Welcome to the College of Engineering

A community of over 3,500 students, with an international student population from over 70 countries, supported by over 400 academic and professional service staff. The College is recognised internationally for its excellent teaching, ground-breaking multidisciplinary research and well-established links with industry and we aim to use our excellent facilities and staff expertise to ensure that our graduates are well-prepared for life after University.

We strive to ensure that the College of Engineering is a friendly and open community and we hold an Athena SWAN Bronze Award for our work in continuing to eliminate gender bias and developing an inclusive culture.

The College of Engineering is spread over seven buildings in the Engineering Quarter include Engineering Central, Engineering East, Engineering North, The Energy Safety Research Institute and The Institute of Structural Materials, the Active Office, Active Classroom. If this all seems a bit daunting, the reception office in the Engineering Central building is easy to find and will provide any directions needed.

We have tried to make this guide a readable document of the most important things you may need to know as you start your time with us and so please have a look through this. Please ask any questions of anything you are not sure of and seek help if you feel you need it; that is what we are here for.

You can speak one-to-one with a member of the team at Engineering Reception between 8.30am – 4.45pm Monday - Friday (excluding bank holidays). Alternatively, email us at engoffice@swansea.ac.uk

Or call us on +44 (0)1792 295514
Getting Started

Access the academic calendar for 2019-2020:
https://www.swansea.ac.uk/study/semesterandtermdates/

Access ‘MyUni’
Once you have enrolled you need to log in to your ‘MyUni’ account at: http://myuni.swan.ac.uk. This is the online portal where you can access your University email, programme information, module selection, personal details, exam results and progression decisions.

If you have any questions about your username, password and how to log on to MyUni, please visit Engineering Reception or email EngOffice@swansea.ac.uk.

Access ‘MyStudies’ – Blackboard
Blackboard or ‘MyStudies’ is your online portal for accessing learning materials for the modules you are studying. Here you can access lecture notes, seminar material, coursework assignments, submit work and access feedback.
https://blackboard.swan.ac.uk

Access your Emails
All important communication is sent to your University email address, so you should check your emails every day. Your email address is: studentnumber@swansea.ac.uk (e.g. 123456@swansea.ac.uk).

Access your Timetable and Handbook
Teaching timetables and handbooks can be accessed after log in via the College of Engineering intranet at:
https://collegeintranet.swan.ac.uk/

Bookmark the College’s Current Student Webpages
We have webpages on the MyUni site that are focused on the information that is most relevant to you as a current College of Engineering student. This includes subject-specific areas, information about the support cafes, event listings, Employability events and resources, information about the College of Engineering societies, a list of your Reps, and more!
https://myuni.swansea.ac.uk/college-of-engineering/

Useful Contacts

Accommodation and Residential Services
www.swansea.ac.uk/accommodation/
Choosing where you’ll live each year at University is an important decision. Residential Services offer a wide range of University accommodation.

Email: BayCampus@UPP-LTD.com or call +44 (0)300 103 3000 for Bay Campus Residences.

Disability@CampusLife
www.swansea.ac.uk/disability-office
If you have a disability, medical condition or specific learning difficulty, contact Disability@CampusLife opportunities as everyone else.
disability@swansea.ac.uk or call +44 (0)1792 602000

Wellbeing@CampusLife
www.swansea.ac.uk/wellbeing
Wellbeing@CampusLife provides a confidential support service to students with difficulties.
wellbeing@swansea.ac.uk or call +44 (0)1792 295592

Money@CampusLife
www.swansea.ac.uk/money-advice
Money@CampusLife provides guidance on all areas of student funding, including grants, loans, bursaries and benefits.
money.campuslife@swansea.ac.uk

International@CampusLife
www.swansea.ac.uk/isas
International@CampusLife provides a range of support services for Swansea’s international student community, including individual advice and guidance on visa applications and immigration rules.
international.campuslife@swansea.ac.uk or call +44 (0)1792 602000

Students’ Union Advice Centre
https://www.swansea-union.co.uk/support/advicesupportcentre/
The SU Advice Service Centre offers free, independent, and confidential advice and representation to all Swansea University students, covering a wide range of issues including money, academic, housing, legal, and personal problems. It is a confidential service run by experienced, friendly advisors. Visit the Students’ Union building (Bay Campus) or the ground floor of Fulton House (Singleton Campus).
advice@swansea-union.co.uk or call 01792 295821
\section*{Student and Staff Expectations}

\textbf{General}
\begin{itemize}
    \item Students and staff should be respectful to others and act in a professional manner at all times.
    
    \item Students should engage with the feedback mechanisms in place to raise any concerns (via student reps and the Unitu system and via module surveys).
    
    \item Staff across the College will aim to deal with issues that students raise in a timely manner and to feedback what was done.
    
    \item Staff should make students aware of relevant health and safety regulations and students must adhere to these regulations.
    
