MEng Electrical & Electronic Engineering

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Welcome from the Dean

Dear Student,

On behalf of all staff in the Faculty of Engineering & Physical Sciences, I would like to welcome you to your programme of study. We are delighted that you have chosen to undertake your education at the University of Southampton and hope that you will enjoy your programme and your time as a student. I hope your time with us will be rewarding and challenging and will provide opportunities for you to achieve both personal and professional goals. Your programme involves learning experiences in a variety of environments where academics work in partnership with professional service colleagues to facilitate your learning; providing advice, guidance and direction. As a student in the Faculty and at the University of Southampton, you will be encouraged to participate in improving the student experience and your views and comments will be valued and welcomed. I would like to take this opportunity to wish you every success with your studies.

Professor Bashir Al-Hashimi
Dean
Faculty of Engineering & Physical Sciences

Welcome from the Head of Electrical and Electronic Engineering (EEE) Programme

A very warm welcome to the EEE programme at the University of Southampton Malaysia (UoSM). Studying at UoSM is the best of the both worlds. You will spend the first two years here at UoSM, which offers state-of-the-art facilities - designed for effective learning, identical learning resources to the UK campus and excellent staff to student ratio. Following that, you will embark on a new experience altogether at the UK Campus, with a different culture and landscape.

The EEE programme has been designed to facilitate the best learning experience and to provide the best platform to bring out the "engineer" in you to change the world for the better. I sincerely hope you will find your time as a student with us both inspiring and rewarding. Finally, I would like to wish you all the success as you start this exciting engineering journey with us.

Dr Low Siow Yong
Head of EEE Programme
University of Southampton Malaysia

1. General Information

1.1 Key Dates

Semesters and Vacations

Semester 1	Monday 30 September 2019 – Friday 24 January 2020
Semester 2	Monday 27 January 2020 – Friday 05 June 2020

Christmas Vacation	Monday 23 December 2019– Monday 3 January 2020

Public Holidays

October 2019	05 Oct (Sat)	Almarhum Johor Hol Day - No replacement leave
	27 Oct (Sun)*	Deepavali - Replacement leave on Monday, 28 Oct
November 2019	09 Nov (Sat)	Prophet Muhammad's Birthday - No replacement
December 2019	25 Dec (Wed)	Christmas
January 2020	01 Jan (Wed)	New Year
	25 Jan (Sat)	Chinese New Year – Day 1
	26 Jan (Sun)	Chinese New Year – Day 2 - Replacement leave on Monday, 27 Jan
February 2020	08 Feb (Sat)	Thaipusam - No replacement leave
March 2020	23 Mar (Mon)	Sultan Johor Birthday
April 2020	24 Apr (Fri) *	Awal Ramadhan
May 2020	01 May (Fri)	Labour Day
	07 May (Thurs)	Wesak Day
	24 May (Sat)*	Hari Raya Puasa – Day 1
	25 May (Sun)*	Hari Raya Puasa – Day 2 Replacement leave on Monday, 26 May

Examination Dates

Semester 1	Monday 13 January – Friday 24 January 2020 (possibly including Saturday 18 & 25 January)
Semester 2	Monday 18 May – Friday 05 June 2020 (excluding Bank Holiday Monday 26 May but possibly including Saturday 23 May and Saturday 30 June)
Supplementary	Monday 17 August – Friday 28 August 2020 (possibly including Saturday 31 August)

1.2 Senior Staff - Education

Associate Dean Education and Student Experience – Professor Mark French

Head of School ECS – Professor Paul Lewin

Directors of Programmes:
UG Electronic, Electrical and Electromechanical – Dr Paolo Rapisarda
UG Computer Science, Software Engineering and ITO – Dr Seb Stein
MSc programmes – Dr Maurits de Planque

Faculty Academic Registrar - Lesley-Anne Adams

1.3 Programmes in Electronic and Computer Science (ECS)

Taught programmes of study are offered in a range of topics reflecting the broad knowledge and expertise of ECS staff. Full details of the philosophy, structure, and content of each Programme of Studies and the degrees and available exit awards can be found in the appropriate programme specification.
Undergraduate degree titles can be viewed at:
http://www.ecs.soton.ac.uk/undergraduate/find_a_course
Postgraduate degree titles can be viewed at:
http://www.ecs.soton.ac.uk/postgraduatetaught/find_a_course

1.4 Programme Leaders

UG Programmes

Dr Daniel Spencer
Biomedical Electronic Engineering

Dr Nick Gibbins
Computer Science, Software Engineering, Computer Science with Cyber Security

Dr Gary Wills
Information Technology in Organisations (ITO)

Professor Steve Gabriel
Aerospace Electronic Engineering

Dr Paolo Rapisarda
Electrical and Electronic Engineering (EEE), Electrical Engineering, Mechatronic Engineering, Electromechanical Engineering

