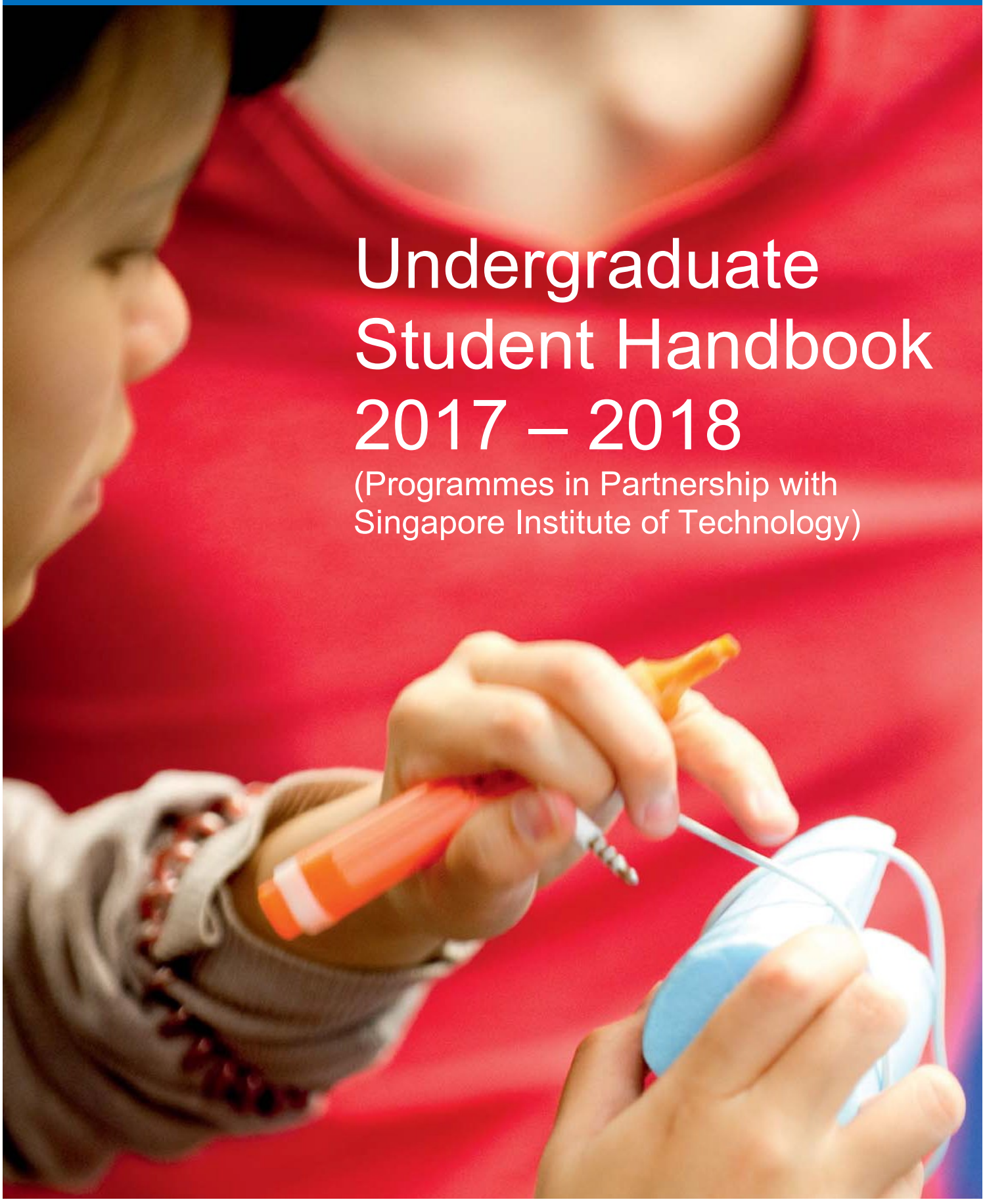
University of Glasgow
Singapore

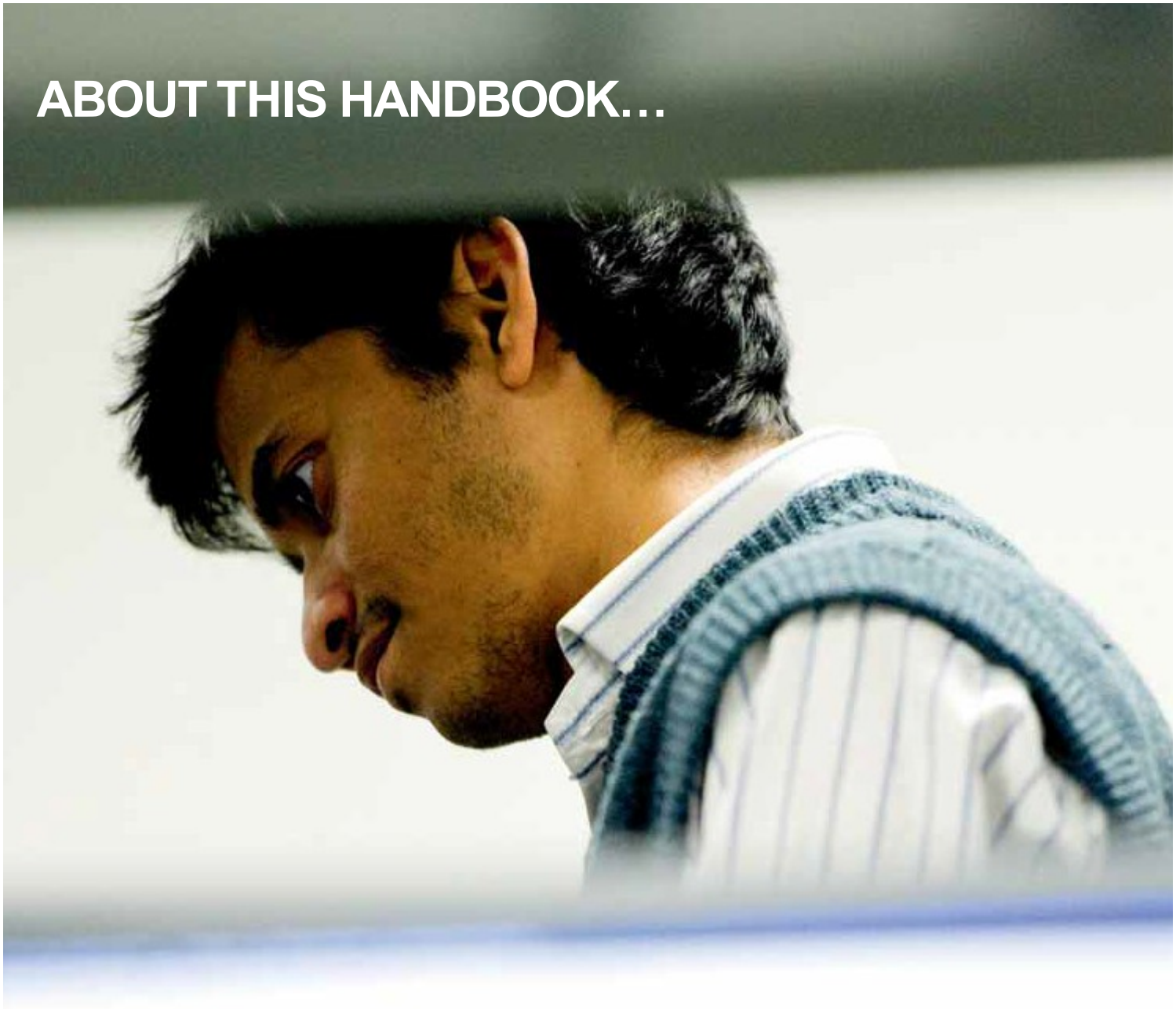
SINGAPORE INSTITUTE OF TECHNOLOGY



Undergraduate Student Handbook 2017 – 2018

(Programmes in Partnership with Singapore Institute of Technology)

ABOUT THIS HANDBOOK…



This handbook is intended to answer many of the day-to-day questions of students studying on University of Glasgow Undergraduate Science and Engineering Programmes in Partnership with Singapore Institute of Technology. It will be of great practical benefit during your time as an undergraduate student. It will help you understand the organisation of the Schools and your own degree course; and it contains invaluable information about examinations and what is required from you to progress towards graduation. It will act as a pointer towards useful sources of help should you encounter any problems. Keep your handbook safe as it will be a useful reference throughout the year.

Further details regarding University and College Regulations can be found in the University Calendar on the web at
www.glasgow.ac.uk/services/senateoffice/calendar

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WELCOME TO THE UNIVERSITY OF GLASGOW SINGAPORE

Congratulations on the high achievement in your Diploma programme and on your successful admission to a University of Glasgow Honours degree programme. We look forward to having you with us on this journey and working closely with you to achieve great success!

The University of Glasgow, founded in 1451, is the second oldest university in Scotland and the fourth oldest in the English-speaking world. With over 17,000 students, it is also one of the largest and offers study in a wide range of subjects at all levels in four Colleges. The University is set in the West End of Glasgow, one of the world's outstanding cities confirmed by being European City of Culture 1990, City of Architecture 1999 and host of the Commonwealth Games 2014.