    \item Attendance at academic mentor meetings is compulsory; staff should inform students of the date, time and place of the meeting in a timely manner and students should arrive promptly at the start of the meeting.
\end{itemize}

\textbf{Lectures and practicals}
\begin{itemize}
    \item Students shall aim to attend all scheduled lectures, and to be on time unless there are reasons completely outside a student’s control. This is especially important for practical sessions and students may be prevented from undertaking the work if they have missed the initial briefing.
    
    \item If students are late to a lecture for unavoidable reasons, staff should allow students to enter but students should do so quietly (by a side or back door if possible).
    
    \item Staff shall give as much notice as possible of any changes.
    
    \item Staff shall upload any material to be put on Blackboard at least 24 hours in advance of a scheduled class. In some instances, where it enhances the learning experience not to do so (e.g., formative quizzes), these materials will be posted after the scheduled sessions.
    
    \item Students should read through or complete any required preparatory material before the lecture/practical.
\end{itemize}

\textbf{Communications}
\begin{itemize}
    \item The University email system is the primary mechanism of communication. Students and staff should aim to manage their University email accounts.
    
    \item Students should get replies from academic mentors and year coordinators within 3 working days (ideally sooner).
    
    \item Staff do sometimes reply to students at weekends and evenings, but students should not expect this as normal working hours should be respected.
    
    \item Staff should make students aware of relevant health and safety regulations and students must adhere to these regulations.
\end{itemize}

\textbf{Office Hours}
\begin{itemize}
    \item The primary method for student support for taught modules is via office hours. Students should use these as the main way to get help.
    
    \item Staff will have a publicised office hour each week for module queries and will ensure they are available in their office at that time. These should be within normal teaching hours at a time or times that fit within the timetable of students.
    
    \item Office Hours provide an excellent learning opportunity where students can get very significant feedback on their progress in each module, by bringing along questions, difficulties with exercises, etc.
\end{itemize}

\textbf{Student and Staff Expectations}

\item During lectures, students should be quiet so that others can attend to the lecture and should not undertake other activities (games, social media etc) which will cause distraction to themselves or others.

\item Students and staff should not eat or drink in lectures or computer classes (water in bottles is acceptable), as this can be distracting to others and potentially messy. This is especially important for practical classes.

\item If staff receive module-specific queries (eg by email), it is quite acceptable for these to be directed to the office hours, but staff should endeavour to provide support to students as expediently as possible.

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Assignments

- Staff should give some form of marking guidelines for all assignments, allowing students to know what is needed, but not going so far that it is an instruction guide on how to get the marks.

- Students should try to submit well in advance of the deadline to avoid IT problems. For Blackboard/Turnitin submissions, staff should allow more than one submission attempt if this does not affect the assessment method.

- Students should always keep a copy of their Turnitin/Blackboard receipt or any screenshots confirming successful submission of coursework. These should be kept until marks are confirmed at the end of the year.

Any problems with submission of coursework should be emailed to the Student Information Team at engoffice@swansea.ac.uk, with a screenshot of any error/failure messages, and an electronic copy of the completed assignment.

Examinations

- Students should have access to some prior exam papers, or a set of ‘typical’ exam questions if the module or content is new.

- Staff are not under any requirement to provide answers to past exam papers; this is known to encourage both “question spotting” and “answer-learning”. Staff will, however, offer advice on exams during scheduled revision sessions.

- Students should use past papers as a guide only, and as a way of assessing their own understanding.

- Students should remember that exams are a general test of understanding of the material, and staff will often use questions that are quite different from previous years but that can be answered with a good understanding of the module content.

- Students should therefore prepare for assessment by making sure they understand the module as they go along, rather than learning how to complete exam questions and leaving preparation to the end.

- Staff should provide some support to students prior to the exams, but students should use normal office hours for this in most cases and should not expect staff to explain large parts of a module to individual students just before an exam.

- The supplementary exams are a further attempt at the exam only and students should not expect any further help from staff as all module material will have been covered in term-time. Any assistance received will be at the discretion of staff.
Your Voice
Your Community

Swansea University works in partnership with students and staff towards the continued enhancement of your student experience. We seek to work collaboratively with students and the Swansea University Students’ Union, and work to give you multiple channels to actively participate in all aspects of teaching, learning and life at Swansea.

It is important to the university that you have the opportunity to participate in how the university runs, to help the development of our programmes and ensure an excellent student learning and study experience.

Get involved!

We are also committed to providing you with opportunities to engage in extracurricular activities that will help connect you to the community around you, enhance your experience and support your personal development.

Meet your
Students’ Union Officers

Every year you elect 6 officers to represent you on a full-time basis. Each officer has an area that they concentrate on: Education, Sports, Societies & Services, Welfare, Welsh Affairs, and President.

UNITU - The Student Voice Platform

While you can always contact your Reps and lecturers directly, Unitu is another easy way to discuss issues and suggest ideas.

Unitu is an online platform where you can post about issues, ideas or questions, and discuss posts with other students and staff. There are separate discussion boards for your course, the College and the University. Staff and your Reps check Unitu regularly.

If you have not already, email Unitu to activate your account.

Student Representation
Be the Voice, Be a Rep

A Subject Representative represents all students in their year group for their course (i.e. Civil Engineering, Year 2).

