School of Engineering and Mathematical Sciences

Student Handbook 2007

Welcome from the Dean

Dear student

A warm welcome to City University. A new and exciting chapter in your life is just opening up with your entry to the School of Engineering and Mathematical Sciences. Independent of the particular subject you have chosen to study, you will have the opportunity of interaction with fellow students, graduate engineers, academic, technical and administrative staff. You will meet people from a wide variety of ethnic, religious and cultural backgrounds, an experience which goes far beyond the boundaries of your particular discipline.

For, probably, the first time in your life you are fully responsible for the way you will divide your time between study, social life, sports and other activities: it is the right balance that is the key to success. Obviously there are expectations from you to attend lectures and tutorials, perform experiments in the laboratory alone or as a member of a group, write reports and take examinations, but all this can be enjoyable provided you like what you are doing, you are proud of being a student at City University and enjoy living in the heart of London.

This handbook and the supplement specific to your Programme are a very helpful guide to your student life and study. You should find the time to read them as soon as possible and, once you have settled down, ask questions of your tutor or your Programme director, or come and see me.

I hope you will have a happy and fruitful time at City!

Professor Dinos Arcoumanis FREng
Dean, School of Engineering and Mathematical Sciences
Pro-Vice Chancellor (Research & International Affairs)
Room C102
Tel. 0207 040 0113
C.Arcoumanis@city.ac.uk

Purpose of Handbook
This handbook has been issued to you on entry to the School of Engineering and Mathematical Sciences. It is a general guide to the School and its programmes. In addition, you will receive a supplement giving full details of the degree Programme for which you are registered. These documents are intended to cover your entire period of study in the University and changes and updates will be issued from time to time. These are important documents and you must familiarise yourself with their scope and contents and keep them in a safe place for future reference. In turn, they refer to further information on the University's web pages. You will find vital information and advice as well as information about University requirements and procedures.

An updated version of this handbook will be maintained at www.city.ac.uk/sems/engineering/current/handbook0607.pdf

Table of Contents

Emergency procedures
The emergency telephone number for the Northampton Square site is 3333. This can be dialed from any internal telephone for any matter relating to security or to summon First Aid assistance.
In the event of the fire alarm sounding, proceed to the nearest exit immediately. The instructions of fire marshals must be followed.

Disclaimer
The information given in this Handbook is believed to be correct at the time of writing. However, the University reserves the right to make changes in regulations, syllabuses, etc., without prior notice.

1. Introduction to the School of Engineering and Mathematical Science

Programmes in the the School of Engineering and Mathematical Sciences are grouped in four main subject areas: Mechanical Engineering & Aeronautics, Civil Engineering, Electrical, Electronic & Information Engineering, and Mathematical Sciences. There are over 1000 students in Engineering and Mathematics altogether, on undergraduate or postgraduate programmes or undertaking research.   Overall responsibility for programmes lies with the Deputy Dean and Associate Deans. There are Assistant Deans for undergraduate programmes in each major subject area and there is a Programme Director for each degree programme. These members of staff and their contact details are shown below. Individual degree Programme supplements to this handbook give details of the lecturing staff for each programmes.

Position	Name	Room	Ext.	e-mail
Deputy Dean	Professor K Grattan	C149	8120	k.t.v.grattan@city.ac.uk
Associate Dean – Undergraduate studies	Dr Cedric D'Mello	C173	8161	c.a.dmello@city.ac.uk
Associate Dean – Postgraduate studies	Professor P Speare	CG01	8145	p.r.s.speare@city.ac.uk
Assistant Deans				
Mechanical Engineering Aeronautical Engineering	Dr J Nouri Dr D Greenwell	C113 CG07	8119 3203	j.m.nouri@city.ac.uk d.greenwell@city.ac.uk
Civil Engineering	Dr Tatyana Micic	C169	8922	t.micic@city.ac.uk
Electrical,Electronic & Information Engineering	Dr Panayiotis Kyriacou	C163	8131	p.kyriacou@city.ac.uk
Mathematical Science	Dr Oliver Kerr	CG34	8465	o.s.kerr@city.ac.uk
Postgraduate Programmes	Dr Joe Ellis	C139	8936	j.e.ellis@city.ac.uk
Programme Directors				
Undergraduate Programmes				
Aeronautical Engineering	Dr D Greenwell	CG07	3203	d.greenwell@city.ac.uk
Air Transport Engineering	Mr Steven Bond	C124	8926	s.j.bond@city.ac.uk
Air Transport Operations	Mr Donald Stirling	C168	8160	d.stirling@city.ac.uk
Automotive & Motorsport Engineering	Dr Jamshid Nouri	C113	8119	j.m.nouri@city.ac.uk
Biomedical Engineering	Dr Panayiotis Kyriacou	C163	8131	p. kyriacou@city.ac.uk
Civil Engineering	Dr Tatyana Micic	C169	8922	t.micic@city.ac.uk
Civil Engineering with Architecture	Dr Tatyiana Micic	C169	8922	t.micic@city.ac.uk
Civil Engineering with Surveying	Dr Tatyana Micic	C169	8922	t.micic@city.ac.uk
Telecommunications	Dr Tong Sun	C151	8128	T.sun@city.ac.uk
Computer Systems Engineering	Dr Veselin Rakocevic	C146	8136	v.rakocevic@city.ac.uk
Electrical & Electronic Engineering	Dr Panos Liatsis	C145	8126	p.liatsis@city.ac.uk
Multimedia and Internet Systems	Dr Muttukrishman Rajarajan	C137	4073	r.muttukrishnan@city.ac.uk
Mechanical Engineering	Dr Jamshid Nouri	C113	8119	j.m.nouri@city.ac.uk
Media Communication Systems	Dr William Boyle (until 31/12/07)	C141	0127	w.j.o.boyle@city.ac.uk

Mathematical Science
   Mathematical Science with
   Computer Science/with Finance
   and Economics/with Statistics/
Mathematics and Finance
	Dr Oliver Kerr	CG34	8465	o.s.kerr@city.ac.uk