You are joining a world-class University with a longstanding reputation in innovation. The School of Engineering, which ran the first Engineering degree programme in the UK in 1872, is one of the oldest and most prestigious in the world. The School of Computing Science is a vibrant and exciting place to be with teaching provided by computing scientists at the forefront of research. The School is top in Scotland for impact, and rated 6th in the UK for research intensity in the 2014 Research Excellence Framework.

Computing Science and Engineering at Glasgow has a long and proud history. Notable milestones include:

- James Watt, developer of the steam engine that led to the Industrial Revolution, was a mathematical instrument maker at the University. The SI unit of power is named after him.
- The Regius Chair of Civil Engineering and Mechanics was established by Queen Victoria in 1840, and the School is the oldest University School of Engineering in the UK. The Faculty of Engineering followed in 1923.
- The first University to have an electronic computer -- DEUCE in Scotland in 1957, and the university established Scotland's first Computer Laboratory.

Both Computing Science and Engineering are creative disciplines and the main elevation in learning from a Diploma programme to a Degree programme is the change from a focus on doing to a focus on thinking. In an Honours degree programme, a fundamental understanding of science is combined with sound principles of design to invent, make or improve things that do not exist in nature. It is concerned with improving the quality of life and advancing technology for the benefit of humanity.

We pride ourselves in nurturing some of the great thinkers in the world. Some of your predecessors at Glasgow have been true pioneers in these exciting fields:

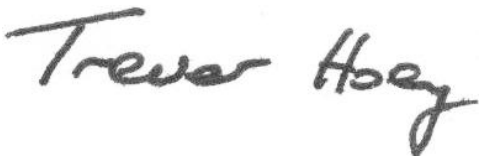
- Lord Kelvin (William Thompson) – physicist and engineer, after whom the SI unit of temperature is named
- John Logie Baird – inventor of television
- William Rankine – founder of thermodynamics, who gave his name to the Fahrenheit equivalent of the Kelvin temperature scale and the Rankine Cycle.

Graduates from UGS work in all science and engineering sectors and have been responsible for innovations as diverse as developing the video recorder through to designing schemes for improving the water supply in Africa. In addition, several multimillion pound start-up businesses have been launched by Glasgow graduates in the last few years.

As a student in UGS, your responsibility is to seize the opportunities for learning that you will find here – whether in lectures, tutorials, laboratories, team or individual project work, or in discussion with the teaching and technical staff, to strive for the highest classification of degree commensurate with your talents, and to forge for yourself a distinguished career in Computing Science and Engineering. We really do expect you, as a graduate from the University of Glasgow with its illustrious forebears, to go out and in some way change the world!

The subjects you have chosen to study are at the cutting edge of technology, and we continually update courses and practices to maintain this position and provide a state-of-the-art education. You will find that the more diligent you are in your studies, the more you will enjoy them.

We wish you every success in your undergraduate study.



Trevor Hoey, Dean University of Glasgow, Singapore

Cindy Goh, Director University of Glasgow, Singapore

STAFF AND CONTACT DETAILS

NGEE ANN POLYTECHNIC CAMPUS

ACADEMIC STAFF

Names and contact email addresses for teaching staff on the University of Glasgow (UoG) Programmes delivered in partnership with SIT at Ngee Ann Polytechnic can be found in the table below, where * denotes the Course Convenor.

Name	Email	Courses
Assistant Professor Idris Lim Programme Director, Mechanical Engineering	LiHonIdris.Lim@glasgow.ac.uk	*Control 4N (SIT4003) *Dynamics 3N (SIT3045) *Control 3N (SIT3044)
Associate Professor Cindy Goh Director, University of Glasgow Singapore	Cindy.Goh@glasgow.ac.uk	*Electronic System Design 3N (SIT3005)
Associate Professor Fannon Lim Acting Programme Director, Civil Engineering	Fannon.Lim@glasgow.ac.uk	*Design and Manufacture 3N (SIT3002) *Materials and Manufacturing 3N (SIT3008)
Associate Professor David Li Convenor, Mechatronics Senior Advisor	David.Li@glasgow.ac.uk	*Autonomous Vehicle Guidance Systems 4N (SIT4001) *Electronic System Design 4N (SIT4004)
Assistant Professor Christian Della Convenor, Mechanical Design Engineering	Christian.Della@glasgow.ac.uk	*Mechanics of Materials and Structures 3N (SIT3010) *Mechanics of Solids and Structures 4N (SIT4005)
Assistant Professor Ramanathan Subramanian Computing Science	Ramanthan.Subramanian@glasgow.ac.uk	*Software Engineering 3N (SIT3013)
Associate Professor Patrick Chua SIT Programme Director	Patrick.Chua@glasgow.ac.uk	*Bridging Mathematics *Bridging Physics *Fluid Mechanics 3N (SIT3031)
Associate Professor Alfred Tan SIT Deputy Programme Director	Alfred.Tan@glasgow.ac.uk	*Heat Transfer 3N (SIT3007) *Robotics 4N (SIT4008)
Associate Professor Ivan Lee Vice-President, Industry and Community, SIT	Ivan.Lee@glasgow.ac.uk	*Professional Practice 5N (SIT 5001)
Ms Yushan Tien SIT Adjunct Lecturer	Yushan.Tien@glasgow.ac.uk	*Professional Practice 5N (SIT 5001)
Ms Chun Ning Zhang SIT Adjunct Lecturer	ChunNing.Zhang@glasgow.ac.uk	*Professional Practice 5N (SIT 5001)
Madam Cheng Nee Lee-Tan SIT Adjunct Lecturer	lcn1@np.edu.sg	UofG Ngee Ann Campus Adviser
Dr Kuang Chua Chua SIT Adjunct Lecturer	Kuang.Chua@glasgow.ac.uk	*Applicable Mathematics 2N (SIT2002) Instrumentation and Data Systems 3N (SIT3024)
Dr Zhongqiang Li SIT Adjunct Lecturer	ZhongQiang.Li@glasgow.ac.uk	Applicable Mathematics 2N (SIT2002)
Dr Pham The Hanh SIT Adjunct Lecturer	Pham_The_Hanh@np.edu.sg	*Mathematical Modelling and Simulation 3N (SIT3009)
Mr Kok Poo Chua SIT Adjunct Lecturer	KokPoo.Chua@glasgow.ac.uk	*Real Time Computer Systems 3N (SIT3029)
Dr Siong Lin Ho SIT Adjunct Lecturer	SiongLin.Ho@glasgow.ac.uk	*Engineering Design 3N (SIT3006)
Assistant Professor Mustafa Shabbir Kurbanhusen	Mustafa.Shabbir@Singaporetech.edu.sg	Design and Manufacture 3N (SIT3002) Robotics 4N (SIT4008)

Associate Professor Benjamin Premkumar	Benjamin.Premkumar@singaporetech.edu.sg	*Instrumentation and Data Systems 3N (SIT3024)
Assistant Professor Justin Pang	Justin.Pang@singaporetech.edu.sg	Control 4N (SIT4003)
Associate Professor Jianxin Zheng	Jianxin.Zheng@glasgow.ac.uk	*Microelectronics in Consumer Products 4N (SIT 4006)
Associate Professor Aaron Goh Suk Meng	SukMeng.Goh@glasgow.ac.uk	*Mechanical Design 4N (SIT4044)
Assistant Professor Jian Huei Choo	Jianhuei.Choo@SingaporeTech.edu.sg	Mechanical Design 4N (SIT4004)
Associate Professor Chew Beng Soh	ChewBeng.Soh@SingaporeTech.edu.sg	*Advanced Materials Technology 4N (SIT4002)
Mr Tji Leng Chua SIT Adjunct Lecturer	TjiLeng.Chua@glasgow.ac.uk	Real Time Computer Systems 3N (SIT3029)
Mr Ong Teck Soon SIT Adjunct Lecturer	ots@np.edu.sg	*Power Electronics 2N (SIT2004)
Mr Louis Ng SIT Adjunct Lecturer	LouisYokePheng.Ng@glasgow.ac.uk	Mechanics of Materials and Structures 3N (SIT3010)
Mr Lai Meng Tang SIT Adjunct Lecturer	LaiMeng.Tang@glasgow.ac.uk	Robotics 4N (SIT4008)
Ms Looi Lai Mei Manager	LaiMei.Looi@singaporetech.edu.sg	*Value-Added Programmes
Dr John Shackleton	John.P.Shackleton@glasgow.ac.uk	*Design and Manufacture 3G (SIT3003)
Ms Anne Madsen	Anne.Madsen@glasgow.ac.uk	Design and Manufacture 3G (SIT3003)
Ms Adrienne Macartney	a.macartney.1@research.gla.ac.uk	Mechatronics Team Project 3G (SIT3011)

LEARNING AND TEACHING ADMINISTRATION

Ms Angela Chong
Level 4, SIT Building, 537 Clementi Road, Ngee Ann Polytechnic, Singapore 599493.
T: +65 6908 6200
E: Singapore-eng-NP@glasgow.ac.uk

SINGAPORE POLYTECHNIC CAMPUS

ACADEMIC STAFF

Names and contact email addresses for Teaching Staff on the University of Glasgow Programmes delivered in partnership with SIT at Singapore Polytechnic can be found in the table below, where * denotes the Course Convenor.