The Subject Reps work with the University and the Students’ Union Education Officer and Student Voice Coordinators to represent your academic interests.

Coordinated in partnership between the Students’ Union and the University, the Student Rep System helps you to take active ownership of your teaching and learning experience and your campus. Every year, you elect approximately 70 Subject Reps within the College of Engineering to represent each year group within each programme or set of related programmes.

These Subject Reps collect your feedback in person and on Unitu, and bring your constructive feedback and ideas to your Module Coordinators, to your Portfolio Directors, and to regular Student-Staff Forums and Board of Studies meetings with College academic staff. You also have four College Representatives to represent you at higher level College and University committees and planning meetings.

All students should be aware of who your Students’ Union Reps are. To find your Reps, ask at Engineering Reception, or visit your subject area on the college MyUni webpages.

Student Societies

There are lots of student societies and groups in the college that run each academic year dependent on student participation and demand. All of these groups welcome new members, and you can join at any point in the year.

To learn more about these groups, go to your subject area on the college MyUni webpages.

Getting involved in your community by joining one or more of these groups is an excellent way to meet new friends, socialise, and have more opportunities to do trips and activities related to your studies and your future employability. These groups include:

- Aerospace Society
- Chemical and Environmental Engineering
- Civil Engineering
- Electronic and Electrical Engineering
- Materials Engineering
- Mechanical Engineering
- Medical Engineering
- SURE
- Swansea Women in Engineering
- The Maker Hub

Besides these societies, the Students’ Union also hosts Faith, Cultural & International, Hobbies & Interests, Performing Arts, and Politics,
Who are the Student Information Team?
We are a friendly team, here to support you while you study with us. We can provide information and guidance and help you to access other support services.

Come and talk to us about anything that may be affecting your studies.

We are here to help with non-judgemental and confidential advice.

Do you have a health condition or disability that may affect your studies? We can help with...
- Disability and reasonable adjustment for class tests and exams
- Extenuating Circumstances (affecting coursework deadlines, exams or attendance)
- Health and Wellbeing worries

Are you struggling with a personal or family issue? Talk to us about...
- Money worries
- Relationship problems, bullying or harassment
- Need to take a break from your studies (suspending studies)

How to contact the Student Information Team
To speak to a member of the team, just ask at Engineering Reception.
Alternatively, email us at engoffice@swansea.ac.uk or call on +44 (0)1792 295514

Other points of contact: Our friendly Engineering Reception Team are based in Engineering Central and can answer a wide range of queries.
Email: engineeringreception@swansea.ac.uk

Do you have a question about your course? Ask us about...
- Attendance issues
- Academic performance and mark queries
- Course transfers or changing your course

Wellbeing Support

Feelings of stress or anxiety can affect anybody at any time. If you are worried about these feelings or other wellbeing issues there is support.

University Wellbeing Service
The Wellbeing service helps to equip you with skills to improve your mental health and wellbeing. This includes specific Wellbeing support and self-help resources, such as SilverCloud, a free online CBT programme.

If you are finding things difficult, remember that support is available to you. Browse the university’s Wellbeing page, and find information about self-help resources here.

The Listening Service
The Chaplaincy’s listening service offers a listening ear to whomever needs it. Registration is not required and there does not have to be any particular issue or problem. Email: Chaplaincy.campuslife@swansea.ac.uk or tel: 01792 606557.

The Students’ Union Advice and Support Centre
The Students’ Union offers free, independent, and confidential advice and representation to all Swansea University students, including a range of services to support your wellbeing. They handle a range of issues and can also refer you to the right services within the University and beyond. Students’ Union services and groups include:

Live Life to the Full: A course for students suffering from low level anxiety and depression. Contact advice@swansea.ac.uk

Harassment Advice
Free and confidential advice to people who have experienced or witnessed harassment. Contact advice@swansea.ac.uk

Mediation Service
Visit the mediation page for info.

Hate Crime Reporting
The Students’ Union is a third-party hate crime reporting centre. If you experience or witness a hate crime and if you feel uncomfortable contacting the police, visit the Advice Centre or report it here.

swansea-union.co.uk/advice
01792 295 821

The SU Advice Centre and the University’s Wellbeing service are not emergency or statutory mental health services.

Are you in crisis? Do you need urgent help?
Help in a crisis
MIND’s urgent help webpage

If you or anyone else is in immediate danger or harm, then please call the Police or Ambulance Service on 999.
Extenuating Circumstances

The Extenuating Circumstances process can be used to apply for extensions to a coursework deadline, or to defer an exam.

What are Extenuating Circumstances?

Extenuating Circumstances are temporary or short-term problems affecting your studies.

For example:
- Serious illness or injury
- Bereavement (death of a close friend or family member)
- Stress or anxiety
- Serious personal or family problems

Some common reasons which are unlikely to qualify as Extenuating Circumstances include:
- Poor time management - you are likely to have multiple deadlines due around the same time. Plan your time!
- File loss or IT failure - you should always keep backups of your work.
- Social obligations such as holidays, weddings, etc.
- Problems arising due to employment while pursuing your studies.