Postgraduate Programmes	**Name**		**Ext.**	**e-mail**
Aeronautical Engineering	Prof Roger Wootton/ Dr Doug Greenwell	C112/CG07	8100/3203	l.r.wootton@city.ac.uk d.greenwell@city.ac.uk
Air Safety Management	Mr Steve Bond	C124	8926	s.j.bond@city.ac.uk
Air Transport Management	Prof Roger Wootton	C112	8100	l.r.wootton@city.ac.uk
Analysis & Design of Structures for Hazards	Dr Christiana Dymiotis-Wellington	C165	3623	c.dymiotis-wellington@city.ac.uk
Automotive Engineering	Dr Sandra Godoy	C114	0236	s.godoy@city.ac.uk
Civil Engineering Structures	Dr Christiana Dymiotis-Wellington	C165	3623	c.dymiotis-wellington@city.ac.uk
Energy & Environmental Technology & Economics	Dr Sandra Godoy	C114	0236	s.godoy@city.ac.uk
Systems and Control	Dr Joe Ellis	C139	8936	j.e.ellis@city.ac.uk
Maritime Operations & Management	Prof Laurie Boswell	C162	8140	l.f.boswell@city.ac.uk
Mechanical Engineering	Dr Sandra Godoy	C114	0236	s.godoy@city.ac.uk
Modular Programme in Engineering	Dr Joe Ellis	C139	8936	j.e ellis@city.ac.uk
Quality Management, Statistical Methods & Reliability	Prof Martin Newby	CG35	8347	m.j.newby@city.ac.uk

Programme administration is based in the Programme offices:
Aeronautical & Mechanical Engineering   C106 Ext 8107 & 8117
Electrical, Electronic & Information Engineering   C161 Ext 8103 & 8133
Civil Engineering   C107 Ext 8150
Mathematical Sciences   C123 Ext 8452 & 0271

Postgraduate administration
C108   Ext 4014, 8108, 0118

2.   Student Support & Learning Resources

2.1   University policy on student support
The University has an agreed Student Support Strategy, which aims to provide a clear plan for the overall organisation, management, development and resourcing of the various services which support the University's students in achieving their goals. The Strategy is overseen by the University's Student and Staff Services Development Group (SSSDG), which include student members.

2.2   The Student Centre
The University is investing in support services for students, and has opened a new Student Centre in September 2007. The new Centre brings together a more comprehensive range of support activities which are easily accessible to our students. The Centre will be a point of contact for information about the following areas:

> Academic administrative matters
> Dyslexia
> Disability
> Employment
> E-learning
> Faith
> Financial support
> Health
> Housing
> International Student Support
> Learning support and study skills
> Library and computing
> Payment of fees
> Purchase of student cards and photocopy cards
> Student appeals and complaints

> The Student Centre
> City University
> Northampton Square
> Level 2 Refectory
> Tel: 020 7040 7040
> Studentcentre@city.ac.uk
> http://www.city.ac.uk/studentcentre/

> Opening hours: Term time: Mon, Tue, Wed, Fri – 9:30am to 5:30pm
>   Thu: 10:30am to 5:30pm

2.3   The University Centre for Career & Skills Development
The University Centre for Career & Skills Development (CCSD) provides a service to current full-time and part-time undergraduates and postgraduates and to recent graduates of the University. Their aim is to give you the advice, information and skills you need to make a smooth transition into the world of work.

Students can use the wide selection of careers resources at any time during opening hours, call in for a brief chat with a Careers Adviser between 12 – 2pm, or book a longer appointment if needed. Careers Advisers also run regular workshops on a range of job search related topics and may run specific sessions within the School. See the website http//www.city.ac.uk/careers

The CCSD also runs the Student Employment Service which can help you find casual work while you are studying and we also advertise a wide range of graduate vacancies. Opportunities for volunteering and mentoring can also be arranged through the service.

> The Centre for Career and Skills Development
> City University, Northampton Square
> Tel: 020 7040 8093
> careers@city.ac.uk
> http://www.city.ac.uk/careers/
> Opening hours: 9.00am - 5pm (except Friday, 9:00am - 4pm).

2.4 Role of Personal Tutor

Undergraduate students are assigned Personal Tutors. For Postgraduate students, their Programme Director acts as Personal Tutors. On entering the University you will be allocated to a personal tutor and you will normally remain with that tutor throughout your time here. If you are a sandwich student you will also retain contact with your tutor during your placement.

Your personal tutor is there to offer help and guidance on all matters relating to your welfare, academic progress and personal development. It is therefore important that you develop a relationship with your tutor that is based on mutual trust. The relationship is on a confidential basis as far as personal matters are concerned. In the first term in particular, you should see your tutor regularly. After that you should see your tutor as need arises but there will be one scheduled meeting with your tutor each term. A record of these meetings will be kept as part of the Personal and Academic Record (see section 2.4)

It is not the primary function of your tutor to advise on details of academic work; there are academic tutorials for this purpose and you may approach lecturers in individual subjects directly. Your tutor will advise on matters relating to your general progress and is your first point of contact in matters outside the academic sphere.

If you do encounter problems, seek advice. Your tutor will help where possible and also advise you on other sources of advice available, some of which are listed in section 2.3 of this handbook.

You should also keep your tutor informed of any factor that is impeding your studies. If you are absent due to illness or other cause, make sure that your tutor is informed immediately and that appropriate certification is obtained. This is particularly important if coursework submission or examination performance is likely to be affected (see section 5.3). If your tutor is not present when an urgent problem arises please see the Programme Director for your course.

2.5 Personal and Academic Records

For all undergraduate programmes, the University is implementing a system of Personal and Academic Records (PARs) designed to provide students with a record of their development during their time at the University.

The PAR will be completed in conjunction with your Personal Tutor at regular one-to-one meetings. Information on PARs will be provided in a separate booklet. For Engineering students this is also available at www.city.ac.uk/sems/engineering/current/index.html.