Name	Email	Courses
Associate Professor Sutthiphong “Spot” Srigrarom Programme Director, Aerospace	Spot.Srigrarom@glasgow.ac.uk	*Propulsion and Turbomachinery 3S (SIT3022) *Aerospace Systems Design Project 4S (SIT4019) *Industrial Aerodynamics 4S (SIT4048)
Assistant Professor Fan Hong	Fan.Hong@glasgow.ac.uk	*Instrumentation and Data Systems 3S (SIT3025) *Real Time Computer Systems 3S (SIT3029) *Communications Systems 3S (SIT3018)
Assistant Professor Imran Halim Bin Ibrahim	Imran.Ibrahim@glasgow.ac.uk	*High Speed Aerodynamics 4S (SIT4016) *Computational Fluid Dynamics 4S (SIT4056) *Aircraft Design 3G(SIT3016)

Assistant Professor Henrik Hesse	Henrik.Hesse@glasgow.ac.uk	*Applicable Mathematics 3S (SIT3023) *Flight Mechanics 3S (SIT3028) *Aerospace Design Project 4S(SIT4010)
Associate Professor Ivan Lee Vice-President, Industry and Community, SIT	Ivan.Lee@SingaporeTech.edu.sg	*Professional Practice 5S (SIT5004)
Associate Professor Eicher Low SIT Programme Director	Eicher.Low@SingaporeTech.edu.sg	*Applicable Mathematics 2S (SIT2003) *Aircraft Performance 3S (SIT3026) Control 3S (SIT3049)
Assistant Professor Victor Wang SIT Deputy Programme Director	Victor.Wang@SingaporeTech.edu.sg	*Aerodynamics & Fluid Mechanics 3S (SIT3014)
Associate Professor Alfred Tan	Alfred.Tan@SingaporeTech.edu.sg	*Dynamics 3S (SIT3050)
Associate Professor Gianmarco Radice	Gianmarco.Radice@SingaporeTech.edu.sg	*Simulation of Engineering Systems 3S (SIT3051) *Flight Dynamics 4S (SIT4014)
Associate Professor Peter Loh	Peter.Loh@SingaporeTech.edu.sg	*Software Engineering 3S (SIT3030)
Professor Simon Yu Ching Man	Simon.Yu@SingaporeTech.edu.sg	Aerodynamics & Fluid Mechanics 3S (SIT3014)
Associate Professor Kenneth Sng	Kenneth.Sng@SingaporeTech.edu.sg	*Aerospace Control 4S (SIT4009)
Associate Professor Ian Thng	Ian.Thng@SingaporeTech.edu.sg	*Electromagnetic Compatibility 3S (SIT3020) *Radar & Electro-Optic Systems 4S (SIT4043)
Assistant Professor Zhou Yi	ZhouYi@SingaporeTech.edu.sg	Aerospace Control 4S (SIT4009)
Assistant Professor Desmond Chong	Desmond.Chong@SingaporeTech.edu.sg	*Aircraft Structural Analysis and Design 3S (SIT3027) Aircraft Structures and Materials 3S (SIT3017)
Assistant Professor Neelakantam Venkatarayalu	N.Venka@SingaporeTech.edu.sg	Radar & Electro-Optic Systems 4S (SIT4043)
Dr Lee Kim Kheng SIT Adjunct Lecturer	KimKheng.Lee@glasgow.ac.uk	*Aircraft Structures and Materials 3S (SIT3017) *Aircraft Structural Analysis and Design 3S (SIT3027) Aircraft Structures and Materials 4S (SIT4012)
Mr Teo Chin Heng SIT Adjunct Lecturer	ChinHeng.Teo@glasgow.ac.uk	*Navigation Systems 4S (SIT4042)
Dr Ng Wei Heok SIT Associate Faculty	WeiHeok.Ng@SingaporeTech.edu.sg	*Aircraft Structures and Materials 4S (SIT4012)
Dr Euan McGookin University of Glasgow, Glasgow	Euan.Mcgookin@glasgow.ac.uk	*Aerospace Team Design Project 3G(SIT3015)
Dr Ian Taylor University of Glasgow, Glasgow	Ian.Taylor@glasgow.ac.uk	*Aerospace Team Design Project 3G (SIT3016)

LEARNING AND TEACHING ADMINISTRATIVE STAFF

Ms Sanifah Sani
SIT@SP Building, 510 Dover Road, #04-01, Singapore 139660.
T: +65 6908 6032
E: Singapore-eng-SP@glasgow.ac.uk

REPUBLIC POLYTECHNIC CAMPUS

ACADEMIC STAFF

Names and contact email addresses for Teaching Staff on the University of Glasgow Programmes delivered in partnership with SIT at Singapore Polytechnic can be found in the table below, where * denotes the Course Convenor.

Name	Email	Courses
Associate Professor Sye Loong Keoh Director of Research Programmes Programme Director, Computing Science	SyeLoong.Keoh@glasgow.ac.uk	*Database Systems 3 (SIT4038) *Distributed Algorithms and Systems 4 (SIT4024)
Assistant Professor Fatma Meawad	Fatma.Meawad@glasgow.ac.uk	*Interactive Systems 3 (SIT4028) *Mobile Human Computer Interaction 4 (SIT4047) *Big Data 4 (SIT4039)
Assistant Professor Ramanathan Subramanian	Ramanthan.Subramanian@glasgow.ac.uk	*Web Science 4 (SIT4037) *Information Retrieval 4 (SIT4046)
Professor Christopher Johnson University of Glasgow, Glasgow	Christopher.Johnson@glasgow.ac.uk	*Safety Critical Systems 4 (SIT4034)
Professor Alessandro Vinciarelli Programme Director, Computing Science University of Glasgow, Glasgow	Alessandro.Vinciarelli@glasgow.ac.uk	*Professional Skills and Issues 3 (SIT4037)
Associate Professor Malcolm Low SIT Programme Director	Malcolm.Low@SingaporeTech.edu.sg	*Programming Languages 3 (SIT4033)
Associate Professor Jeannie Lee SIT Deputy Programme Director	Jeannie.Lee@SingaporeTech.edu.sg	*Human Computer Interaction 4 (SIT4045)
Associate Professor Indriyati Atmosukarto	Indriyati@singaporetech.edu.sg	*Professional Software Development 3 (SIT4032) *Team Project 3 (SIT4036) *Introduction to C (SIT9004)
Assistant Professor Alex Qiang Chen	alex.q.chen@singaporetech.edu.sg	*PSD Bridging (SIT9004) *Professional Software Development 3 (SIT4032) *Team Project 3 (SIT4036)
Dr Shuang Liu	Liu.Shuang@SingaporeTech.edu.sg	*Professional Software Development 3 (SIT 4032) *Team Project 3 (SIT4036)
Assistant Professor Ryan Kirwan	Ryan.Kirwan@SingaporeTech.edu.sg	*Professional Software Development 3 (SIT4032) *Team Project 3 (SIT4036)
Assistant Professor Poh Kok Loo	Pohkok.Loo@SingaporeTech.edu.sg	*Operating Systems 3 (SIT4031) *Algorithmic 3 (SIT4022)
Associate Professor Ian Thng	Ian.Thng@SingaporeTech.edu.sg	*Network Systems 3 (SIT4030)
Associate Professor Peter Loh	Peter.Loh@SingaporeTech.edu.sg	*Cyber Security Fundamentals 4 (SIT4023)
Dr Michele Sevegnani University of Glasgow, Glasgow	Michele.Sevegnani@glasgow.ac.uk	*Algorithmic Fundamentals (SIT9001) *Linux (SIT9002)
Mr Frankie Cha SIT Adjunct Lecturer	Frankie.Cha@glasgow.ac.uk	*Advanced Programming 3 (SIT4021)

LEARNING AND TEACHING ADMINISTRATIVE STAFF

Ms Sheila Devi Rajoo
43 Woodlands Avenue 9, SIT Building@RP, #08-19, Singapore 738964.
T: +65 6908 6040
E: Singapore-CS-RP@glasgow.ac.uk

The University is structured into Colleges and Schools. Professor Chris Johnson is Head of the School of Computing Science, Professor David Cumming is Head of the School of Engineering and the School is part of the College of Science and Engineering, whose Head is Professor Muffy Calder.

Both Schools of Computing Science and Engineering have separate structures for research and teaching.

Within the School of Computing Science, Dr Wim Vanderbauwhede is the Head of Learning and Teaching and he oversees all academic matters related to teaching in the School. There is also a year head for each cohort who is responsible for all teaching and learning related duties:

Level 3 Computing Science, Dr Gethin Norman
Level 4 Computing Science, Dr Inah Omoronyia

In the School of Engineering, Dr Donald Ballance is the Convenor for Learning and Teaching and has overall responsibility for teaching within the School. Teaching has been organised into five Disciplines, each with a Head of Discipline:

- Aerospace Engineering, Dr Marco Vezza
- Biomedical Engineering, Dr Henrik Gollee
- Civil Engineering, Ms Fiona Bradley
- Electronics and Electrical Engineering, Professor Scott Roy
- Mechanical Engineering, Dr Donald Ballance
- Convenor of Postgraduate Taught Programmes, Dr Euan McGookin

An obvious question is: whom should I contact if I have problems?