Dr Rob Maunder
Electronic Engineering

ECS MSc Programmes

Dr Richard Watson
MSc Artificial Intelligence

Dr George Konstantinidis
MSc Computer Science

Dr Julian Rathke
MSc Cyber Security

Dr Age Chapman
MSc Data Science

Dr Maurits De Planque
MSc Electronic Engineering

Dr Basel Halak
MSc Embedded Systems
European Masters in Embedded Computing Systems (EMECS)

Dr Paul Chappell
MSc Energy and Sustainability with Electrical Power Engineering

Dr Maurits De Planque
MSc Micro and Nanotechnology

Dr Koushik Maharatna
MSc Microelectronics System Design
MSc System on Chip

Dr Corina Cirstea
MSc Software Engineering

Dr Bing Chu
MSc Systems, Control & Signal Processing

Professor Les Carr
MSc Web Science
MSc Web Technology

Dr Mohammed El-Hajjar

MSc Wireless Communications

2. Quick Reference Links

Helpful web links and email details:

2.1 School Links

Electronics and Computer Science: http://www.ecs.soton.ac.uk

University of Southampton Malaysia (UoSM): http://www.soton.ac.uk/my

2.2 Useful University Links

University of Southampton: www.southampton.ac.uk

Enabling Services (learning differences and disability support)
http://www.southampton.ac.uk/edusupport/

University Calendar (where degree regulations are held):
http://www.calendar.soton.ac.uk/

Student Services: http://www.soton.ac.uk/studentservices/

University Study Skills: www.studyskills.soton.ac.uk

Centre for Language Studies: http://www.soton.ac.uk/cls/

3. Student Information and Support

Throughout your time at the University of Southampton, you will often have questions about your programme or even personal issues. Friends, family and fellow students may be able to help you answer these. This handbook, as well as the *Student Information Portal* in SUSSED (www.sussed.soton.ac.uk) may also provide the answers or information that you are looking for.

3.1 Student Networks

First point of contact

Your first port of call should always be your Personal Academic Tutor as they will often have an immediate answer to almost any question. However, once you become more familiar with the other networks you may find you can contact someone else to help you with more specific issues.

The *Student Information Portal* is a dedicated area within the SUSSED website, (you will find it under the 'Student' tab). Here you will find quick links to University services, your timetable, your student record and many other useful services and websites. Some University websites are only available when you are using University computers, but you can get access to further information from home if you set up Virtual Private Networking (VPN) http://www.southampton.ac.uk/isolutions/services/vpn_service/index.php

3.2 UoSM Student Office

The UoSM Student Office is the primary point of contact for all administrative matters concerning studies and well-being at the campus, and is based on Level 1 (ground floor) of the UoSM building. Students should contact the Student Office for general advice, or information regarding enrolment, visas, payment of fees, ID cards, timetables and classes, submission of assignments, examinations, career destinations, withdrawal or suspension of studies, and transition to the UK.

UoSM Student Office details and operating hours

Operating hours Monday – Thursday 8.30am to 5.00pm Friday – 9.00am – 5.00pm Saturday, Sunday & Public Holiday Closed	Admissions, SV Accommodation Liaison **Qurratu Izyan** Q.I.Shah@soton.ac.uk General Advice, Enrolment, Fees, Timetable, Assessments/Exams, Transition to UK, Student Support Services

Address	Suganthi Arputhasamy
Student Office, University of Southampton Malaysia No 3 Persiaran Canselor 1 Kota Ilmu Educity@Iskandar 79200 Iskandar Puteri, Johor, Malaysia	S.Arputhasamy@soton.ac.uk General Advice, Fees, PTPTN Loans, Timetable, Assessments/Exams, Student Support Services
Contact details Tel: +607-560 2560 Fax: +607-560 2561 Email 1: stofusmc@soton.ac.uk (general enquiries) Email 2: eeeusmc@soton.ac.uk (specific EEE academic matters)	Ayu Othman N.B.Othman@soton.ac.uk Student Pass, Visa application Miza Norizan N.H.Norizan@soton.ac.uk

3.3   Student Village

Accommodation is managed by the administration office at the Student Village (SV). Please contact +607-509 9547 or email isv.info@educity-iskandar.com.my

SV Wardens are available to contact 24 hours, 7 days a week. In addition, the UoSM Student Office has a liaison officer to forward issues concerning SV.

3.4 Personal Academic Tutor and Senior Tutors

The University operates a tutor system to help support and advise students in their academic study. As a student, you can expect 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 individual support services, the Student Office or a Senior Tutor. You can also contact the Senior Tutor if you wish to change your allocated Personal Academic Tutor.