2.6 Health & Safety
The Law
The Health and Safety at Work Act (1994) places duties of care on the University and on each member of the University. Everyone, staff and students, has a duty to take care of themselves and of others.

The University has issued a University Policy for Health, Safety and Welfare at Work and the School of Engineering and Mathematical Sciences has issued a Health and Safety Policy and Practice Statement. Copies of both documents are kept in the School Office. In the event of an accident or incident there will be an investigation; if the incident is major this will be carried out by the Health and Safety Executive (HSE). Breaches of the Health and Safety at Work Act are a criminal offence and HSE has already prosecuted staff from other Universities. Some incident or accident is nearly inevitable, almost by definition. The intention of the School of Engineering and Mathematical Sciences Health and Safety policy and practice is, firstly, to reduce the probability of an accident and secondly, to safeguard staff and students from prosecution.

The Philosophy
The principal strategy for health and safety in the University, and in the School of Engineering and Mathematical Sciences, is through Risk Assessment. All activities must be risk assessed, normally **by all staff and students concerned with the activity**. Everyone who contributed to a risk assessment signs it to declare that they did contribute to it: it is not enough simply to read a risk assessment which someone else has written. By contributing to the preparation of a risk assessment, people have ownership of it and they know about it. They are morally bound to follow the agreed risk management procedures.

Risk Assessments
A risk assessment identifies the hazards and assesses the risk and consequences of each hazard. It also states how each risk will be managed. If a group of students did not contribute to preparation of a risk assessment, the assessment should state how the information will be conveyed to them and how this is recorded. This may be in a lecture or by printed notes but, in any case, students will be required to sign a list to say that they understand the risks and how they will be managed. There are two types of risk assessment: generic and specific. A generic risk assessment is carried out for each laboratory and for each group of activities, such as workshops and offices. A specific risk assessment is carried out for each activity such as a research project, a field programme or a specific activity. Each individual project involving experimental or site work requires a specific risk assessment. The originals of all risk assessments are stored in the office of the School Safety Coordinator and copies are posted in the areas or near the equipment to which they refer. In this way everyone can see that risk assessments have been carried out and who contributed to them.

Responsibilities
The Assistant Dean for Health & Safety for the School of Engineering and Mathematical Sciences is Dr Andrew McNamara. The Safety Liaison Officer (SLO) is Mr Jim Hooker. They are responsible to the Dean for ensuring that the University and School Health and Safety policies and practices are followed.

Each area in the School is the responsibility of a laboratory or office manager; a list of these managers is included in the School Health and Safety Policy and Practice Statement. These managers are responsible for arranging for generic risk assessments to be done and they must include in this everyone who is expected to work in that area.

> Every activity must have a specific risk assessment prepared by all those involved in the activity. These are the responsibility of a project supervisor, a field Programme leader, a teaching laboratory tutor or other relevant person as appropriate.

Health and Safety in Practice
The policy, procedures and practices for health and safety adopted in the School of Engineering and Mathematical Sciences are similar to those employed in the engineering industry. Consequently, by involving students in risk assessments there is an educational aspect as well as a safety aspect to the management of health and safety in the School of Engineering and Mathematical Sciences.

3.   Academic Management

3.1 Communications
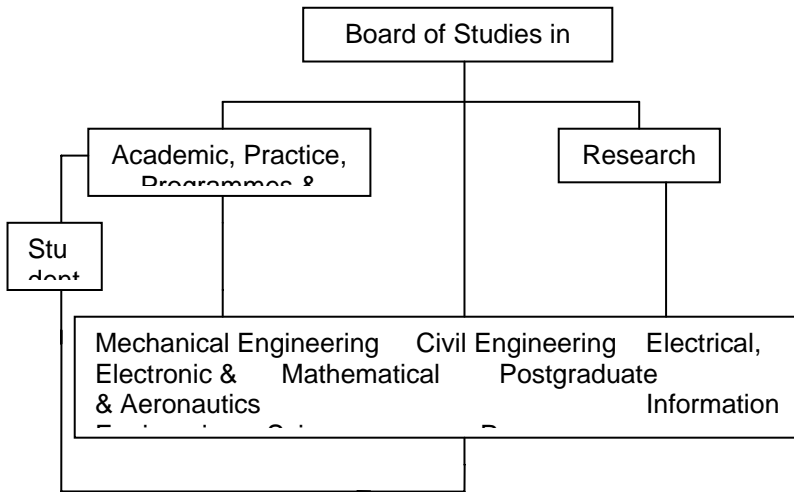It is important that you keep up to date with information relating to your programme. This will be provided in a number of ways, these being:

(a) The notice board appropriate for your programme. You should consult this daily for urgent information.

(b) Pigeon holes. Inside your Programme office there are pigeonholes for student mail. Individual messages and external and internal mail will be left here for you to collect. Please make sure that you look here regularly.

(c) E-mail. You will have an e-mail address and you should check this regularly for individual and group messages.

(d) Student information is on the School website: www.city.ac.uk/sems/current

(e) Bulletin Boards. Some programmes have electronic bulletin boards on the web site; other Programmes and Modules use the University e-Learning environment, CitySpace or individual staff web pages. These contain important Programme information and should be consulted regularly. The supplement to this handbook for your Programme will give the details.

Members of staff can be contacted by e-mail or internal telephone extensions. See Programme supplement to this handbook for details. Messages for members of staff can also be left in the relevant Programme Office.More generally, there is a great deal of information about the University, its facilities and regulations on the web site: www.city.ac.uk/student.