- If you have an academic problem with a particular course, speak to its Lecturer or Course Convener in the first instance.
- If the convener or lecturer cannot resolve the problem, or if it concerns the degree programme rather than a single course – a clash in the timetable, for instance – speak to the Programme Director of University of Glasgow Singapore. The contact details are listed in this Handbook.
- The next step is to contact the Convener for Learning and Teaching or the Head of School.
- If the issue is personal (and may affect your studies), see your Adviser of Studies. The arrangements for making an appointment are described in this Handbook.

POLICIES

HEALTH AND SAFETY POLICY

Aim
All students studying the University of Glasgow degree programmes at UGS must adhere to the health and safety policy of the University.

Safety Instructions
- SIT-UoG students must read the SIT and appropriate partner Polytechnic Safety Handbook.
- Students must abide by the Safety Policy, Regulations and Procedures at the respective polytechnics they are based.
- In the laboratories/workshops, students must comply with safety, environmental and housekeeping rules and regulations.
- Food and drink must not be brought into the laboratories.
- Clothing and footwear worn in laboratories must be appropriate: for example, covered footwear, no trailing scarves etc.
- Laboratory safety attire and relevant personal protective equipment must be worn when required.
- Students should not undertake any experimental work without first having obtained clearance and received guidance from academic and technical staff.
- Students should exercise caution and behave in a calm manner when conducting experimental work.
- Local safety signs must be obeyed.

EMERGENCY INFORMATION – NGEE ANN POLYTECHNIC ,SINGAPORE POLYTECHNIC AND REPUBLIC POLYTECHNIC

Emergency Procedures
When making an emergency call to 6592 8511, it is essential to give precise information as follows:

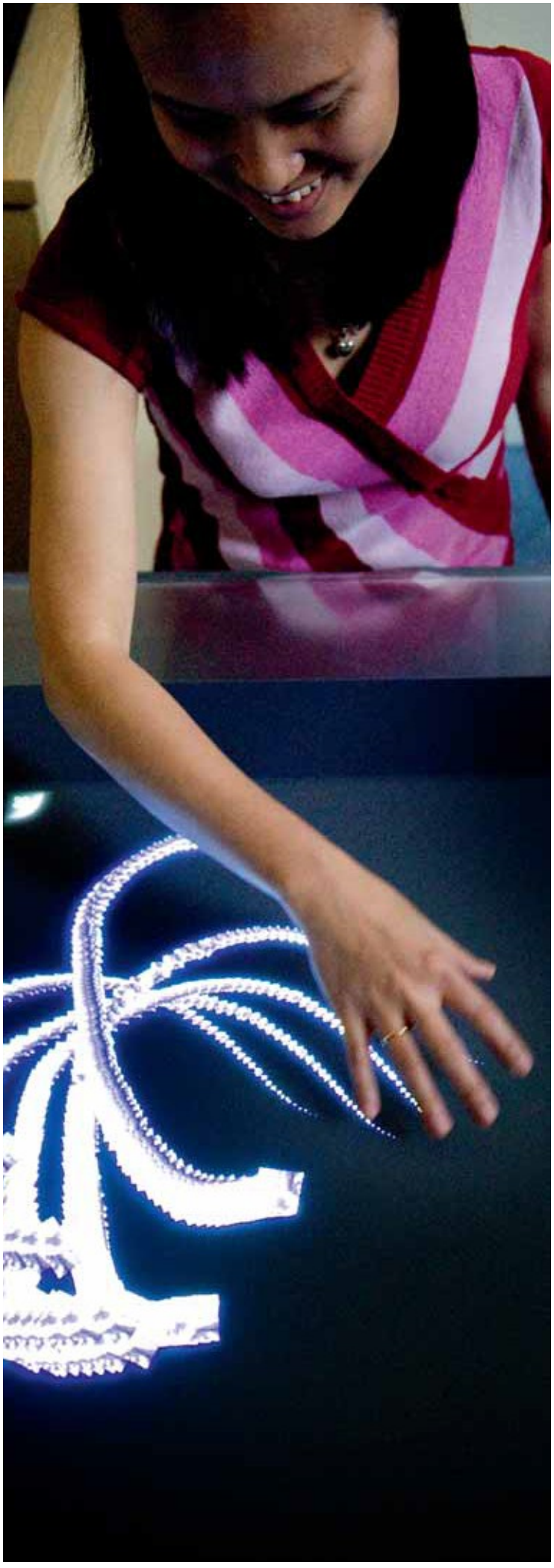
- Name of caller
- Location (university name, block, level and room number)
- Nature of emergency
- What assistance is required, e.g. Singapore Civil Defence Force, Ambulance – 995 or Police - 999

Emergency calls are answered by the Duty Security Person who will direct a call to the appropriate outside service and also inform the Estate Management Office for necessary action.

Fault Reporting Hotline
In an event of disruption to services (affecting water, light, power, air conditioning, lift and fire alarm services) dial 6592 8511.

During office hours, calls are answered by the Operator and after office hours it would be the Duty Security Officer. Call answered will be redirected to the Person in Charge for necessary action and or the appropriate outside service.

Fire Discovery
If you discover a fire
- stay calm
- warn anybody in the immediate vicinity
- use one of the “break glass” boxes to sound the alarm
- only attempt to fight the fire if doing so does not threaten your chance of escape should the fire get out of control.



Computers

You are strongly encouraged to purchase a Notebook PC that may be recommended by SIT. An important part of your development as a computer scientist or an engineer is to learn to use computers as an integral part of your day to day activities. You will receive laboratory classes to show you how to use various software packages that are necessary to your degree programme. This will initially involve investing some time to get familiar with the packages, but you will quickly gain an advantage in being able to do better work faster. Report writing is an important skillset and a number of courses will ask you to practise this by submitting written work.

Email Messages

Information concerning, for example, urgent changes to the timetable, will be sent by email to your University of Glasgow email address. You should therefore ensure that you check your email regularly. You must also ensure that all emails you send to members of staff are from your university email account, rather than private email accounts. On some occasions, an SMS text message may be sent regarding class changes.

Moodle

Familiarise yourself as soon as possible with the online learning environment moodle which can be accessed via moodle.gla.ac.uk. Students should be automatically enrolled in course moodles. However, if you are not, passwords and enrolment keys will be provided by the lecturer for the class concerned. It is very important to register with moodle as important information will be posted there (lecture notes, tutorial and laboratory sheets, course descriptions, deadlines, regulations, etc.).

Smoking

In accordance with the laws, smoking is not permitted in any University of Glasgow building or official vehicle, or within the campus of Ngee Ann, Singapore and Republic polytechnics. All areas in all buildings are non-smoking.

Equal Opportunities

The University has adopted a code of practice on Equal Opportunities for students and staff. The University aims to ensure equality of opportunity for all its students in teaching, learning and assessment, and in the provision of services. The University aims to create conditions whereby students are treated solely on the basis of their merits, abilities and potential, regardless of age, socio-economic background, religious belief, ethnic origin, gender, marital or family status, sexual orientation or disability.

Disability

The University is committed to developing an environment in which students with special needs can pursue their intellectual and personal development with appropriate support. If you have special needs, please inform the University of Glasgow Singapore Office so that appropriate support can be arranged

STUDENT ACADEMIC LIFE

SESSION DATES

Session dates are published at
www.gla.ac.uk/services/senateoffice/sessiondates

MYCAMPUS

MyCampus is the University of Glasgow's student information system that is used by students throughout the year. It will:

- allow you to formally register with the University of Glasgow
- allow you to view and change your details. If any of your personal details change after you have registered (i.e. change of permanent or term addresses, status, etc.), please remember to update this information.
- show your timetable for classes *(Please note that rooming information may be provided locally).*
- compare your results with the progress regulations so that you can see whether you need to take resits.
- provide the system for reporting when your studies are affected by illness or personal difficulties (see the next section).

You should have received the information required to log in to *MyCampus* by email and can find more information at www.gla.ac.uk/students/myglasgow

SEEKING ADVICE

Each student is allocated an *Adviser of Studies* who provides advice throughout the year to students who experience any kind of difficulties which might impinge on their studies. It is thus essential that students should keep their Adviser of Studies fully informed of all academic problems as well as personal or medical problems (including those of near relatives; see also the section below on "Absence Policy") which might possibly affect academic progress. Your Adviser will treat anything you tell them in complete confidence, and if necessary may refer you to one of the many student advice and counselling services available from SIT.

If for any reason, you find yourself missing work or falling behind, consult with your Adviser of Studies, project supervisor, or Program Director to form a plan for catching up. It is important that you inform us while there is still time to deal with the problem effectively.

Your Adviser of Studies will make contact with you early in the academic year (either by e-mail or in class) but there is no requirement for a face to face meeting unless you request this. If you do wish to see your Adviser at any point in the year, you should make an appointment by contacting them directly. It is also possible that your Adviser (or other officers from the School or University) may need to contact you. Please keep your contact details on MyCampus up to date, and check your e-mail regularly.