ECS has a number of Senior Tutors who are also responsible for pastoral care. They support students who need additional advice or assistance beyond that provided by their personal academic tutor, for example helping those with a disability or dyslexia access appropriate central student support services.
Our senior tutors are all approachable, kind and friendly. The UoSM Senior Tutor Team is led by Dr Low Siow Yong.

Contact details:
EEE (UoSM): **sy.low@soton.ac.uk**

3.5 Student Support Services

The UoSM Student Office works in collaboration with the University's Enabling Services in the UK to assist students to access the relevant services as necessary. You can find more information here:
http://www.southampton.ac.uk/edusupport/index.page

It is important that you contact the Student Office if you have a specific learning difficulty (such as dyslexia), a long-term health condition, or disability that has not been previously declared. For further information, please visit
http://www.southampton.ac.uk/edusupport/disability/.

3.6 Enrolment

All full-time students are required to enrol online *at the start of every academic year* at www.enrol.soton.ac.uk Failure to enrol may lead to withdrawal of University services. When you enrol online you must update your address and contact details if they have changed. You can also update your personal information at any time via www.sussed.soton.ac.uk (go to the 'Student' tab, then 'My student record').

3.7 Programme Timetable

Your programme timetables will be made available weekly on the noticeboard.

3.8 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 or 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 university email address as well.

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 the 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.

3.9 Study Time

You should expect to spend up to 40 hours per week studying. This is based on 60 credits of modules being taken, with each credit nominally requiring 10 hours of study. Assuming 12 weeks of teaching, 2 weeks of exams, and 1 week of study during the vacation, this gives a total of 600 hours, divided by 15 weeks, hence the figure of 40 hours.

Obviously, your timetable does not have 40 hours of scheduled lectures and other study. The additional hours should cover activities such as directed and background reading, coursework assignments, and exam preparation. In the old days, students used to say that they went to University to 'read' for a degree, and it remains the case that you must take responsibility for planning and organising your own learning.

Note that if you work effectively and efficiently you may find it possible to save a little time. If you are studying for significantly less than 40 hours a week, however, it is unlikely that your results will truly reflect your abilities.

If you regularly find yourself having to study more than 40 hours a week, however, you might like to consult with the University's mentoring service; they may be able to help you improve your study practices and time management.

Find out more about the mentoring service at:
http://www.southampton.ac.uk/edusupport/mentor/

4. Attendance

4.1 Attendance Policy for Students

Introduction

The University's Attendance Policy for taught modules requires Full-time and Part-time students to attend *all* of the sessions that are scheduled for each of the modules that they are following. Students are also required to attend other additional sessions or events that are set out in the regulations of their course. Full attendance, while expected, may not always be achieved, and attendance regulations always provide for student non-attendance, on condition that certain criteria are satisfied.

The Attendance Policy is designed to provide support to students who experience genuine difficulties during their modules. In particular, this includes a comprehensive system of referral opportunities for those students who do not achieve the learning objectives of any particular course.

4.2 Attendance Requirements

Satisfactory attendance is expected in all subjects, both examined and coursework assessed, but special considerations will be given for extended periods of illness. *Attendance is compulsory at all laboratory, coursework and examination sessions.* Absences must be supported by documentary evidence regarding the cause. *Unauthorised absence from such compulsory sessions may lead to your candidature being terminated.*

Your attention is drawn to the University regulations on attendance. In particular, please note the section on paid work which may be found in the University Calendar: http://www.calendar.soton.ac.uk/sectionIV/attendance.html

The School views attendance at the following as compulsory:
- First year tutorials, problem classes and laboratory sessions
- Problem classes for first year mathematics modules
- Project supervision sessions

4.3 Authorised Absences

If you have to miss a compulsory session for a valid reason, such as illness, personal or urgent family matters, then you *must* inform the Student Office of the reason *on your first day of return to studies*. This is normally done by completing

the 'Self Certification' form, available from the UoSM Student Office. It is imperative to identify clearly on the 'Self Certification' form the dates absent and any problem sheet, submission, lab session, exam or deadline missed. If you fail to do this you will not receive an average mark or any mitigation.

It is also possible to notify the Student Office of your absence by telephone on +607 560 2560 but you must then follow this up with a completed Self Certificate form on your first day of return. If you are unable to inform the Student Office personally then you have the responsibility to arrange for the information to be communicated to the School through a third party.

An absence reported to the Student Office in the above manner is deemed as an 'authorised absence'.

In the case of authorised absences, the late submission of coursework is accepted without the imposition of the penalty for late submission. However, it is not possible to arrange compensation for missed laboratory work. It is your responsibility to clearly identify the *exact date and the session* you have missed. If submission of a problem sheet is to be compensated, this *must be made explicit* on the 'Self Certification' form.