3.2 Committee structure of the School of Engineering and Mathematical Sciences

Responsibility for academic matters of the School of Engineering and Mathematical Sciences lies with the Board of Studies, which reports to Senate, the supreme academic body of the University. The Board has sub-committees for each of the major subject areas within the School. The Academic Practice, Programmes and Standards Committee has overall responsibility for taught programmes, for promoting development of teaching and learning practice and also liaising with the central learning and support services of the University (Library and Information Services, Computer Services Department and Student Support Services). The academic committee structure is shown in the following diagram.

```
                        ┌─────────────────────┐
                        │ Board of Studies in │
                        └─────────────────────┘

        ┌─────────────────────────┐          ┌──────────────┐
        │ Academic, Practice,     │          │  Research    │
        │ Programmes &            │          └──────────────┘
        └─────────────────────────┘
   ┌──────────┐
   │ Stu      │
   │ dent     │
   └──────────┘
        ┌─────────────────────────────────────────────────────────┐
        │ Mechanical Engineering    Civil Engineering   Electrical,│
        │ Electronic &      Mathematical       Postgraduate        │
        │ & Aeronautics                              Information    │
        │                                                          │
        └─────────────────────────────────────────────────────────┘
```

Each degree Programme or group of programmes is managed by a Programme team, under a Programme Director.

There are elected student members on the Board of Studies and the Staff/Student Liaison Committees for each Programme or group of programmes. This ensures that student views are sought on possible changes and new developments and that there are mechanisms through which your views on your Programme can be expressed. Student representatives are elected at the start of each academic year.

3.3   Student Feedback
In addition to student representatives on School committees, feedback on individual lecture programmes is sought from all students each year through questionnaires. The questionnaires are anonymous and are treated confidentially. A summary of the results is prepared by Programme Directors and discussed by Staff/Student Liaison Committees, Programme teams and the Board of Studies. This feedback is very important and forms an important part of the annual review of each degree programme. Please complete these surveys: we value your input. The feedback process is overseen by the Students Affairs Committee on behalf of APPSC.

4.   Assessment

4.1   Purpose and types of assessment
The main categories for assessment are written examinations, coursework, tests, oral presentations and project reports.

A wide variety of work is set for assessment in all engineering programmes in addition to invigilated examinations. This is designed to develop an understanding of basic principles and their application to a range of practical problems. It is more extensive than exercises used in tutorials and may include, for example, laboratory and computing exercises, drawings and designs, report writing, oral presentation and projects.

Some of this work may be carried out on a group basis. In Engineering programmes Design Studies and Engineering Applications draw together material from a number of different subject areas and introduce broader considerations such as economic and environmental aspects and form an important integrating thread in all programmes.

Details of the work required will be provided in the Programme scheme for your Programme and other information issued during the year. You should note that all such work forms the coursework assessment for the Programme which may also include tests held during the year. Details of the schedule for submission of coursework, procedures for its submission and return or collection, the marks allocated, pass requirements and penalties for late submission can be found in the individual Programme supplements to this handbook. You will be given feedback on coursework and it provides continuous assessment through the programme, which will enable your progress to be monitored.

All undergraduate programmes have an individual Project in the third or fourth year, which takes the form of a major independent investigation of an engineering problem. Full details of how projects are allocated, supervised and examined are given in the individual Programme supplements. MSc students are required to write a thesis.

Instructions for Examinations are given in Appendix A.

4.2   Cheating and Academic Misconduct
The University takes very seriously any form of cheating in examinations or other form of assessment such as plagiarism (see also the section on Referencing & Plagiarism, Appendix B, in this handbook), impersonation, collusion and disruption.

Cases of suspected academic misconduct will be reported to a panel set up specifically for this purpose. This panel will comprise senior members of academic staff and will consider reports of academic misconduct and, where the misconduct is established, may recommend a range of penalties. The penalties imposed will reflect the severity of the offence and intent. The panel has the power to refer certain cases directly to the Academic Registrar for action under the Student Disciplinary Procedure, and this may result in expulsion from the University.

Full details of this procedure may be found in the University Academic Misconduct, Appeals Section, on the web www.city.ac.uk/quality/procedures/uni/academic_misconduct.html

4.3   Student copyright
Copyright of a student's work normally lies with the student. The student may refuse to allow others access to this work. Any student's work produced for the purpose of a programme of study or of supervised research may be retained by the School, and may also require the student to deposit a copy in the University library.

## 5.	University procedures

### 5.1	Attendance Policy
Attendance at lectures, seminars, tutorials and practical classes is an integral part of a student's programme of study and students are expected to be regular and punctual in their attendance. Attendance will be monitored selectively, and any student found to be absent without permission will be required to meet his or her tutor to explain the absence.

Persistent absence without good cause will lead to an interview with the head of department and may lead to a decision that the student has dropped out of the programme and should be withdrawn by the Registry.

### 5.2	Conduct at lectures

Late arrival to lectures and classes
You are expected to arrive on time for lectures. If you unavoidably arrive to a lecture or class late, make every effort to ensure that your entrance does not interrupt the lecturer or distract
the class.

Breaks
If you have two or three hour lectures, these will normally include a break of between 10 to 20 minutes. Please make sure you return to the lecture room by the time stated. Lectures are normally carefully prepared and timed - any delay to the resumption of a lecture will either cause it to over-run or impair the effectiveness of its delivery. The lecturer has the right to refuse readmission to those who return late.

Mobile phones
Remember to turn mobile phones off during lectures. To allow your phone to ring during a lecture is not only intrusive but also extremely offensive.

Audio-recording of lectures
Some students may wish to make audio-recordings of lectures. This may be permitted at the lecturer's discretion but the following points should be borne in mind. Audio-recording is *not* considered to be a good method of absorbing material from teaching sessions and writing notes is strongly recommended. For most students, verbal records of teaching sessions are not a good aid to learning, and audio-recording may actually inhibit the development of note-taking skills. Students who wish to record lectures, should always ask permission of the lecturer who has the *right to refuse* if he or she considers that it will disrupt the teaching process. For students with disabilities who would benefit from audio-recordings of teaching sessions, the Programme Director or Personal Tutor will make appropriate arrangements, in advance of the lecture or lecture series, with the lecturer concerned.

### 5.3	Policy on sickness certification
Students who are prevented by ill-health from attending one or more examinations, or whose performance on the programme and/or in examinations has been adversely affected by ill-health, are required to submit medical evidence of their illness.

The evidence should normally take the form of a City University Medical Certificate, available from the Health Centre. This form must be completed by a doctor, stamped with the practice stamp, and returned to the relevant departmental office. Where GPs prefer to use their own practice's certificate, it is helpful if information set out on the form detailing the consequences of the period of ill-health can be provided.