Advisers of Studies

Dr Douglas Thomson (Chief Advisor, Glasgow) Douglas.Thomson@glasgow.ac.uk
Ngee Ann Polytechnic based advisers
Assistant Professor Idris Lim LiHonIdris.Lim@glasgow.ac.uk
Associate Professor Cindy Goh Cindy.Goh@glasgow.ac.uk
Associate Professor Fannon Lim Fannon.Lim@glasgow.ac.uk
Associate Professor David Li (Senior Advisor) David.Li@glasgow.ac.uk
Dr Christian Della Christian.Della@glasgow.ac.uk
Singapore Polytechnic based advisers
Associate Professor Sutthiphong "Spot" Srigrarom Spot.Srigrarom@glasgow.ac.uk
Assistant Professor Imran Halim bin Ibrahim Imran.Ibrahim @glasgow.ac.uk
Assistant Professor Fan Hong Fan.hong@glasgow.ac.uk
Assistant Professor Henrik Hesse Henrik.Hesse@glasgow.ac.uk
Republic Polytechnic based advisers
Associate Professor Sye Loong Keoh SyeLoong.Keoh@glasgow.ac.uk
Assistant Professor Fatma Meawad Fatma.Meawad@glasgow.ac.uk
Assistant Professor Ramanathan Subramanian Ramanathan.Subramanian@glasgow.ac.uk

ABSENCE POLICY

What to do if your studies are affected by illness or personal problems

The University has an Absence Policy explained at www.glasgow.ac.uk/services/senateoffice/policies/student support/absence policy that explains what you should do if your studies or examinations are affected by illness or personal problems (It does not apply only to absences, despite the title). The main point is that students must complete an Absence Report as soon as possible on MyCampus for any 'significant' absence. A 'significant' absence is:

1. an absence of more than seven consecutive days during working periods;

2. an absence of any duration if it prevents a student from:
   a) attending an examination, or
   b) fulfilling any other published minimum requirements for the award of credit (e.g. compulsory attendance at a tutorial or laboratory class or meeting a deadline for handing in an assignment.

You must justify the reason for your absence and may be required to upload supporting evidence. You may also wish to explain the circumstances to your Advisor, particularly where the illness or difficulties may be prolonged. The sooner you tell us, the earlier we can help you.

You are expected to make up for missed classes where practicable. For example, if you miss a compulsory laboratory near the start of a course you can usually arrange with the lecturer to complete it at a later date. It is your responsibility to make such arrangements.

The university has a general rule that you must complete at least 75% of a course to be awarded credit. This means that it is not possible for you to be awarded credit after a prolonged absence, even for a good cause. This is because you would not have met enough of the learning outcomes of the course. Discuss your circumstances with your Adviser if there is any possibility of this happening to you; it may be best to withdraw from your studies until your problems are fully resolved.

It is particularly important to report absences from examinations promptly, preferably before the examination if possible. You MUST notify the University no later than one week (i.e. within 7 days) after the date of the examination or the due date for submission of the assessment affected. The information you provide will be treated confidentially. Any absence notification and supporting evidence must be completed following the guidelines in the University's Student Absence Policy.

STAFF/STUDENT COMMITTEE

The University of Glasgow Singapore has a Staff/Student Committee which meets once each semester, normally in week six, to discuss matters relating to courses and the welfare of the student body (NOT individual cases, which should be referred to the appropriate Advisor of Studies). The student representation on the committee consists of two students from each year of each degree program.

STRUCTURE AND ASSESSMENT OF DEGREE PROGRAMMES

TERMINOLOGY – PROGRAMMES, COURSES AND CREDITS

Common words such as 'course' can be used in different ways so here is a brief list of usage at University of Glasgow.

- A degree programme is the complete curriculum that leads to a degree, such as BEng in Aerospace Engineering, BSc in Computing Science or MSc in Mechanical Engineering.
- Each programme is divided into courses, each of which is self-contained with its own instruction and assessment.
- Each course has a level, which is roughly the same as its year in the curriculum, and is often shown by a number at the end of the name of the course.
- For example, Thermodynamics 1 is a level 1 course and appears in the first year of the curriculum for
- undergraduates. Masters level courses may have an 'M' instead of a number.
- The size of courses is measured in credits; most taught courses carry 10 or 20 credits but projects may be larger.
- You are awarded the credits for a course if you complete all the compulsory work and assessments; typically this means that you must attend laboratories and tutorials, submit assignments and attend examinations (the details are given in the specification for each course and will be explained by the lecturer or convener). You do not have to 'pass' the course to be awarded the credits (but you do have to 'pass' the course to progress on the degree programme). In other words credits are a measure of quantity, not quality.
- The usual academic year for undergraduates (September–June) carries 120 credits.

Formally 1 credit = 10 learning hours, the total time that a typical student is expected to spend on a course for 1 credit of learning outcome. Thus a 10-credit course demands 100 learning hours, including formal contact hours and self-learning hours. In many cases the timetabled classes (lectures, laboratories, tutorials) come to about 30 hours so you are expected to spend more than double that time working on the material in your own time – reviewing lecture notes, going over difficult points with the aid of a textbook, working through tutorial sheets, writing laboratory reports and revising for the examination.

The minimum number of credits required for:

- BEng qualification is 250 credits for Mechatronics and Mechanical Design Engineering programmes, and 260 credits for Aerospace programmes
- BSc (Hons) in Computing Science programme, a minimum of 240 credits are required.

WHERE TO FIND FURTHER PROGRAMME INFORMATION

This handbook has been kept short so that it contains only the most important information. Here are some pointers to further information that you might need during your studies.

- Structure of degree programme – This is embedded in MyCampus and a brief description is given on the home page for each degree, for example, **www.glasgow.ac.uk/schools/engineering/undergraduates.** The formal document is called the programme specification and can be found on the Senate Office web site **www.glasgow.ac.uk/services/senate office.**
- Details of individual courses – This is contained in the course specification, which can be downloaded from the Course Catalogue www.glasgow.ac.uk/coursecatalogue.
- Past examination papers – these are kept by the library and are available online: **www.glasgow.ac.uk/services/library**

VALUE-ADDED PROGRAMME

In collaboration with SIT, it is compulsory for all UGS students to attend and complete these programmes in order to be awarded their degree.

OVERSEAS IMMERSION PROGRAMME

An integral part of the Degree Programmes is a compulsory four weeks intensive summer programme carrying 10 credits in Glasgow during the summer vacation (June-July) between Year 1 and Year 2. Accommodation will be reserved in student flats close to the University of Glasgow main campus. This 10-credit course will count towards the final award.

GUIDE TO THE GRADING SCHEME

You are awarded a grade at the end of each course, following a meeting of the School Board of Examiners to approve the results. These results are published only on MyCampus; please do not ask the UGS Office, advisers of studies, lecturers or anybody else because they will not be able to tell you your results.

Assessment is governed by the University's Code of Assessment, which is part of the University Calendar **www.gla.ac.uk/services/senateoffice/policies/calendar** (the formal regulations). A full explanation is provided at **www.glasgow.ac.uk/services/senateoffice/policies/assessment**. This specifies a set of grades from A1 (highest) to H (lowest) with descriptions of each grade shown in Table 1. Some courses, notably projects, are assessed using these grades directly but most examinations in Computing Science and Engineering are marked in percentages. The School converts these to grades using the mapping in Table 1 as a guide but this may be varied.

Grade	Aggregate Score	%	Gloss	Primary verbal descriptors for attainment of Intended Learning Outcomes
A 1	22	84–100	Excellent	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures
2	21	80–83		
3	20	77–79		
4	19	74–76		
5	18	70–73		
B 1	17	67–69	Very Good	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding
2	16	64–66		
3	15	60–63		
C 1	14	57–59	Good	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding
2	13	54–56		
3	12	50–53		
D 1	11	47–49	Satisfactory	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure
2	10	44–46		
3	9	40–43		
E 1	8	37–39	Weak	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations
2	7	34–36		
3	6	30–33		
F 1	5	27–29	Poor	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
2	4	24–26		
3	3	20–23		
G 1	2	15–19	Very Poor	Attainment of intended learning outcomes markedly deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation
2	1	10–14		
H 0	0	0–9	No credit	No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary

Table 1: Mapping of percentage marks to grades and verbal descriptors of grades from Code of Assessment

In order to be awarded the credits and to gain one of the grades in Table 2, you must have completed a course satisfactorily. If you have not been awarded the credits for a variety of reasons other results are used. For example:

- MV means you had medical or personal circumstances which prevented you from taking the exam and you can take a repeat assessment.
- CW means that you have not completed some part of the assessment (exam, laboratory report, etc.) but can still do so before the next academic year. Contact the course coordinator/convenor if you are in doubt as to what you need to do.
- CR means that you have not completed some compulsory element of the course (attended laboratories, etc.) and it is not possible to remedy this in the current academic year. You cannot change CR by taking a resit exam; you would need to repeat the course and the progress committee may not permit this. Contact the course coordinator/convenor if you are in doubt as to why you were refused credit for a course.
- 07 means a deferred result – we have not been able to give you a grade at the usual time. The reasons range from study abroad to plagiarism so please ask if this is unexpected.
- ZZ means that you are a debtor. You cannot see your results until the debt has been cleared.

Each grade also has a **grade point score** on a scale from 0–22. These are used to calculate your average performance, which is needed to check your progress and for graduation.

Please note that resits are not available for any Year 2 (Level 4) courses.