How do I apply for extenuating circumstances affecting coursework deadlines?

For coursework, use the online form on the College Intranet. You will find a step by step guide with instructions, if needed.

How do I apply for extenuating circumstances affecting exams?

For extenuating circumstances affecting one or more exams, you will need to complete an Exam Deferral form, available here: Exam Deferral Form.

Contact the Student Information Team on engoffice@swansea.ac.uk or visit Engineering Reception and ask to see a member of the Student Information Team.

What else will I need?

If you apply for extenuating circumstances you must provide an official supporting document (e.g. a doctor’s letter).

If the original document is not in English then a certified translation must also be provided.

How can Extenuating Circumstances help me?

In the case of coursework, if your extenuating circumstance request is approved, you may be given an extended deadline, or occasionally, a small component of coursework may be exempted. If you have missed a lab, it may be possible to arrange an alternative session (please note, this is not always possible).

In the case of exams, if your request to defer one or more exams is approved, you may be allowed another opportunity to take the exam/s later in the year, usually in the August resit exam period.

Important: August exams cannot be deferred, because there is no further opportunity to take exams after August.

If you have extenuating circumstances affecting supplementary (resit) exams or coursework in August, contact the Student Information Team without delay.

If your extenuating circumstances request is not accepted, normal assessment rules will apply.

Temporary Special Exam Provisions

If your circumstances make it difficult to sit an examination please inform the Student Information Team as soon as possible. You may be able to request temporary special exam provisions, such as taking your exams in a smaller room, extra time, use of a PC.

Swansea University Extenuating Circumstances policy

More information about can be found here Extenuating Circumstances FAQs
Timetables are made up of lectures, seminars and practical sessions. Teaching activities start on the hour and finish at ten minutes to the hour to allow students to move between classes. It is YOUR responsibility to ensure you do not have any module clashes. If you do have a clash please email engoffice@swansea.ac.uk immediately.

Sample Timetable Aerospace Engineering in Teaching Block (TB) 1

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Your Attendance

Attendance at lectures, seminars and academic mentor meetings is compulsory.

The University monitors attendance and student engagement to ensure support and advice is offered, to enable you to perform at your best. It also helps us to identify those students who are having personal difficulties and offer appropriate advice.

To register your attendance you need to scan your student ID card at the registration point in the teaching rooms. If you do not scan your card you will be marked as absent for that class.

If you lose or damage your ID card you will need to get it replaced by visiting the Library as soon as possible.

Your attendance will be monitored and if deemed unsatisfactory you will be asked to attend a meeting to encourage you to re-engage with your studies.

Student Attendance Monitoring

A student attendance monitoring (SAM) system is in place across both Bay and Singleton campuses.

All students must scan their student ID card at entry points into most lecture rooms, labs and teaching spaces. A digital record of their attendance is then made.

Read a selection of Attendance-related Frequently Asked Questions here:

Attendance FAQs

You will find more information on Attendance rules here:

Attendance Policy

Important: Failure to attend can result in withdrawal from University.
Your Academic Mentor

Please be aware that attendance at academic mentor meetings is compulsory.

When you start university you will be allocated an Academic Mentor. Log in to your MyUni account to find the details for your Academic Mentor.

Your Academic Mentor will provide you with academic guidance and support, and assist with your personal development.

Your mentor can support you with:

• Important information and updates.
• Discussing any concerns.
• Discussing personal circumstances that may affect your attendance and academic progress.

Your academic mentor meetings are confidential, in accordance with university guidelines. You will have individual and group academic mentor meetings.

Disability & SpLD Support

For students who have a disability, medical condition or specific learning difficulty, we would advise that you contact the Disability Office as early as possible in your studies to find out about the support that is available to ensure you have equal opportunities.

Support from the Student Information Team

The Student Information Team can offer you advice and support during your studies. You can talk to a member of the team via the College of Engineering Reception in Engineering Central between 8:30am – 4:45pm Monday - Friday (excluding bank holidays).

Harassment and Inappropriate Behaviour

If you witness or are the victim of any form of hate crime, racism, prejudice, bullying or cyber-bullying etc. please contact the Student Information Team by emailing engoffice@swansea.ac.uk or call in and talk to one of the team at Engineering Reception.

Your Academic Mentor will contact you via your University email account to arrange an appointment. If you do not receive an email within the first 2 weeks of term please email the Student Information Team on engoffice@swansea.ac.uk and let us know.

Module and Timetable Information

Your timetables and handbooks containing full details of the modules in your programmes can be found on the College Intranet:

https://collegeintranet.swan.ac.uk/

This includes full assessment details for every module to show whether the final marks will be based on examinations, continuous assessment or a mixture of both.

Assessment Information

MyStudies, also known as Blackboard, is your online portal for accessing learning materials for the modules you are studying. Here you can access lecture notes, coursework assignments, submit work and access feedback.

How can I find out when my assessment deadlines are?

Your module coordinator will communicate assessment deadlines to you.