In cases where authorised absences continue for more than four weeks (e.g. in cases of prolonged illness), the EEE (UoSM) Programme Leader will discuss the matter with the student's Personal Academic Tutor to decide if the student is likely to be able to achieve the learning outcomes of the programme or modules that are being missed. If this is considered unlikely then the student may be advised that it would be in his/her interest to suspend registration for a semester or for the entire year. The decision whether or not to do this rests with the student and the student can still make full use of the referral facilities if required.

4.4 Unauthorised Absences

Any absence from a compulsory session that is *not* reported to the School with adequate explanation (as described in the previous section) is deemed to be an 'unauthorised absence'.

If a student absents himself/herself from three compulsory sessions in any one semester without authorisation, he/she will be interviewed by the EEE (UoSM) Programme Leader. If the Programme Leader is not satisfied that there is a good reason for the absences, the student will be issued with a written warning letter (sent by email and by post to the local address as held on the student system).

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The University policy for Attendance and Completion of Programme Requirements can be found at the following address http://www.calendar.soton.ac.uk/sectionIV

4.5 Medical Certificates

A medical certificate must be produced for all absences that exceed the Self Certification period of 1-5 working days.

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 perform well on your course and 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 with your Personal Academic Tutor or contact the University Mentoring Service at http://www.southampton.ac.uk/edusupport/.

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 lecture 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 knowledge 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 that you attend all of the lectures in a given 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 leader.

5.3 Electronic recording devices/mobile phones in lectures/classes

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

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

If you have a 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 staff any particular lecture material you are finding difficult to understand. It is essential that you come well prepared for these sessions, as they 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.

5.6 Self-learning

This may be taken up by independent study on your own using libraries, data retrieval systems, the internet etc. or in a group working on coursework, reading the lecture material or further 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.

You should expect to spend up to 40 hours per week studying. This is based on 60 credits of modules being taken, with each credit nominally requiring 10 hours of study. Assuming 12 weeks of teaching, 2 weeks of exams and 1 week of study during the vacation, this gives a total of 600 hours, divided by 15 weeks, hence the figure of 40 hours. Obviously your timetable does not have 40 hours of scheduled lectures and other study. The additional hours should cover activities such as directed and background reading, coursework assignments and exam preparation. Please refer to the module profile for full information on contact hours and the amount of time spent on independent study.

5.7 Key Skills

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

5.8 University Policy on Referencing

The University expects that all students will familiarise themselves with the following website http://www.studyskills.soton.ac.uk/integrity
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 and 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.

6. Assessment and Examinations

6.1 Submission of Work

Remember that to pass your assessment, it is essential that you:

- address all of the learning outcomes
- address all of the assignment criteria (including the word count)
- demonstrate evidence of safe practice and attitudes
- ensure that you do not plagiarise other people's work
- follow the instructions given in examinations
- read the rubric
- read the questions
- plan your time carefully

The university has provided a helpful site with advice on University study. You may benefit from reading some or all of this, in particular the introductory section: http://www.academic-skills.soton.ac.uk/getstart.htm

6.2 Laboratory and Field Work

All students are required to demonstrate that they have read and understood the relevant laboratory handbook and computer regulations before they are allowed to work in any teaching laboratory.

6.3 Research and Human Participation

Take note that ALL students at ANY level (from undergraduate to postgraduate researchers) have to seek approval for their research studies if the work involves human participants. The process is supported by the University's Ethics and Research Governance Online ('*ERGO*') system, details of which are located at: https://www.ergo.soton.ac.uk/

6.4 Coursework

Assessed coursework or project work that is submitted late will be subject to the standard University penalty of 10% of the awarded mark – times the number of working days, or part thereof, after the published submission deadline. For the purposes of this regulation, working days are defined to be weekdays during term time or the summer vacation or the first week of the Christmas or Easter vacation,

but excluding bank holidays. Unless an extension has been granted, work submitted more than 5 working days late will not be marked. In the case of assignments worth less than 10% of a module, work must be submitted on time or it will not be marked, unless an extension has been granted.

ECS students submit coursework and projects via the Hand-in submission system, located from the intranet:
https://secure.ecs.soton.ac.uk/student/index.php?page=course

UoSM students should submit paper based coursework and projects to the Student Office at UoSM, including the C-Bass cover sheet.

For further information, please refer to the full set of regulations found at
http://www.calendar.soton.ac.uk/sectionXII/sectXII-index.html
and
http://www.southampton.ac.uk/studentadmin/assessment/assess-overview/policy.page

6.5 Examinations

Examinations at UoSM are run at the same time as in the UK, which means mornings in the UK and late afternoons in Malaysia. All exam rules and regulations remain the same for EEE students at UoSM.