PLAGIARISM

In most courses, you will be asked to submit work for assessment, sometimes individually and sometimes in prescribed groups. *It is expected that this work has been undertaken by those who submitted it.* This is no more than straightforward honesty, and you agree to abide by the University's statement on plagiarism each year when you matriculate. The submission of any other person's work is ***plagiarism***, a form of cheating defined by the University below. The Schools and University take a serious view of such dishonest behaviour and will take action against any student found to have plagiarised. There are good reasons for this. One is that the work is part of your programme of study and you learn nothing if you do not undertake the work yourself. Secondly, the University upholds the quality of its academic qualifications and cannot tolerate having them lowered through dishonesty.

There may be occasions, when you work in groups and are required to submit work individually, where the 'ownership' of material is questionable. Please discuss this with the staff concerned if you are unsure how to submit joint work. You learn a great deal by discussing problems with fellow students and we do not wish to discourage this valuable activity.

A range of penalties may be applied when plagiarism is detected depending on the severity of the plagiarism. Severe plagiarism may put at risk your degree from the University of Glasgow. In all cases your Adviser will be informed and may have to report the cheating in references written for you. A severe view is taken of plagiarism in Levels 3 and above, where marks contribute to your final degree classification. Cheating in examinations is also treated very seriously.

The introduction to the University's statement on plagiarism (part of the University Calendar) is as follows.

"The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the

understanding that it is the student's own effort.

Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Plagiarism includes inappropriate collaboration with others. Special cases of plagiarism can arise from a student using his or her own previous work (termed auto-plagiarism or self-plagiarism). Autoplagiarism includes using work that has already been submitted for assessment at this University or for any other academic award.

The incorporation of material without formal and proper acknowledgement (even with no deliberate intent to cheat) can constitute plagiarism. Work may be considered to be plagiarised if it consists of:

- a direct quotation;
- a close paraphrase;
- an unacknowledged summary of a source;
- direct copying or transcription.

With regard to essays, reports and dissertations, the rule is: if information or ideas are obtained from any source, that source must be acknowledged according to the appropriate convention in that discipline; and any direct quotation must be placed in quotation marks and the source cited immediately. Any failure to acknowledge adequately or to cite properly other sources in submitted work is plagiarism. Under examination conditions, material learnt by rote or close paraphrase will be expected to follow the usual rules of reference citation otherwise it will be considered as plagiarism. Schools should provide guidance on other appropriate use of references in examination conditions.

Plagiarism is considered to be an act of fraudulence and an offence against University discipline. Alleged plagiarism, at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the University. The University reserves the right to use plagiarism detection systems, which may be externally based, in the interests of improving academic standards when assessing student work."

In recent years, we have had to report several students for plagiarism in their final year project report. If it is found that plagiarism has occurred, the standard penalty is a grade H for the report. This means that the student cannot attain a grade D3 in the overall mark for the project and is therefore unable to graduate with any honours degree.

The consequences of plagiarism are very severe. Please ask your supervisor if you have any doubts about the correct way to acknowledge the work of other in your final year project report or any other submission.

CONDUCT IN EXAMINATIONS

Examinations are the major assessment for most courses and it is essential that they take place under fair conditions for all students. The University has therefore drawn up rules to prevent cheating and will take severe action against any student who breaks these rules. The full regulations on exam conduct are set out in the University of Glasgow Calendar and the following key points have been summarised by the Registry examinations team:

1. You are under examination conditions at all times in the examination and from the moment you enter the examination room.
2. You must follow the instructions given to you by invigilators.
3. You must not talk to or use any other form of communication with anyone other than an invigilator during the examinations and may not communicate until you have left the examination room at the end of the examination.
4. You must not begin writing before the invigilator announces the start of the examination and must cease writing when the invigilator announces the end of the examination.
5. You must have your University of Glasgow Student ID Card with you in the examination. It must be on your desk and in clear view at all times. No other form of ID will be accepted by the invigilators. If you forget to bring your ID Card, this will be recorded on your Attendance Form and you will be reported to your Head of School after the examination.
6. The use of mobile phones and other electronic devices, such as personal music players are not permitted during examinations. You must switch off and remove all such items, including headphones, prior to the start of the examination and place them in a closed bag or container away from your person. The owners of mobile phones that ring during the examination will be reported.

The penalties for misconduct in examinations are severe and may result in expulsion from the University.

Section 17 of the Fees and General Information in the University Calendar concerns student conduct in written examinations, and you should pay particular attention to points 3, 4, 5, and 6 on pages 21 and 22:

www.gla.ac.uk/services/senateoffice/policies/calendar

Where an invigilator reports to the Senate that a student has been found with prohibited material, the student concerned is interviewed by the Senate Assessors for Student Conduct (under the provisions of the University's Code of Student Conduct). The Senate Assessors can impose a range of penalties and these can have very severe consequences for the student involved - for example, a common penalty is to award Grade H for the examination in question, with no opportunity to resit. In some cases, this can have the effect of preventing students from completing their degree, or from graduating.

In order to avoid consequences such as this, you are asked to be particularly aware of the items in your possession as you enter the examination room. Please ensure you have no revision notes in pockets or inside permitted material such as dictionaries or pencil cases - these can sometimes be forgotten.

PENALTIES FOR LATE SUBMISSION OF COURSEWORK OR COMPONENTS OF COURSEWORK

Please ensure you are familiar with section 16.25 to 16.28 of the University Calendar which set out the full regulations. A key point to note is that:

Except as modified by §16.27 - §16.28, the primary grade and secondary band awarded for coursework which is submitted after the published deadline will be calculated as follows:

a) in respect of work submitted not more than five working days after the deadline:
   i) the work will be assessed in the usual way;
   ii) the primary grade and secondary band so determined will then be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late.
   b) work submitted more than five working days after the deadline will be awarded grade H.

For example, a report submitted 25 hours after the deadline and initially graded B3 would have the grade reduced to D1.

RULES FOR PROGRESSION AND HONOURS ASSESSMENT

GRADUATION

Your results at the end of each academic year must meet certain requirements for you to progress through your degree programme. There are similar requirements for graduation. These are set out formally in the university calendar **www.gla.ac.uk/services/senateoffice/policies/calendar.** Here is a brief, unofficial summary.

PROGRESSION

For progression from Year 1 (Level 3) to Year 2 (Level 4) in your BEng, your Year 1 results excluding the courses undertaken in Glasgow during the OIP must satisfy these conditions:

- successful completion of 120 credits with a minimum of grade E3 in every course. (130 credits for Aerospace programmes)
- minimum grade of D3 in best 100 credits (110 credits for Aerospace programmes)
- Grade Point Average (GPA) of at least 9.0 (i.e., D3).

You must also achieve a grade of at least E3 for the course undertaken in Glasgow during the OIP.

You may resit assessments from Year 1 courses to meet the progression rules. The grade points are capped at 9, corresponding to D3, and only your results from the first attempt in Year 1 will be carried forward to your degree classification.

The School Progress Committee meets in September to consider the progress of all students. They consider your results with any evidence of personal difficulties and decide whether you:

- can make normal progress to the next year of study
- are offered the opportunity to repeat some courses in order to improve your results; there is no automatic right to any further reassessment beyond the first resit
- should be excluded from further study, in which case the committee will consider whether your results meet the standard for an exit award

The purpose of progress regulations is to stop you wasting your time (and money) by studying for a degree that you are unlikely to achieve.

Note that Applicable Mathematics 2N, 2S and 3S are included in the progression requirements but not in the degree classification. The courses undertaken in Glasgow during the OIP are included in the calculation of the Year 1 GPA used for your degree classification.

For progression in Computing Science, a student must:

- Achieve a GPA of at least 9.0 (D3) in Level 3, at the first attempt;

No resit is allowed for Year 1, except for students with a MV.

The progression board meeting for computing science meets in August to consider the progress of all students. The PSI course undertaken in Glasgow during the OIP is part of the Year 1 (Level 3) courses.

The University has general requirements for graduation and the BEng and BSc (Hons) have extra rules that are similar to those for progression. Your results in Year 2 (level 4) must satisfy all the following requirements in order to graduate with the degree of BEng (Hons):

a) grade E3 or better in all courses *at the first attempt* (no reassessment is permitted at this level)
b) no more than 20 credits of courses below grade D3
c) grade D3 or better in the major individual project

Rules (a) and (b) are set by the UK Engineering Council for accredited degrees, such as the BEng (Hons).

For both BSc (Hons) in Engineering, which is not accredited, and BSc (Hons) in Computing Science, only (c) needs to be met. Especially note that you require a minimum grade of D3 in your major individual project for *any* UofG honours degree.

The calculation of the final classification is based on your GPA from Year 1 (level 3) and Year 2 (level 4) weighted as shown in Table 2 below:

Table 2: Weightage of Level 3 and Level 4 GPA towards honours classification calculation

Degree Programme	Engineering	Computing Science
Level 3	30	40
Level 4	70	60

Mathematics courses are excluded from the GPA to leave 120 credits in each year. Table 3 provides the GPA and the equivalent honours classification. If your GPA lies in a 'discretionary band', the class depends on your distribution of grades. For example, if your GPA lies in the range 17.1–17.9, you will get a First Class degree if 50% or more of your results are at A grade, weighted in the same way as the GPA, or an Upper Second Class degree if you have fewer than 50% A grades.