Other than in exceptional circumstances, medical certificates will only be accepted by the University if certification occurs at the time of the illness. Medical certificates will be scrutinised by the appropriate officers and will not automatically be accepted.

Students are likely to have several episodes of minor illness during their programme. This is normal and should not affect their ability to submit coursework or to complete their programme. Students need not seek medical certification for minor illness, particularly after they have recovered, unless this results in late submission of coursework (See paragraph 5.4 below). Students who are absent from their programme, for whatever reason, are asked to notify their department, using the form available from departmental offices.

### 5.4	Extenuating Circumstances
Illness or similar serious circumstances which have a significant impact on performance in the year or result in late submission of coursework or absence from examinations are termed Extenuating Circumstances. Information on Extenuating Circumstances is given on the School website (www.city.ac.uk/sems/dps/current/extenuating.doc).

For any coursework submission which is affected by illness or other extenuating circumstances, submit form EC-CW to the Courses Office, together with supporting evidence, with the coursework.

For major problems during the year or absence from examinations which you wish to report to the Assessment Board, please submit form EC. For absence from examinations, please submit form AE. In both cases, supporting evidence (e.g. Medical Certificate) must be provided.

5.5 Non-attendance at examinations

If you are absent from an examination due to illness or other good cause, you should submit the reasons for this in writing using form AE, supported by a medical certificate or other documentation, immediately following the absence, as stated in Section 5.4 on Extenuating Circumstances. Assessment Boards will consider each case on its merits. In general, if you are absent for good cause beyond your control, you will normally be permitted to take the examination at a later date without penalty, otherwise a mark of zero will be recorded.

5.6 Assessment Board and External Examiners

The Assessment Board is responsible for considering and agreeing all assessment results and making decisions about whether students have met all the requirements of the programme. Any extenuating circumstances submitted by students, such as ill-health, are considered by a Panel the recommendations from which are presented to the Assessment Board.

Any results given to students during the year are provisional prior to ratification by the Assessment Board.

Every taught course has at least one External Examiner whose job it is to ensure that assessments have been carried out fairly and consistently and that standards are in line with other UK higher education institutions. The External Examiner(s) will review, evaluate and moderate the assessment process carried out by internal examiners. The External Examiner(s) will also provide a written report on the assessment process and on the standards of student attainment. The Board of Studies considers External Examiners' reports and is required to respond to issues accordingly.

5.7 Disclosure of examination results

After the meeting of an Assessment Board, the results and decisions of the Board are checked and signed by the Academic Registrar. This may take up to three working days and no results can be disclosed until this has happened. You will be informed individually of all your marks and the decision of the Assessment Board. If you have failed, the right to appeal will be drawn to your attention.

For your information City University, in compliance with the Data Protection Act, **no longer places pass lists on notice boards**.

5.8 Appeal Procedure

These notes are for guidance only. For full details of the appeals process, please refer to the www.city.ac.uk/ace/academic_appeals.html.

Students have the right to ask for a review of an Assessment Board decision. This request must be made promptly, and must specify valid grounds which must include one of the following:

- That there has been a defect in the conduct of the assessment which had a substantial adverse affect on the candidate, or;
- That the candidate was subject to exceptional circumstances which adversely affected his or her performance and which, for valid reasons shown by the candidate, were not made known to the Assessment Board, or;
- That there was a defect in the process by which the Assessment Board reached its decision which had a substantial adverse effect on the candidate.

An appeal should be made within 21 days of the release of the Record of Marks, and will initially be considered by a School scrutiny panel to determine whether the grounds for appeal are legitimate. This panel will either turn down or allow the appeal. An appeal hearing, chaired by the Dean (or nominee) will be established to consider the matter if appropriate.

A further School appeal may be made if fresh evidence has come to light or has become available since the earlier appeal panel hearing.

Students who are not satisfied with the recommendation of a School appeal panel have the right to appeal to the University, but only on the basis that there were defects in the conduct of the School level panel.

The University recognises that some students will experience personal difficulties which may impact upon their performance in assessments. In such cases, students are strongly encouraged to approach their personal tutors in advance, rather than depend upon the appeals process to take account of their circumstances in retrospect. It may be possible to arrange for additional study support, or for an extension to a submission deadline, for example.

5.9   University complaints procedure
Students who wish to make a complaint against the University concerning the quality of an academic programme or any related service should do so at local level through the Assistant Dean (for undergraduate programmes) or Programme Director (for postgraduate programmes) or service provider concerned. Students may individually or collectively raise matters of proper concern without prejudicial effect.

If you decide to make a complaint, your privacy and confidentiality will be respected, although complaint resolution may not be possible without revealing your identity to the subject of the complaint. Anonymous complaints will not be investigated. You will receive fair treatment provided that complaints are not made maliciously. Decisions made by the University will have regard to any applicable law. You are entitled to be accompanied at all stages of the complaints procedure by a person of your choosing. If a legal representative is chosen, you must give the University prior notice in order that it may consider similar support. Details of how to make a complaint can be found on the web ([www.city.ac.uk/acdev/supporting-enhancing-learning-teaching/stu-complaints.html.](http://www.city.ac.uk/acdev/supporting-enhancing-learning-teaching/stu-complaints.html))

Examination Instructions

Registration

You should ensure that you have registered for all of your correct examinations by the registration deadline set by your School/department. Failure to do so may prevent you from sitting an examination.

It is your responsibility to have paid all necessary fees before sitting your examinations. Failure to do so will prevent the consideration of your marks at the relevant Assessment Board.

Timetables

As a student of the University, it is your responsibility to refer to the timetable to note the date, time and location of your examinations. Please note that examinations can be held both on and off campus. You are strongly advised to familiarise yourself with all venues in advance of your examinations. Extra time will not be permitted to those who arrive late for their examinations for this reason.