You should notify any errors in your examination timetable as soon as it is available online to stofusmc@soton.ac.uk giving your FULL name and Student ID number and the subject codes for which there is a problem. The UoSM Student Office will notify the UoS Student Office for correction and inform the student of the updated information.
Past examination papers are available for review and can be located within SUSSED via the Learning Resources tab in the Student Information Portal.

The UoSM Student Office will not have supplies to hand out. Please ensure that you take your own pencils and pens to examinations. You must also take your University ID card to all examinations.

EEE students at UoSM can view rubrics on the first floor notice board at UoSM.

Additional Examination Requirements

If you think you will need extra time or resources for your exams, you must be assessed by the University's Enabling Services first. Please see their page at
http://www.southampton.ac.uk/edusupport/. Testing by the relevant service is mandatory, even if a disability was disclosed on your admissions form. Note that

Schools are only permitted to make special arrangements for examinations on receipt of a statement from one of these services, (this includes extra time for those with Dyslexia or Dyspraxia). If your need deems that you should sit in a small venue with few or no other students present, or that you will require special equipment, then this will be shown on your examination timetable as '*in-school*' and you will be contacted by the UoSM Student Office with the full details. Any recommendation to the School will have been discussed with you, in detail, with the service making the recommendation. If additional examination requirements are subsequently put in place, please go to the Student Office 30 minutes prior to your examination time. All arrangements will be handled by UoSM Student Office on the day of the exam.

Calculator Usage

You may only use University approved calculator models in examination rooms, for use where the rubric allows. These are Casio FX85GT, FX85GT Plus, Casio FX570 (all models), Casio FX83ES, GT and Plus. These can be purchased from any retail outlet. If your calculator is not University approved, you will not be able to use it during your exam.

You may not take electronic devices such as i-pods or netbooks into the exam venue. Mobile phones must be switched off at all times.

Instructions for Exam Candidates can be found here.

Dictionary Usage

The only dictionary to be brought into an exam at the University is defined as a 'direct translation' dictionary (word to word) **only** showing English to foreign language and foreign language to English, with no additional dialogue or explanation, context or grammar guidance. Further information can be found [here.](here)

It is of the utmost importance that you plan your time well and ensure that you arrive at your given examination venue in plenty of time. Do not put yourself under added pressure by arriving at the last minute. If the worst happens and you end up being late, here is what you should do:

Up to 30 minutes late	Proceed to the examination room - they may still permit entry
Up to 45 minutes late	You will not be allowed entry to the examination room – proceed to the UoSM Student Office. It may be possible for you to sit the exam (at the discretion of the Senior Administrative Officer, EEE Programme Leader and Head of Academic Affairs). Please note that you will not be given any additional time.

More than 45 minutes late	You will not be permitted to sit in-school and will be deemed to have not sat the examination, thereby becoming subject to a referral examination, *if you qualify.*

Where there are mitigating circumstances which may excuse your lateness, you should complete a *Special Considerations form* as described below. Otherwise, the School reserves the right to charge an invigilation fee.

6.6 Special Considerations and Extensions

This section explains the procedures for students who are unable to attend or complete an examination, piece of coursework or lab session.

If you are too ill to attend one of your exams, or have another valid reason for absence, please notify the UoSM Student Office either in person or by emailing stofusmc@soton.ac.uk   You should do this in advance where possible. Alternatively, if an accident or emergency prevents you, please contact the Student Office as soon as possible thereafter.   Likewise if you fall ill during the exam itself.

You should then complete a Special Considerations form and return it to the UoSM Student Office, together with appropriate supporting evidence. You can collect a Special Considerations form from the UoSM Student Office. Your request will be acknowledged and then forwarded to the ECS Student Office for approval.

The Special Considerations Board (SCB) will consider the circumstances and recommend appropriate action to the Board of Examiners.   Note that the SCB cannot consider your request if they have not received a properly completed Special Considerations form and valid supporting evidence. Depending on your circumstances, this might be:

- Medical certificate or hospital letter
- Note from an invigilator confirming that you were sick during the exam
- Letter from a University Support Service e.g. Counselling or First Support
- Self-Certification (for up to 5 days illness only)
- Letter from a third party, such as the police or court
- Death certificate of a close relative

In all cases, the supporting evidence should confirm the date of the event or period of illness that affected your exam attendance or performance. Evidence provided should be recent and should relate directly to the claim that you are making.

You should also apply using a 'Special Considerations' form where illness or other events prevent you from attending a lab session or submitting coursework

assignments on time. As with a missed exam, you must do this in advance or, if this is not possible, not more than 5 working days after any assessment or deadline may have been affected by exceptional circumstances.

The Special Considerations procedures are designed to make allowance for circumstances that are special and unpredictable. If you have a continuing or chronic health condition or disability that has a long-term and adverse effect on your ability to study, or some special educational need such as dyslexia, you should refer yourselves instead to Enabling Services. They will conduct an assessment and recommend appropriate support (e.g. assistive technology or a note taker) to assist your learning, or special exam arrangements (e.g. extra time or a scribe). In general, if a problem persists for more than one semester, you should no longer expect special consideration.