There is also an assessment calendar on the College Intranet. Log in to the College Intranet and go to HOME/ASSESSMENT CALENDARS/VIEW ASSESSMENT CALENDARS

Select your modules or type in your student number to view a calendar showing your assignments and deadlines for the term.

When can I expect to receive my coursework marks?

Marks and feedback for coursework assignments are normally released three weeks after the submission date.

Can I get an extension to my coursework deadline?

If you become ill or experience any circumstances which affect your ability to complete your work you may be eligible to apply for an extension due to Extenuating Circumstances.

What happens if I submit my coursework late?

The College of Engineering has a zero tolerance policy for late work. If you submit late without having submitted an extenuating circumstances form with the appropriate evidence, you will be awarded zero marks.

How can I check my marks?

Provisional coursework marks and feedback will be communicated to you by your module coordinators throughout the year. All exam and coursework marks are provisional until confirmed as final marks by the University Examination Progression or Award Boards which are held in June and September.

Exam marks and your final confirmed overall marks for each module will be published in your student intranet profile through your MyUni account.

Your Programme & Assessment

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<tr>
<th>January - Semester 1 exams</th>
<th>7th – 24th January 2020</th>
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<td>May – June - Semester 2 exams</td>
<td>11th May – 5th June 2020</td>
</tr>
<tr>
<td>August – Supplementary exams (Resits or deferred exams)</td>
<td>August. Dates will be confirmed shortly after the start of term.</td>
</tr>
</tbody>
</table>

Save the dates!
You should keep all examination dates free, including the August Supplementary exam dates. Even if you do not expect to have resits, you may have deferred exams due to illness or other extenuating circumstances.

Exam FAQs

Where will I find my exam timetable?
Drafts of the exam timetable will be displayed outside of Engineering Reception. Final versions will be available via your MyUni account around 2-3 weeks before the start of the exams.

What should I do if there is a problem with my exam timetable?
If you find a problem with your exam timetable, please report it immediately to Engineering Reception in Engineering Central or email examsoffice@swansea.ac.uk or engoffice@swansea.ac.uk. It may be that a module is missing, there is a clash, or there is a problem with the exam dates. Whatever the problem, please report it immediately.

What if I am unable to sit exams?
You should inform the Student Information Team straight away by emailing engoffice@swansea.ac.uk or speaking to one of the team via Engineering Reception as soon as possible before or after each affected examination.

Can I sit my exam at another time?
If you become ill or experience other circumstances which affect your ability to sit your exam, it may be possible to defer your exam to a later period. Contact the Student Information Team by emailing engoffice@swansea.ac.uk or by visiting Engineering Reception.

When are the exam results released?
Exam results and your final confirmed overall marks for each module will be published on your intranet profile.

Provisional January exams marks: February
Final marks for May/June exams: July
Final marks for supplementary exams: September

All exam and coursework marks are provisional until they have been confirmed as final marks by the University Exam Progression and Boards held in June/July and August/September each academic year.

What if I am ill during the exam?
Please inform the Invigilator as soon as possible. They will note your illness and will help you. After the exam has ended, contact the Student Information Team to discuss exam deferral in person.

Academic Misconduct

Academic misconduct is to commit any act where a student may obtain an unpermitted advantage for themselves or another. This can relate to any form of assessed work including:

- A formal examination
- A piece of coursework
- Any form of assessment undertaken in pursuit of an academic or professional qualification at Swansea University.

Academic misconduct can be committed on an individual or group basis.

There are different types of academic misconduct including:

- **Plagiarism** – defined as using, without acknowledgment, another person’s work and submitting it for assessment as though it were your own work; for instance, through copying or unacknowledged paraphrasing. This constitutes plagiarism whether it is intentional or unintentional.

- Poor referencing can lead to you unintentionally plagiarising someone else’s work.

- **Collusion** – defined as two or more students (or other persons) working together without prior authorisation in order to gain an unfair advantage, producing the same or similar piece of work and then attempting to present this work as entirely their own.

- **Commissioning** – defined as the act of paying for, or arranging for another to produce, a piece of work which is then submitted for assessment as though it were the student’s own work.

The University takes academic misconduct very seriously and it can have a detrimental effect on your results. In cases where academic misconduct is confirmed, it could result in one of the following:

- A written reprimand and the text ignored when marking, resulting in a reduced mark
- The cancellation of your mark for the assessment
- The cancellation of your mark for the whole module
- In serious cases your marks for the entire year can be cancelled

Where can I find out more about Academic Misconduct?
You can access an online course via your Blackboard account.

The course can be found via the Organisations page on Blackboard, in the ‘Academic Integrity’ link. Following completion of the self-directed learning, there is a short online quiz to assess your level of understanding of the material. You can revisit the training material and retake the quiz as many times as you wish.

Read full guidance on Academic Misconduct here.

Further advice and support is available from the Students’ Union Advice Centre, situated on the 1st floor of the Students’ Union building (Bay Campus) or the ground floor of Fulton House (Singleton Campus). You can email advice@swansea-union.co.uk or call 01792 295821.
The Centre for Academic Success (CAS) helps students to maximise their potential at university. Whether entering university for the first time, or taking the next step on an academic journey, the CAS team can help to bridge the gap. By working with students to enhance their skills and gain confidence through a range of courses, workshops and individual tutorials, the CAS team help you to improve, regardless of your starting point.