Before your examination

You must bring your student ID card to all examinations. **You may not be permitted to enter an examination without your ID card**. If you have misplaced your ID card, please go to the University Library to obtain a new card. New ID cards cost £10 (exceptions apply).

Seating plans, detailing your name and desk number, will be posted outside the examination room. You are advised to consult the plans and note your desk number at least 20 minutes in advance of entering the exam room. You **must** sit at the desk allocated to you on the seating plan. Failure to do so may mean you have the wrong examination paper in front of you and will cause problems in verifying your attendance. If your name does not appear on the correct seating plan you must inform an invigilator immediately. Failure to inform an invigilator promptly may result in a delay to the start of your examination.

Some examinations take place across multiple rooms. This is referred to as a SPLIT venue in the examination timetable and exact venues are available two weeks before the start of the exam period. Please ensure that you always arrive early enough to consult the seating plans to find your room and desk number.

You will normally be permitted to enter the examination room approximately 10-15 minutes before the start of the examination. You must not enter the examination room before an invigilator instructs you to do so.

Before entering the room, an invigilator will announce where coats and bags should be placed. You are reminded not to bring any valuables with you to examination venues. Keep belongings to a minimum. Possessions are left at your own risk. City University will not be held responsible for any items lost or stolen from examination venues.

 No pencil cases/tins will be allowed in any Examination Venue. Students are permitted to use a completely clear plastic bag or clear case with no writing in any area to contain their stationery.

[Click here for the list of City University Exam Offences](#)

You are not permitted to take any personal belongings (other than those needed for an examination) with you to your desk. **Possession of a mobile phone**, walkman, pager, personal organiser or any electronic device (other than those specifically allowed for an examination) **either on your person or on/under your desk is strictly prohibited whilst you are sitting an examination**. If you have a mobile phone with you, it must be switched off and placed in your coat/bag. **If a mobile phone or other unahouthorised material is found on your person or desk during an exam, it will be confiscated and submitted to your department for checking.**

The introduction of any unauthorised material or device into the examination room constitutes an examination offence and may result in disciplinary action taken against you (Regulation C2.6 26 (a) (iv)).

You are not permitted to take any coat or bag to your examination desk. Only coats that are pocket-free and are not bulky will be permitted to be worn at your desk if the exam room is cold. It is at the invigilator's discretion to decide whether a coat

is acceptable to wear at an examination desk, pockets may be checked.

It is your duty to comply with an invigilator's instruction.

Late arrival

If you arrive up to an hour late for your examination you will normally be permitted to sit your exam. You will not be given extra time and will finish along with all other students taking the same paper.

Only in exceptional circumstances out of your control, that caused delay in your attendance will you be given your full-allotted time for the paper. Claims of transport problems will be verified. Unfamiliarity with an external venue's location will not constitute an exceptional circumstance.

If you arrive more than one hour late, you will normally not be permitted to sit the examination.

You are required to supply your own pens, pencils at each examination. Where permission is given you must supply your own paper dictionary and calculator. Electronic dictionaries are not permitted.

During the examination

Upon entering the examination room, talking is strictly prohibited.

Once you have found your desk you must await the invigilator's instruction. You will normally be asked to start filling in your details on the front of your answer booklets. At this time you must place your ID card, face up, on your desk in order for an invigilator to confirm your identity. Failure to do so may result in disruption once you have started your examination, if the invigilator has to request your card.

Once this has been completed the invigilator will normally permit you to start reading the question paper. You are not permitted to write anything at this time (other than your details on the answer booklet front cover). If an invigilator finds that you are writing before this time, a note will be made on your script for the examiner's/Assessment Board's consideration.

It is in your own interest to carefully read the instructions on your question paper.

As an examination candidate, you must comply with all instructions given by an invigilator before, during and after your examination.

You must not commence writing until the invigilator in charge announces the start of the examination.

If you have any queries, raise your hand and an invigilator will approach you. You must not vacate your desk without the express permission of an invigilator for the duration of the examination. Failure to comply is an examination offence and may result in your examination script not being marked.

If calculators are allowed in an exam, invigilators will check that the memory has been cleared at the beginning of the examination. Note that only specific calculator models are permitted in all City University exams. For more information see Calculators in exams.

You are not permitted to leave the examination room during the first hour or the last 15 minutes of your examination. If you wish to leave the exam outside of these times, please raise your hand and an invigilator will respond to your request.

If you are given permission to temporarily leave the room, you will be accompanied by an invigilator. During this time you will not attempt to contact any other person or consult any material relating to the examination.

After the first hour, you may leave the room as soon as you have finished your exam, unless this occurs during the last fifteen minutes. You must notify the invigilator that you wish to leave. You will not be permitted back into the examination room under any circumstance.

Examination stationery must not be removed from the examination room. Removal of these papers will result in disciplinary action being taken against you. This also applies to question papers that expressly state that they should not be removed from the examination room.

Evacuation during examinations

If, during your examination, the fire alarm is activated leave all equipment at your desk and follow the head invigilator's instructions carefully.

End of the Examination

When the invigilator announces the end of the examination, you must stop writing.

You are not permitted to talk until you leave the examination room.

Ensure that the front of each answer booklet has been fully completed and that you have sealed the flap securely.

You must not leave your desk until your script has been collected by an invigilator. If you leave the room before this has taken place, a mark will be placed on your script and your work will be marked only at the discretion of the examiners.

When leaving the exam room you may not take any examination stationery with you. A copy of the exam paper may only be taken if you are permitted to do so.

Examinations of differing time durations may be taking place in the same examination room. When allowed to leave please consider your fellow students who may still be writing and leave the room as quickly and quietly as possible.

Illness

Before your examination

If you find that you have fallen ill before the start of your examination/s you must submit a doctor's certificate to your School / department as soon as possible and not more than seven days after the date of your first affected examination. This will be considered by the Panel nominated by the Board of
Studies for this purpose (Reg C2.6 25).

During your examination

If you fall ill during your examination, please raise your hand and an invigilator will attend to you. You must submit a doctor's certificate to your School/department as soon as possible and not more than seven days after the date of the examination. The certificate must define the period the illness covers and the nature of illness.