Please note the following documents that contain additional relevant information:
Special Considerations Regulations
Assessment Framework
Attendance Regulations

6.7 Results

Results are released after every examination period following the examination boards. You should see your personal tutor to discuss your results. All marks are provisional until ratified by summer examination boards.

6.8 Calculating the Overall Average and Final Degree Classification

Note that when classifying the degree, any referral marks are capped at the required pass mark.

For *Undergraduate Programmes*, your overall average is calculated by weighting each module mark with the credit point value of the module multiplied by the weighting of the Part; which is 0 for Part I, 1 for Part II, and 2 for Parts III and IV.

If you have taken the standard number of credits for each Part, a simple formula can be used:

- BEng/BSc: ⅓×Part II average + ⅔×Part III average
- MComp/MEng: 0.2×Part II average + 0.4×Part III average + 0.4×Part IV average

When you have passed all Parts of your programme, you will be awarded a degree which will be classified depending on your overall average, as shown in the table below:

Overall Average	Undergraduate & Integrated Masters (BEng/BSc/MComp/MEng)	Standalone Masters (MSc Programmes)
70% or more	First Class	MSc with Distinction
60 up to 69%	Upper Second (2:1)	MSc with Merit
50 up to 59%	Lower Second (2:2)	MSc
40 up to 49%	Third Class	

6.9 Official Regulations

Please see the Calendar (http://www.calendar.soton.ac.uk/) for the official University regulations:
- Section IV (General Regulations)
- UG regulations – ECS

Note that if there is any discrepancy between the regulations and this summary, it is the regulations that are the officially approved statement that will apply.

6.10 Diploma Supplements

Diploma Supplements are only issued at the end of a full year of study. These are produced by the central Examinations Office. Undergraduate and MSc student Diploma supplements are generated at the end of your degree, but you can request one each year by emailing certs@soton.ac.uk.

6.11 Referral Information

If you are referred in a module during the Supplementary period, you will be required to take an examination, do a piece of coursework or in some cases, a combination of both. The module information will detail the method of assessment for referrals. Please see the information below to access the module details:

ECS – Referral information can be found on the ECS Intranet.
Then follow this pathway:
1. Links to notes and Syllabus, by course
2. Select appropriate course
3. Select appropriate module

4. Select *Syllabus Tab* where the referral information will be displayed

Referral for Lab and Field Trip Based Modules

Please note that for modules that are fully or partially lab-based or field trip based modules, there may be no referral opportunity in the same academic year, including during the Supplementary period. Typically, referral in such modules requires repeating the module as an internal student during the following academic year. The exact referral policies applying to each module are specified in the module information as noted above.

Students who are repeating a year and have failed a module that must be repeated internally cannot repeat the year as an external student.

6.12 Feedback to Students on Assessment

Feedback to students on assessment is a defined procedure that all Schools are required to follow. The learning and assessment processes at University will be different from those that students have encountered previously. Feedback plays a significant part in the learning process and students should therefore be actively encouraged from the outset to understand the key issues relating to assessment and feedback at University.

Students must be provided with feedback that is effective, so that it enables them to learn and improve their performance.

Students will improve their skills of self-appraisal and the management of their own learning (i.e. 'independent learning') when they are supported by forms of feedback that enable an understanding of strengths and weaknesses.

All students who have undertaken a module are entitled to some feedback on submitted coursework and examination performance. Schools must not provide feedback to only their 'home' students, but must do so for all including those who have taken a module as an option from another Schools.

Viewing Marked Examination Scripts

You can request to view your marked examination scripts following Semester 1 and Semester 2 examination periods. You will need to complete a request form available from UoSM Student Office. Exam script viewing is carried out under exam conditions for a maximum of fifteen minutes per script and invigilators will be present. Please note that you may not remove the exam paper from the room or make a copy of any part of a script.

The Student Office will arrange three viewing sessions per academic year. These will take place in October, March and late July/early August. Please be aware that viewing times are restricted to these sessions only.

Students that have been permitted to take an exam *'as if for the first time'* will not be permitted to view any previous attempts.

Note that the [Assessment Framework](#) can be located on the web, within the Quality Handbook.

7. University Regulations

7.1 Student Complaints

The University of Southampton has established processes to deal with complaints from students. This is part of its commitment to ensure a high quality educational experience for all our students. It is the intention of the University to use the Complaints Procedure in a positive spirit. The University defines a complaint as 'any specific concern about learning/teaching-related or service-related provision'. For further information please go to
http://www.calendar.soton.ac.uk/sectionIV/student-complaints.html

If you were enrolled on a programme of study at the University prior to the current year, you are entitled to invoke the procedures that were applicable when you first enrolled on that programme of study. Should you wish to do so, the appropriate regulations can be found in the University Calendar archive for the relevant year. http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html

Completed forms should be submitted to the UoSM Student Office who will forward to the FEPS Curriculum and Quality Assurance (CQA) team on your behalf.