If your classification is a "Fail", you will be considered for one of the early exit awards described below.

As usual, the formal rules for graduation and classification are in the Calendar.

Table 3 Classification of honours degrees based on weighted GPA for honours courses.

Honours GPA	Honours Classification
18.0–22.0	First Class
17.1 – 17.9	*either* First Class or Upper Second Class (discretionary band)
15.0 – 17.0	Upper Second Class
14.1 – 14.9	*either* Upper Second Class or Lower Second Class (discretionary band)
12.0 – 14.0	Lower Second Class
11.1 – 11.9	*either* Lower Second Class or Third Class (discretionary band)
9.0 – 11.0	Third Class
8.1 – 8.9	*either* Third Class or Fail (discretionary band)
0.0 – 8.0	Fail

Ordinary Degree and other Exit Awards

If your final results do not meet the requirements for BEng or BSc (Honours) in Engineering or BSc (Honours) in Computing Science, or your results at the end of Year 1 (Level 3) do not meet the progression requirements, you will be considered for the degree of BSc (Ordinary) in Engineering Studies or BSc (Ordinary) in Computing Science. For students who start BEng at Level 3 (Year 1 following requirements are also applicable:

The candidate must have obtained at least 120 credits and achieved an overall grade point average of at least 9.0. Within these 120 credits:

a) at least 90 must be at grade D or better including at least 60 at level 3 or higher;
b) at least 70 must correspond to courses in Engineering subjects (this is satisfied automatically by the standard curriculum).

The degree shall be awarded with Merit where the grade point average is at least 12.0, and with Distinction where the grade point average is at least 15.0.

Where the candidate has accumulated more than 120 credits, the credit counted in the calculation of the grade point average shall be reduced to 120 credits by discarding all or part of the credit for certain of the courses in such a way as to maximise the grade point average while meeting all other requirements of the regulations.

If your results do not meet the requirements for the Ordinary Degree, you will be considered for the Diploma or Certificate of Higher Education. Please see the Calendar for details.

FORMAL APPEALS

A student has the right of appeal against:

a) exclusion from further study
b) a decision of the Examination Board

The Code of Procedure for Appeals is laid out in the University Calendar www.gla.ac.uk/services/senateoffice/policies/calendar and this handbook gives only an informal guide. You should act promptly if you are contemplating an appeal because you must intimate your intention to appeal within 10 working days of publication of the result or decision against which you are appealing. Note also that appeals committees may refuse evidence that could reasonably have been submitted before the decision against which you are appealing.

(a) Exclusion from further study

The progress of undergraduate students is reviewed annually by the School Progress Committee. If a student fails to meet the progress requirements this Committee may decide that he or she is not allowed to register for the following session, or may be required to register for a different qualification. You can formally appeal to the College against the decisions of the School Progress Committee but they will not accept any evidence that could reasonably have been submitted to the School earlier.

(b) A decision of the Examination Board

You may appeal against a grade awarded in an examination or the class of Honours awarded. In this case, the Calendar states clearly that **an appeal will not be entertained against marks or decisions of examiners, or other matters of academic judgement, but only on the grounds of unfair procedure or medical evidence.**

If you are considering an appeal against the grade you have been awarded for an examined course, you should first review your exam script. Send an email from your official university account to either Singapore-eng-NP@glasgow.ac.uk or Singapore-eng-SP@glasgow.ac.uk or Singapore-CS-RP@glasgow.ac.uk stating clearly which script(s) you wish to see. Do this as soon as possible after the results are published because:

- if you wish to appeal against the result, this must be started within 10 working days of publication of the result
- the scripts are put into storage after a period of time, which will cause a delay in access

Following release of exam results, students will have the opportunity to review their exam scripts at a time specified. Please note that this review will take place under exam conditions, and any queries will require to be raised within a time limit. For appeals procedure please contact the SRC Advice Centre **www.glasgowstudent.net/advice**

A student who feels that he or she has grounds for an appeal should first seek advice. The Students' Representative Council (SRC) Advice Centre has written an excellent leaflet on Appeals, available on the web at **www.glasgowstudent.net/advice/academic/appeals**.

Here is its introduction:

"There are two grounds for appeal:

- Unfair or defective procedure
- Failure to take into account medical or other adverse personal circumstances.

In other words, either the department has done something wrong in the way they have administered your course or exams, or else they haven't made reasonable allowances for a medical or other personal problem."

Please note that you cannot appeal against academic judgement – in other words, simply because you think that you should have been given a higher grade for your work. It takes a lot of work to assemble the evidence needed for an appeal and it would be wise to discuss your position with somebody before starting. Your Adviser of Studies will be happy to help or you might prefer to approach the SRC Advice Centre; you should certainly get a copy of their leaflet. The University also has a Complaints procedure; see **www.glasgowstudent.net/advice/academic/complaints**

PRIZES

The School of Computing Science and the School of Engineering have a number of prizes and information on these can be found at **www.gla.ac.uk/services/senateoffice/prizesandscholarships**

YOUR OPINION IS IMPORTANT

All courses are subject to continual review and assessment to ensure that the course objectives are being realised, and that student needs are being met. From time to time during the year you will be asked to fill in Student Evaluation Questionnaires for your various courses. Please treat this as a serious exercise. The results are important, and are used to continually improve and update the courses.

YOUR ACADEMIC RESPONSIBILITIES AS A STUDENT

YOU ARE RESPONSIBLE FOR YOUR SUCCESS

The University provides staff, facilities and various organised courses to enable you to acquire an education and understanding of the subject you are studying. The quality of this provision is constantly monitored, and we pride ourselves on the high standards maintained. It is your responsibility to use the provision made by the university most effectively so as to succeed in your chosen subject. You must surmount any perceived shortcomings in the system, for these cannot be used to excuse any failure by you to apply yourself effectively to your studies. You will be judged by your results, so make sure that they reflect your best effort.

MANAGING YOUR TIME

You decide how much time to spend on your various activities as a student. The way that you allocate your time to your studies has an important effect on your success, so make sure that you allocate sufficient time to your studies. The degree exams at the end of the semester may seem far off, but it is vital to review your lecture notes on a continuous basis, and keep up to date with tutorials and class exercises. Last minute revision is no substitute.

In addition to lectures and laboratories your course also involves a considerable amount of project work. This is interesting, enjoyable and it may seem like the more time spent on it the better will be the results. It is therefore easy to be drawn into spending too much time on project work to the detriment of your other studies. Strive to achieve the best that you can within the suggested time limits, and resist the temptation to spend more time on trying to improve the project results.

YOUR RESPONSIBILITY TO ATTEND CLASSES

Your funder, the university and the staff all require a certain level of commitment from students. The grant awarding authorities, as representatives of the taxpayer, require that you attend the course for which they are paying. If you fail to attend classes regularly then the University is required to notify the grant authority and your grant may be withdrawn.

The university has a formal set of Attendance Requirements, contained in the Absence Policy **www.glasgow.ac.uk/services/senateoffice/policies/studentsupport/absencepolicy**:

1. Students are expected to attend all timetabled classes.
2. Attendance at any examination which contributes to summative assessment is compulsory.
3. Heads of Schools are responsible for ensuring that students are given clear notification of all classes for which attendance is compulsory.

The information on compulsory classes is contained in the section ‘Minimum Requirement for Award of Credits’ of the Course Specification for each course, which can be downloaded from the Course Catalogue www.glasgow.ac.uk/coursecatalogue. You will be refused credit for a course if you fail to meet these requirements without good cause. This means that you cannot complete your curriculum for the year and will not be able to progress to the next year of your studies.

Compulsory Classes

Attendance at elements of the course designed to provide learning through experience is compulsory. This includes laboratory work, studio work, drawing, computing and design project classes, external visits, lectures by visiting speakers, and lectures setting out the requirements for laboratory and project work. Course specifications make clear which elements of a course are compulsory. Note that ‘attendance’ means ‘timely attendance’. Late arrival at laboratories etc., so that you miss the instructions given at the start, will be treated as non-attendance.

Lectures

Different students have different learning strategies for taught courses assessed by examination. However, absence from lectures is nearly always a result of your failure to manage your time effectively, and is definitely prejudicial to your chances of success in the examinations. There is a strong correlation between attendance at lectures and tutorials, and performance in exams.

Lecture courses provide additional support for students. Questions can be answered during lectures if the class size is small. Otherwise, the lecturer can be approached outside the lecture to clarify any points, and to help you with tutorials and preparation for exams. If you are regularly absent from lectures this support will not be available – you cannot expect to receive private tuition from the lecturer to compensate for not attending lectures.

PDF versions of lecture notes will be often made available on the appropriate Moodle page. Students are responsible for printing their own notes. The UGS office **do not** have copies of handouts.

You may record lectures for your own personal use, however, you must **seek the lecturer’s permission before recording**.

Please note that lecture recordings and ALL course materials provided are for your own personal use and can only be used in relation to your studies. Any unauthorised distribution of course materials, including uploading them onto unauthorised web sites and social media sites, such as YouTube or Course Hero, will be considered in breach of the code of conduct and will be subject to disciplinary action.