The programme includes a variety of courses such as English language support, academic writing, critical thinking and presentation skills. In addition, the team collaborates with academic colleges, offering bespoke workshops and support.

The CAS courses, workshops, and appointments will help you refine skills that will be with you long after you leave university. So make the most of it.

Sign up to a workshop or book a one-to-one appointment at: https://myuni.swansea.ac.uk/academic-success/

Your Academic Support Cafes

The College of Engineering has five support cafes to help you with a range of topics. These cafes run during term-time, and provide an informal setting for you to discuss problems with staff and demonstrators. While staff are not allowed to do the work for you, they can help you get started. The cafes are also a good place to sit and work on things independently, with staff on hand to help when you have questions.

Check the Support Cafes page for days, hours and locations for each cafe: https://myuni.swansea.ac.uk/college-of-engineering/engineering-cafes/

The Maths and Computer Aided Engineering Café

For help with questions about maths and the computer software programmes that you use in your modules. Help in working with MATLAB, SolidWorks, ANSYS, and AutoCAD. Run with support from the ASP.

Additional online maths resources at http://bit.ly/swansea-maths

The Software Café

For help with coding and software including Multisim/Proteus, C Programming/Assembly, SILVACO, MATLAB and help with software installation and trouble shooting.

The Writing Café

Engineers and Scientists write with language and in formats with which you may not be familiar. Come along for help with grammar, structure, formality, clarity and language. Run with support from CAS.

The Virtual Reality Café

A space to try out the simulations we have to help you learn and remember content. A great way to revise and also enjoy some of the new technologies you have access to as a student at Swansea.

The Science Café

For help with Chemistry and Physics.
Printing
Your student card is also a photocopy/print card. Before printing, you need to associate your card with a printer.

1. Hold your card over the reader.
2. Select Username.
3. Enter your student number as your username.
4. Select Password.
5. Enter your university password (the password that you use to log in to university PC’s).
6. Press Associate.
7. Select OK.
8. After this registration, you will only need to present your card to log in.

We have an online payment system to add printing credit to your account. Find instructions in our Online printing payments guide.

WiFi
Swansea University provides blanket Wi-Fi coverage across its estate. It includes:

• Eduroam – a worldwide Wi-Fi roaming network for phones/laptops/tablets
• A gaming Wi-Fi network available in Singleton (swanseauni-play) and Bay Campus (Optify)
• A visitors network (swanseauni-visitor)

Remote Access
The VPN facility is available to both staff and students through the following link:

http://vpn.swan.ac.uk/

Whilst this allows remote access, you do have to register for this service on campus in the first instance before using.

IT Services

PC labs and Study Spaces
College of Engineering students have access to PC labs and study spaces across both campuses, including the PCs in the Libraries. The Library PC labs are open 24 hours every day, and only closed for Christmas, Boxing Day and New Year’s Day.

Find hours and locations of PC labs outside of the Libraries on the Alternative Study Spaces webpage.

There are 5 PC labs in Engineering Central with printing facilities.

Each of the these PC labs has a colour A4 laser printer and the large labs also have an A3 colour laser and an A0 colour plotter, ideal for printing posters.

These PC labs are also used for teaching, and are not always free for use. See the PC Lab Timetables here.

To see the locations and number of computers free in each PC lab, use the Labstats webpage. This page gives real-time, live usage of most of our PC labs. Use this in conjunction with the PC Lab Timetable to see when rooms and PCs are free.

Please note that the PC labs are also used for teaching, and during teaching hours lecturers may ask students to leave PC labs. Please respect any instructions given by staff.

Software Available
We have the following software available to students at no cost:

• AutoCAD (and almost all other Autodesk software)
• Altair Hyperworks
• CES Edupack
• Matlab
• Microsoft Office
• Solidworks
• Ansys

A guide on how to access this software is available on the College Intranet and is emailed out to students at the beginning of term. Please be aware that this list is always subject to change due to license agreements.
Library and Information Services

Students studying at the College of Engineering are welcome to use any of the libraries at Swansea University. Bay Library has the books and journals you need for your studies, and our collection of online material can be accessed on or off campus. There is a small reference collection of key texts for Engineering and Sports Science students at Singleton Park Library. All three libraries offer a comfortable space to study and a range of other services, printers and PCs. The libraries at Bay and Singleton campuses are open 24 hours a day except for Christmas Day (25 December), Boxing Day (26 December) and New Year’s Day (1 January).

https://www.swansea.ac.uk/library/aboutslibraries/

Using the libraries
Students will receive an introduction to the library at the start of their course. Library staff are happy to answer questions at any time.

The ‘Reading List’ section within each module on Blackboard (My Studies) will list your set textbooks and link to iFind, the library catalogue, so you can check to see if they are available for loan. Where available, you will also find the link to the ebook on iFind. We welcome suggestions for new books to buy. Email us at engineeringlib@swansea.ac.uk.

iFind
iFind (http://ifind.swan.ac.uk) will help you to find books, e-books, journal articles and databases from the library. It links to online resources or a call number (a code on the spine of the book) for each item in the library so that you will be able to find it on the shelf.