7.2 Academic Appeals

Students may appeal against a decision made by one of the Relevant Bodies. For further information, please go to
http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html

Before making an appeal, students should first hold preliminary discussions of their case with an appropriate person in their Academic Unit or with the Senior Tutor. More information can be found using the link below, specifically Section 3.
http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html

Completed forms should be submitted to the UoSM Student Office who will forward to the FEPS CQA team on your behalf.

If you were enrolled on a programme of study at the University prior to the current year, you are entitled to invoke the procedures that were applicable when you first enrolled on that programme of study. Should you wish to do so, the appropriate regulations can be found in the University Calendar archive for the relevant year. http://www.calendar.soton.ac.uk/sectionIV/sectIV-index.html

The appeals process is outlined at:
http://www.southampton.ac.uk/studentadmin/appeals/

The official calendar regulations are at:
http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html

7.3 Academic Integrity

The University is a 'learning community' within which students and staff learn from each other, from their peers and through original research. All members of the University are expected to maintain high standards of academic conduct and professional relationships based on courtesy, honesty and mutual respect. In maintaining this learning community, the concept of academic integrity is fundamental.

The Academic Integrity Statement can be found via the following link:
http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html

Regulations can be found via the following link:
http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html

Academic integrity procedures for handling possible breaches of Academic Integrity can be found via the following link:
http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-procedures.html

7.4 Discipline

The University of Southampton requires that all students observe the rules and regulations as identified in the University calendar:
http://www.calendar.soton.ac.uk/sectionIV/discipline.html

7.5 Fitness to Study

This 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 on 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.

http://www.calendar.soton.ac.uk/sectionIV/fitness-study.html
http://www.southampton.ac.uk/edusupport/fitnesstostudy.html

7.6 Progression Regulations

Progression from one year of a degree programme to the next will depend upon the satisfactory completion of appropriate assessments and other practical work. Failure to achieve this may lead to a recommendation from the Board of Examiners for referral examinations, a requirement to repeat a year of the programme, or in some cases withdrawal from candidature.

Undergraduate Progression Regulations can be found at:
http://www.calendar.soton.ac.uk/sectionIV/progression-regs.html

Specific regulations for ECS undergraduate programmes can be found at:
http://www.calendar.soton.ac.uk/sectionXII/ecs-ug.html

7.7 Notification of Change of Personal Details

The University policy can be found at the following address
http://www.calendar.soton.ac.uk/sectionIV/address.html

7.8 Fees, Charges, Expenses and Additional Costs

The University regulations pertaining to fees and additional charges can be found at the following address:
http://www.calendar.soton.ac.uk/sectionIV/fees.html
Please note that you must settle all outstanding payments before you are awarded, otherwise your degree certificate and invitation to Graduation may be withheld.
Some modules may incur additional costs, for example field trips. Full details of these can be found in the module specifications.

8. Staff/Student Liaison: Getting Your Voice Heard

8.1 Staff Student Liaison Committees

Each School has a Staff Student Liaison Committee. This is a committee of the School Board and comprises of academic staff with other representatives including student representatives from each year of each programme. Matters discussed by the School Board include staffing, teaching and research. Naturally, student comments on these matters are solicited from the Student Reps, and the representatives themselves are elected from their class and have an important role to play in the School. The SSLC brings together a small number of academic staff together with Student Representatives to discuss student matters in more detail than time allows in the School Board meetings. Some of the issues raised at a staff student committee meeting are brought before the School Board. Other problems are often resolved by taking them to the staff directly concerned.

The Malaysia campus has a single Staff Student Liaison Committee that considers matters related to UoSM. The UoSM SSLC reports directly to the relevant School Boards.

8.2 Module Surveys and Annual Module Reports

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

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

Module surveys are conducted for two weeks at the end of every Semester's teaching. You will be sent a link to your University email account and asked to provide your feedback on all aspects of the module. We strongly urge you to complete these module surveys so we can ensure that we provide the best teaching experience for you. All your feedback is anonymous.

Module survey results and annual module reports for past years can be viewed at the Faculty Curriculum and Quality Assurance site. You can also view reports from our External Examiners and Programme Specifications on this site.

9. Information for International Students

9.1   Student Pass Compliance

All international students (except diplomatic pass holders and Malaysian permanent residents) are required to apply for a student pass while studying at our Malaysia campus. The visa process will take approximately 2-3 months and the UoSM Visa division (visausmc@soton.ac.uk) will assist you in your visa application.