Withdrawal from exams

A student who is registered for an award and has satisfactorily completed the prescribed period of study will be regarded as eligible for admission to the relevant examination. Students will be expected to attend the exam unless satisfactory evidence of illness or other good cause is provided to your School/department.

Resit Examinations

The relevant Assessment Board will decide whether you are permitted a resit. The Assessment Board will inform you when you may take your resit which is normally at the next available opportunity (for April-June exams the next opportunity is normally August). Further information is available from your School Office/Department.

Examination Offences

Failure to abide by the current Examination Instructions to City Students will constitute an examination offence and will be dealt with in accordance with the Regulations governing Academic Misconduct (C2.6 26).

A candidate will be liable to Disciplinary Proceedings (c2.6 26) as laid down in the Ordinances and Regulations and for irregular conduct relating to an examination including:

(i) The introduction of any unauthorised material or device into the examination room.

(ii) The possession and/or consultation and/or access to written, printed or electronically stored unauthorised material during an examination.

(iii) Aiding or attempting to aid another candidate during an examination.

(iv) Obtaining or attempting to obtain aid from another candidate or person during an examination.

(v) Attempting to read the work of another candidate.

(vi) Removal of examination stationery from the examination room (exam papers may only be removed if authorisation is given by the head invigilator).

(vii) Indiscipline during an examination.

(viii) Plagiarism.

(ix) Impersonation.

(x) Any deed (verbal or physical) deemed inappropriate or considered as an examination offence by an invigilator.

Notification of Results

Your School Office/Department will notify you of your results after the Assessment Board has met. Please note that examination results cannot be given over the phone.

Special Examination Arrangements

If you have a physical or learning difficulty, provisions for you to sit your examinations at an alternative venue along with any special provisions that are available to you.

In order to apply for such requirements, you must meet with the Disabilities Office or the Dyslexia Support Unit, who will decide your examination provisions.

In order to be considered for special examination arrangements, you must submit any current certification to Disability Services immediately. Students who believe they may be Dyslexic or have another learning difficulty, should be aware that a full assessment takes a number of weeks. Late applications may not be considered in time for your exams or full provisions might not be accommodated.

Examinations Office
September 2007

Referencing & Plagiarism

Referencing

Throughout your studies at university, in your written work you will make use of the work of others, and of a variety of sources of information. When you do this it is essential to follow correct academic practice. In all cases, the sources that you use should be clearly indicated in your text and the full reference given at the end in one of the standard formats. Different disciplines have different conventions, and you must refer to your department for conventions that apply to you. However, the broad requirements are the same in all fields, and some examples of good and bad practice follow. Coursework and project work with inadequate referencing of sources will lose marks, and may be subject to severe penalties (see the section on **Plagiarism**).

Citation Examples

Articles in leading academic journals, and books by well known academic writers will provide examples of good practice. Either the Harvard or the numerical system of referencing should be used. In the Harvard system references are listed in alphabetical order of authors, with the date of publication appearing immediately after the author(s), and referred to in the text

hor and date. If a citation is to a reference with more than 2 authors, it should appear as First Author *et al* (date) in the text, but all authors given in the references at the end. For example:

In this pioneering work on the epidemiology of cholera, Snow (1855) stated "on proceeding to the spot I found that nearly all of the deaths had taken place within a short distance of the pump" (Snow, 1855, pp.39-40).

In the numerical system references are listed in order of citation.
(i) Citations in text

- Many researchers have identified error as being the most significant problem in handling spatial data (e.g. Hunter and Goodchild, 1995).

- Zhang *et al* (1990) examined ways in which drainage basins could be found automatically from computer-based models.

- It was not until the widespread popularisation of fractals by Benoit Mandelbrot (Mandelbrot, 1982), that alternative approaches to spatial geometry were given serious thought by those in the GIS industry

- Strahler (1964) suggested that the topological characteristics of these stream connections can themselves be quantified.

- Increasingly, business applications are turning to XML as a mechanism for sharing information on line (Sun Microsystems, 2000).

(ii) Citations in Bibliography
Article or paper in a periodical

Hunter, G.J. and Goodchild, M.F. (1995) Dealing with error in spatial databases: A simple case study, *Photogrammetric Engineering and Remote Sensing,* 61(5), pp.529-537.

Zhang, M.C., Campbell, J.B. and Haralick, R.M. (1990). Automatic delineation of drainage basins within digital elevation data using the topographic primal sketch. *Mathematical Geology 22 (2), pp.189-209.*
Book

Mandelbrot, B.B. (1982) *The Fractal Geometry of Nature*, New York: WH Freeman.

Contributions in an edited work

Strahler, A.N. (1964) Quantitative geomorphology of drainage basins and channel networks, *in* Chow, V. *(ed) Handbook of Applied Hydrology,NY:* McGraw-Hill, pp.39-76.

Web sites

Basic structure: Author, (year), title of work, *Journal title,*[type of medium] volume. Available: site/path/file [date of access].

For example:

Dovey, M. (1999) Meta-Objects, *Ariadne* [Online] 19. Available: http://www.ariadne.ac.uk/issue19/meta-objects/ [15 June 2007]

Sun Microsystems (2000) *Building Business to Business Applications*. Available: http://java.sun.com/xml/b2b.html [15 June 2007]
Electronic discussion lists

Basic structure: Author, (date), subject of message, *Discussion list,* [type of medium] Available e-mail: discussion list@e-mail address [access date].

For example:

Kelly, B. (10 Aug 1999): Language issues and web sites. *Website information management* [Online] Available e-mail: website-info-mgt@mailbase.ac.uk [2 Sept 1999]

 Plagiarism

Plagiarism is passing off the ideas or words of someone else as though they were your own. It applies equally to the work of other students as to published sources.

Copying and pasting from the web and/or other sources in order to produce a piece of work is a form of plagiarism, and is unacceptable at University.