Tutorials

Tutorials are the primary method of receiving formative feedback on your understanding of the course material. The amount of preparation for each tutorial varies but you should expect to spend approximately four hours ***before*** each tutorial working on the questions. In this way, you will be able to ask the tutorial support staff questions that have caused you problems. It is not good enough simply to attend tutorials and to start work on the tutorial questions at the scheduled tutorial.

Laboratories

Attendance at laboratories is a required part of many courses. The timetable is on MyCampus and you must attend at the specified times. *Please note that rooming and detailed timetable information may be provided locally.* If you miss a laboratory for any reason, you must speak to the lecturer concerned with the laboratory as soon as possible to try to re-schedule the laboratory.

Monitoring of Attendance

Attendance at classes may be monitored by the lecturer involved using various methods. It is a disciplinary offence to falsely represent someone as being present at a class when they are absent.

Absences of two or more consecutive weeks without good cause will result in action being taken. The university also has a duty of care to students, which is monitored by attendance at lectures or laboratory sessions.

The main aim of this procedure is to ensure that you are given an opportunity to provide an explanation for the absence. The ultimate sanction is withdrawal from the University by Registry if no acceptable explanation for continued absence is received. However, you should be aware that, as long as you keep the School informed of any legitimate absence, the Attendance Monitoring policy need not be a cause for concern.

Students are required to submit an absence notification on MyCampus to cover any absence they have from their studies. If the absence is more than 7 days, or if you miss any coursework, examination or mandatory lecture/tutorial, you are required to submit a notification of good cause on MyCampus along with any appropriate supporting evidence within 7 days of the deadline/exam. Notifications of good cause submitted out with this time may not be considered.

The procedures to follow in the case of absence and good cause are described in Section 11 of Part I of this document. See the following link:
http://www.gla.ac.uk/services/senateoffice/academic/recentpolicyagreements/monitoringstudentattendance/

COMMUNICATION

The internal web pages, accessible via Moodle, contain a range of useful information, including course descriptions, minutes of staff/student meetings and announcements of various kinds. Most course coordinators will use the web to make course information and materials available. **Email is the primary means of communication** in general and between the teaching administration office and students in particular. To avoid missing important information, students should ensure they check their e- mails regularly. The email facilities are also available for personal use but only if they are not abused. *Under no circumstances use the facilities for spam.* The University reserves the right to monitor data communications, as permitted by the relevant legislation and University regulations.

FEEDBACK

Feedback is an important part of the learning process. You will receive academic feedback on your work in several ways.

- Many courses have tutorials, where discussions with the tutor provide feedback on your work. You must attempt the questions before the tutorial, as advised in the guidelines above, to get the full benefit of feedback in tutorials.
- Some lecturers give a whole-class feedback session after submission of an assessed exercise. While this may not seem personalised, it may help clarify misconceptions as experienced right across the class – being aware of them all will give you a better picture of the subject area and pitfalls to your fully understanding it.
- Feedback is provided by staff during laboratories in a similar way. Again, you can get the full benefit only if you come prepared.
- Some courses require you to submit assignments, which will be marked and returned with comments as feedback.
- Any short test in class gives you direct feedback. Assuming it is self-marked in class, or even if it is handed in and returned, marked, a few days later, being able yourself to see which questions you got right and which wrong is immediate feedback for you to act on.
- During projects, regular meetings with your supervisor provide a high level of immediate feedback.
- Feedback on presentations (poster or oral) can be obtained from the assessors but it is better to wait a day or two, until you are feeling more relaxed.

The University aims to return feedback on written assessments within three weeks. You will be notified if a delay is expected.

Feedback is also provided on Moodle for the performance of classes in examinations. Typically, this includes the statistics for overall marks scored in the examination and a commentary on the answers to each question. Please read this for past examinations because it should help you to avoid common problems and improve your performance on future examinations. Students who require to improve their performance in a resit examination in order to progress or graduate may seek individual feedback from the lecturer.

WHERE TO GET HELP WITH YOUR STUDIES

The University offers a wide range of advice and guidance for your studies. These cover general issues, not those associated with a particular course, for which you should see

Information on student services provided by SIT can be found on the SIT student portal:
https://st.singaporetech.edu.sg/

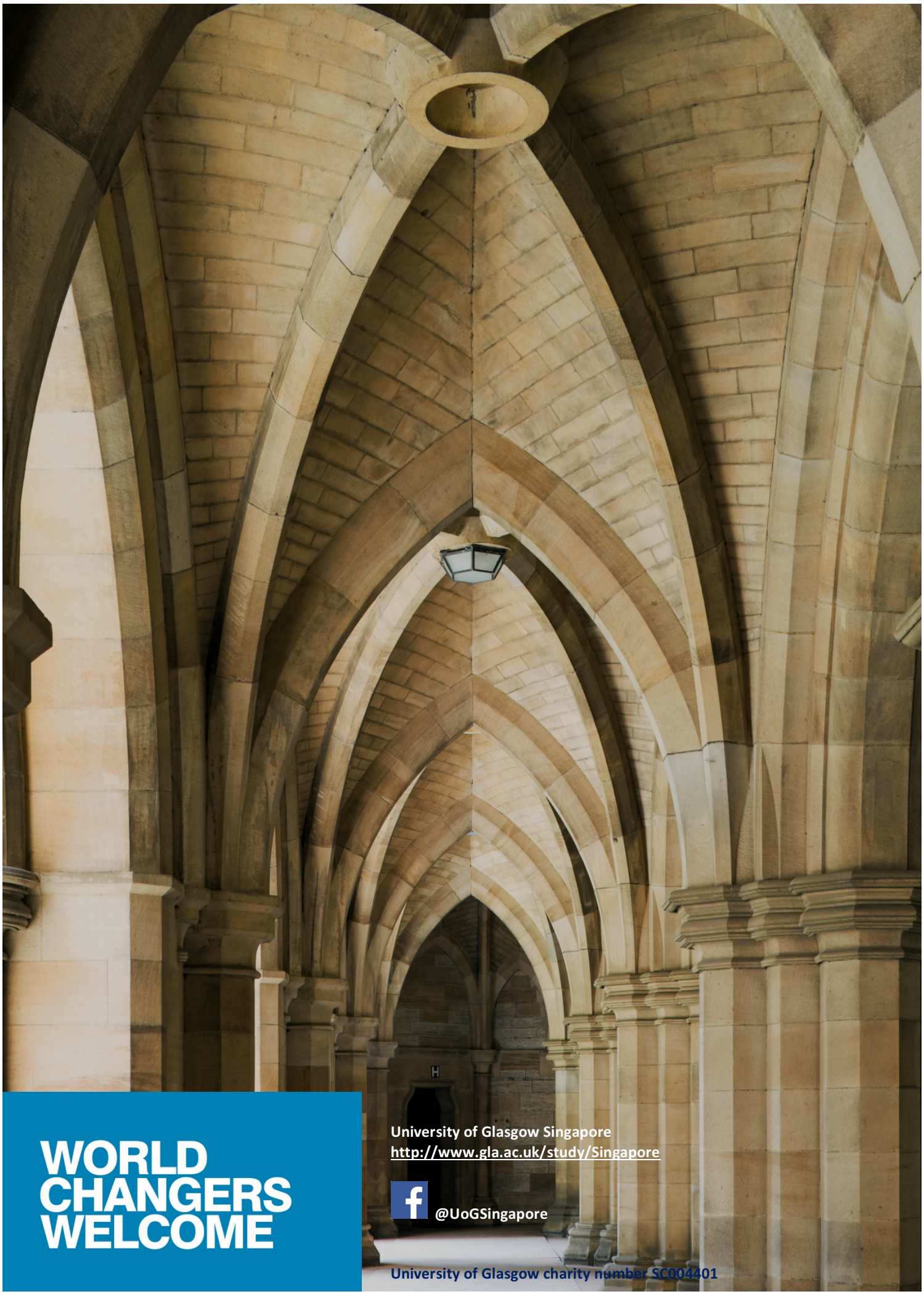
Information on local polytechnic resources such as the library can be found on the relevant polytechnic website:

- Ngee Ann Polytechnic:
  www.np.edu.sg/library and www.np.edu.sg/ss
- Singapore Polytechnic:
  www.sp.edu.sg/wps/portal
- Republic Polytechnic:
  www.rp.edu.sg/library/index.asp

The following services exist at the University of Glasgow Campus in Glasgow:

- Student learning service:
  www.glasgow.ac.uk/services/sls
- Effective Learning Adviser:
  www.glasgow.ac.uk/services/sls/offer/learningadvice
- NUMBER: Student Mathematical Support:
  www.glasgow.ac.uk/services/sls/offer/mathsstats
- University Library:
  www.glasgow.ac.uk/services/library
- English as a Foreign Language:
  www.glasgow.ac.uk/services/languagecentre
- Student Disability Service:
  www.glasgow.ac.uk/services/disability
- Student Counselling and Advisory Service:
  www.glasgow.ac.uk/services/counselling

The Students' Representative Council also runs an informative web site and their advice pages, which go far beyond academic issues, are at
www.glasgowstudent.net/advice



WORLD CHANGERS WELCOME

University of Glasgow Singapore
http://www.gla.ac.uk/study/Singapore

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