Signing in to iFind
You should sign in to iFind to request items from other libraries, request items that are on loan to others and access our online resources. The link to sign in is located on the top right corner of the screen.

What if I can’t find what I want?
• Is the item in iFind?
Check iFind to make sure that it hasn’t been borrowed by someone else. If it has been borrowed, you need to make a reservation (request).
• Ask for help at the Information Desk
If you cannot find what you are looking for in iFind, ask for help at the Library Information Desk.

Subject help and information
Our libraries have a team of subject librarians who are happy to help you find information that you need for your assignments and reference the information that you use. You can email the team with any questions you have or to arrange a one-to-one appointment: engineeringlib@swansea.ac.uk

Subject guides and links to the best resources for Engineering and Sports Science students are available at
http://libguides.swansea.ac.uk/engineering
http://libguides.swansea.ac.uk/sportsscience

Ask a Librarian Instant Chat
There is an Ask a Librarian instant chat service for quick questions available 9am - 5pm Monday - Friday. Instant chat is accessed via the subject guides above. This can be used when you are working at any of the student workspaces across the campus.

The Library Information Desk
Staff on the Library Information Desk can help you find and borrow items, connect your wireless devices and print. Information Desk opening hours are available at https://www.swansea.ac.uk/library/using-the-library/library-hours/.

For information about IT support available visit:
http://www.swansea.ac.uk/it-services/.

For more information about the libraries visit: http://swansea.ac.uk/library.
Employability Support

Employability
Here at the College of Engineering, employability is one of our main priorities. We work hard to maintain relationships with local, national and international companies across all disciplines. We ensure that our degrees are relevant to industry by working closely with our industrial partners to consistently update the information that we provide.

Improve your employability skills by making the most of the resources that we provide:
- Read your Employability Handbook.
- Attend Employer Talks.
- Attend the annual Careers Fair.
- Attend our Engineering Skills Day and Careers in Sport events.
- Attend an Employability Drop-In with any queries you have.
- Check the Employability Blackboard pages for tips, blogs and more.
- Check out the weekly Engineering Employability Newsletter and monthly Sport and Exercise Science Newsletter which is sent via email.
- Attend a site visit.
- Add a Year in Industry to your degree!
- Complete the SEA Award.

Careers Fair
We work in partnership with the Swansea Employability Academy and other Colleges across the University to organise the annual Careers Fair at the beginning of each academic year. This event provides students with opportunities to engage with a number of employers across a variety of sectors.

Engineering Employability Skills Day & Sport and Exercise Science ‘Careers in Sport’
These events provide you with the opportunity to engage with industry and improve your employability skills! Engineering and Sport and Exercise Science industries come in and offer mock interviews, mini assessment centres and guidance. Keep an eye out for information about these events and most importantly, get involved!

Employer Talks
The Engineering Employability Team works hard to schedule a full timetable of industry led talks and networking sessions. By attending an Employer Talk you will find out exactly what a particular company or sector is looking for in a graduate and this can really make the difference when applying for graduate positions or placements. Find out information about these events via email, the weekly newsletter and on your Employability MyUni pages.

Working in partnership with the Swansea Employability Academy (SEA)
The College of Engineering works closely with SEA to ensure that you are provided with as many opportunities to enhance your skills as possible. We have a dedicated Careers Advisor who can provide guidance on CVs, LinkedIn profiles, interview guidance and more. To find out more about the Academy, visit their website.

Employability Champions
The College of Engineering have a committed team of academic staff assigned within each discipline as Employability Champions. These champions have office hours to which students can attend for employability related queries; these times are available in the weekly Newsletter and on the Employability Table.

Professional Institutions
All our engineering courses are accredited by engineering institutions and the BSc Sport and Exercise Science degree is a BASES Undergraduate Endorsed Course. This ensures that you are on the right track to professional registration to boost your career. The College of Engineering has strong links with all professional institutions and works collaboratively with these contacts. Attending your professional institution’s events is therefore another positive way that you can enhance your own employability.

Employability MyUni
To find out more about Engineering or Sports Science Employability events or information check out:
https://myuni.swansea.ac.uk/college-of-engineering/coe-employability/

Contact Us!
Email
eng.employability@swansea.ac.uk or spex.employability@swansea.ac.uk
Employability and Year in Industry

**Year in Industry**

The Year in Industry is one of our most popular schemes. This is a sandwich year in the middle of your degree that can be taken either after Year 2 if you are enrolled on a BEng scheme, or after Year 2 or Year 3 if you are enrolled on a MEng scheme. This placement year is essentially a year-long job interview, where you will spend time as a full-time employee in a graduate level paid position within industry. This is a fantastic opportunity to gain real work experience and provides students with an improved chance of getting their preferred graduate role.

There are a number of requirements that you will need to satisfy if you decide to enrol on the scheme, but you will receive guidance and access to resources and placement information throughout Year 1 and Year 2 to support you through this process.