The University takes a serious view of plagiarism, and will act to ensure that students found breaching its guidelines are dealt with severely. This action can lead to expulsion from the University. This is in the interests of the vast majority of students who work hard for their degree through their own efforts, and is essential in safeguarding the integrity of the University's awards.

Tutors and examiners will routinely look out for any indication of plagiarised work, and may make use of specialised detection software if appropriate. Where plagiarism is suspected, this will be investigated rigorously, and reported to an Academic Misconduct panel (see section of the Handbook on Cheating and Academic Misconduct).

All students are required to follow their individual Department or School guidelines on the avoidance of plagiarism, and should refer to their handbook for details.

How to Avoid Plagiarism
All work is marked on the assumption that it is the work of the student: the words, diagrams, computer programs, ideas and arguments should be their own. However, much coursework will be based on what students have read and heard and it is important that they show where, and how, their work is indebted to their own sources. Students are therefore advised as follows:

a. Copying
Never copy anything without explicit acknowledgement as described below under 'quoting'. This includes copying the work of other students.

b. Quoting
Quotation directly from a book or paper is acceptable, provided that it is referenced properly:

   i.   Quotations should be in inverted commas.
  ii.   Sources should be given in one of the standard formats described in the section on referencing..

Whatever system is followed, students should list the sources used in a bibliography or reference section at the end of each piece of work.

c. Paraphrasing
Paraphrasing means grasping someone else's idea or argument and then putting it into your own words. It does NOT mean copying whole sentences or phrases and replacing some words with others of similar meaning which is a form of plagiarism. Proper paraphrasing is acceptable provided that it is acknowledged. A rule of thumb for acceptable paraphrasing is that an acknowledgement be made in every paragraph. There are many ways in which such acknowledgements can be made (eg "Smith goes on to argue that ..." or "Smith provides further proof that ..."). As with quotation, full details of the source used must be given at some point in the work.

d. General Indebtedness
Students should err on the side of caution if drawing ideas heavily from a few sources. In this case, the sources should be referenced and, if the ordering of evidence and argument or the organisation of material reflects one particular source, then this should be stated. When in doubt, students should seek advice from their tutor to ensure that the presentation of their work is in line with University requirements.

e. Allowing Work to be Copied
Please note that copying the work of another student is no different from plagiarising published sources. Students who plagiarise work and students who knowingly allow their work to be plagiarised will be subject to the same penalties.

f. Declaration
At registration, students sign an undertaking to observe and comply with the University's Ordinances and Regulations, which embrace the rules on academic misconduct. In addition, the University recommends the use of declarations on coversheets (see coursework coversheet 1 or 2) for all assessments and coursework, which students should sign to confirm that the work submitted is their own.

Any student who is unclear about the rules regarding the use and referencing of other people's work or ideas should seek advice from their tutor in advance.

g. Penalties for Plagiarism
Plagiarism is a very serious offence against scholarship. Students should refer to their individual departments for specific guidelines for penalties against plagiarism. In each case, the penalty will apply to the relevant component of the assessed work, and students will be referred to academic misconduct procedures, with a note being placed on their student record.

Students should be aware that **repeated incidents could lead to expulsion from the University** – if in doubt student should seek advice from their Personal Tutor or Programme Director.

Avoiding Plagiarism
Avoidance of plagiarism is a matter of being clear and explicit about all your sources, so follow these guidelines. There are standard ways of acknowledging the contributions of others, or the influence of their work on one's own, in order to avoid any suggestion of plagiarism.

The following is taken from an editorial by David Rhind in the *Journal of Information Science*, 2002

> Information Science is an inter-discipline. The corollary of that is that we need to establish good communication at the individual, research group and departmental level with specialists in other disciplines. This is a strong feature of Information Science at City, especially in health, pharmaceutical, legal and geographic sectors. Rhind (2002, p.xyz)

Misplaced citation
> Rhind (2002) states we need to establish good "communication at the individual, research group and departmental level".

This would constitute plagiarism. The citation marks should begin with the word "we". You should check all citations carefully. The page number is missing.

Paraphrasing with no reference
> The Department of Information Science at City has excellent communication at many levels, individually, through research groups and at the departmental level.

This would constitute plagiarism. You MUST acknowledge your sources when you paraphrase.

Correct citation
> Rhind (2002, p xyz) argues that "we need to establish good communication at the individual, research group and departmental level".

The citation is correctly referenced.

Acceptable paraphrasing.
> It has been argued that Information Science is a subject area that covers a number of different domains; therefore excellent communication is needed over a number of levels - at the individual level, within research groupings and at a departmental level (Rhind, 2002, p xyz).

The paraphrase correctly refers to the article and therefore would not constitute plagiarism. However, an essay composed extensively of paraphrasing will not demonstrate any critical thinking and will not achieve high marks.

In order to avoid plagiarism, when you are writing make sure you clearly show when you are citing someone else. For example use the following:

* Smith (2001, p.27) acknowledges that ….
* As Smith (2001, p.27) states in ….
* According to Smith (2001, p.27) ….

What is common knowledge?

Understanding what is common knowledge and what is not can also help you avoid plagiarism. Common knowledge is facts or information that are known by most people. For example:

> The capital of France is Paris

This would count as common knowledge and would not need to refer to a specific reference.

However, if you stated a particular statistic or fact or you refer to someone's interpretation of a particular fact you would need to acknowledge your source.

Cite ALL references

Plagiarism can occur through laziness. It is not enough to just cite an article once and then continue to refer to it throughout the rest of your work without proper references. If you do not make a correct citation every time you refer to or quote someone else then you are plagiarising.

It is also unacceptable to just list material you have read at the end of your work and not in the body of the text itself. You must make a reference within your work.

References
For more information, see the following web pages:

Indiana University, What is Plagiarism and how to recognise it, and includes a short self-test
http://www.indiana.edu/~istd/ [accessed 15 June 2007]

The JISC Plagiarism Advisory Service announces new plans for 2005-2006
http://www.jisc.ac.uk/whatwedo/services/as_pas.aspx

Updated July 2007

Verification of marks

http://www.city.ac.uk/exams/verification.html