International Students holding a student pass need to have it renewed yearly. It is essential that you must renew your visa at least 2 months before the expiry date. Please approach the Student Office regarding the renewal process.

It is very important that you familiarise yourself with the information regarding student pass compliance: www.educationmalaysia.gov.my/one-stop-application/ and http://www.southampton.ac.uk/my/international/student_guide.page?

9.2   Suspending your study

If you wish to suspend your study, the University has an obligation to inform the Ministry of Education (MoE) within 7 working days. You should make arrangements to leave Malaysia as soon as possible, as once Immigration have been informed that you are no longer actively studying, they may take action to curtail (or cancel) your Visa.

You should send a copy of your flight ticket to the Student Office – stofusmc@soton.ac.uk. The university can then keep this on your record so that if necessary we can prove to MoE/Immigration that you have left the country. Once you are ready to return to Malaysia to resume your studies you should contact the Student Office so that a new application for an international student pass can be made from your home country.

Please note that we are unable to process requests for retrospective suspensions. The University is only permitted to suspend you from the first date we are notified of your absence. If you leave Malaysia or are unable to attend for any reason, you should inform the Student Office immediately.

9.3   Changing Programme

You can change your course or even the institution you study at but ONLY with the support from the University. Immigration Regulations require you to make a new application. Once you have been accepted on your new course of study, you would be informed of the fees and documents required for your application. If you

transfer to another course, you may need to purchase an extension to your insurance to ensure you have sufficient cover for the duration of your new course.

In addition, if you have not carried out a Medical Screening within Malaysia at an EMGS appointed clinic within the 6 months preceding your application to change course you will be required to undergo a Medical Screening.

Please note that you are only able to change your course or institution twice.

10. Employability

10.1 Careers

We provide support to final year students with their future careers, so every effort is made to help you secure employment after leaving University. Students are encouraged to start job seeking early in their final year, using resources such as the University Careers Advisory Service (http://www.soton.ac.uk/careers/)

We are confident that the educational experience we have given you provides a solid foundation on which to build a successful career, whether it is in engineering, commerce or elsewhere. You should consider however, that learning is a lifetime experience and you should not regard your education as finished at the end of your programme of study. Continuing professional development (CPD) via short courses, postgraduate diplomas and/or degrees and corporate membership of a professional institutions may be of interest.

10.2 Employability events within the School

ECS interacts with around 300 companies each year, including our Affiliate and Laureate companies, with whom we have close partner relationships. We advertise over 400 technology positions every year, directly to our students and alumni (soton-login only). For further information, contact Joyce Lewis, Careers Hub Director. http://www.ecs.soton.ac.uk/careers/about

10.3 Professional Accreditation

The British Computer Society (BCS) have accredited all Computer Science and Software Engineering degrees except for BSc Web Science. All the Electronic Engineering, Electrical Engineering, Electrical & Electronic Engineering, Electromechanical Engineering degrees are accredited by the Institution of Engineering and Technology (IET). You must achieve a Lower Second Class Honours degree or better for accreditation by the IET. Accreditation earns you exemption from the qualifying examinations you would otherwise have to take to become a full member of the Institution or Society. Under the Engineering Council rules you must have four years of accredited study, such as an accredited MEng degree, and appropriate work experience in order to qualify for Chartered Engineering status. The accreditation for these degrees are recognised internationally under the Washington Accord, for example by the Board of Engineers, Malaysia (BEM).

11. Health and Safety

11.1 University Health and Safety Policy

http://www.calendar.soton.ac.uk/sectionIV/safety-policy.html

The School requires students to take responsibility for their own health in the interests of public safety. Students must declare themselves as in good health and report any health issue which might pose a risk to themselves, service users, clients and their families, carers or colleagues on application and whilst they are undertaking the programme.

11.2 Support for Disabled Students

There are a number of services available to support those with disabilities in their studies. Check out www.southampton.ac.uk/edusupport/ which provides information on the following services:
- Wessex Needs Assessment Centre
- Enabling Services
- Dyslexia Services
- Assistive Technology Service
- University Counselling Service

11.3 Location of Fire Assembly Points

The UoSM Fire Assembly Point is located at Car Park in front of the campus building.

If a continuous alarm sounds leave the building by the nearest available exit, closing doors as you leave. Make your way to the assembly area. Do not use lifts. Do not return for personal items or re-enter the building until you have been instructed that it is safe to do so.

Please inform the UoSM Student Office and your tutor if you will require special assistance in the event of an emergency or evacuation.

11.4 Student Safety

Ensuring student health and safety is a major goal of the University and to make sure you have a great student experience. You are responsible for your own safety

as well as the safety of others, so please take careful note of all information provided to you whilst studying at the Malaysia Campus.