- Node 3 – covered area immediately outside the Node 3 door onto the quayside;
- The covered container provided for smokers on the grass area opposite Node 5;
- These areas are marked accordingly on the following site plan.

Areas outside the 5-metre exclusion zone are not covered by these restrictions.