In addition to the support provided by the college, there are discipline specific returning Year in Industry students who can provide you with invaluable information on their experiences and give advice on recruitment processes, interviews and more. Visit your MyUni page for more information.

**Consider a Year in Industry**

**What are the benefits?**

- Valuable hands on experience in your chosen industry.
- 100% of Swansea University students go on to be recruited to Graduate Level jobs within 6 months of Graduation (latest DLHE)
- Placements help you to work towards your chartered status. You can use the skills you gain from your industry placement as evidence of the competences and commitments listed in the UK Standard for Professional Engineering Competence (UK-SPEC) CEng Standard.
- Some placement students even gain funding to finish their study or undertake further study.

**I’m interested, what do I do?**

- Get in touch with the Engineering Employability Team eng.employability@swansea.ac.uk to check your eligibility to transfer onto the scheme and request a transfer form.
- If you are in Year 2, start attending the EG-233 sessions.
- Go to VMock and submit your CV to start improving it to the required standard.

**Transfers Between Programmes**

**Programme Transfers**

For students who are finding it hard to make the right choice about programmes of study, a one-to-one appointment with your Academic Mentor and/or one of the university’s Careers Advisors (based in the library buildings) can be very beneficial in helping you to weigh up the different options. Students considering a transfer to a programme of a different length, should also seek advice from the University’s Money@CampusLife Team to see how it will impact on you financially. International students seeking a transfer, should also contact the International@CampusLife Team.

**BEng and MEng Transfers**

Students can transfer from BEng (Bachelor of Engineering) to MEng (Master of Engineering), if they have secured an overall average grade of 55% at the end of level 5 (Year 2). A transfer can be requested by completing a transfer form, available from Blackboard, Engineering Reception or by emailing engoffice@swansea.ac.uk. Completed forms should be emailed to engoffice@swansea.ac.uk or handed in at Engineering Reception.

**International students with Tier 4 visas**

All eligible Year 2 students will be invited by email to transfer to the MEng after the release of Year 2 results. If you wish to transfer on to the MEng you will need to have obtained a new CAS and visa before the transfer is confirmed. Please note, the transfer will be need to be confirmed before you begin Year 3. You can find more details on the transfer process on Blackboard College of Engineering Community Page. If in doubt, talk to a member of the Student Information Team. For specific advice about visa regulations and procedures, please speak to an advisor in International@CampusLife (details on page 28).

**Year in Industry/Abroad**

Students can also transfer on and off the Year in Industry (YII) or Year Abroad programmes by completing a Transfer form.

**Transferring to a Different Subject**

If you feel your current programme is not right for you, contact the Student Information Team to discuss the stage you are at in your studies, and discuss what options might be open to you to transfer courses either within the College or within the University. In order to be accepted onto a different course, the Admissions Tutor, or Course Director would have to agree to accept your transfer request. If you are offered a place on another course, you will need to complete a transfer form.

**Your year of study may also be referred to as a ‘Level’**

<table>
<thead>
<tr>
<th>Course</th>
<th>FHEQ Level</th>
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<tbody>
<tr>
<td>Foundation</td>
<td>Level 3</td>
</tr>
<tr>
<td>Year 1</td>
<td>Level 4</td>
</tr>
<tr>
<td>Year 2</td>
<td>Level 5</td>
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<tr>
<td>Year of Placement/Study Abroad</td>
<td>Level 5</td>
</tr>
<tr>
<td>Year 3</td>
<td>Level 6</td>
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<tr>
<td>Year M</td>
<td>Level 7</td>
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<tr>
<td>Postgraduate Taught (PGT)</td>
<td>Level 7</td>
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Travel & Facilities

Cycling
Swansea University is committed to sustainable travel. There are maintenance facilities, and multiple sheltered cycle parking stations on the Bay Campus. Puncture repair kits and other cycle maintenance and repair items are available at the My Uni Hub in the Tower Information Centre on the Bay Campus.

The National Cycle Route 4 links the two campuses and has a dedicated cycle entrance onto the Bay Campus. Travel between Singleton and the Bay takes approximately 25 minutes, and travel to the Bay Campus from the town centre is about 15 minutes. Find travel-by-bike information here.

Santander Cycle Scheme
The University runs a bicycle loan scheme where you can borrow bicycles from one of 5 docking stations located across Swansea and Mumbles.

Shower
There are multiple shower facilities on the Bay Campus. Please pick up a map from Engineering Reception to see where these facilities are located.

Sports Facilities
The recreational sports facilities at the Bay Campus include the Sports Centre with a sports hall and a gym with a range of cardiovascular equipment, free weights and resistance machines. There are also outside playing areas including a basketball half court and two pitches. The gym also offers a range of classes.

baysportscentre@swansea.ac.uk

Eating & Drinking Facilities
The Bay Campus offers a variety of places to eat and drink including:
- The Core, a space with catering food options during the day, and a bookable space for students at night!
- Coffeeopolis in Engineering Central.
- Costa Coffee in The College building.
- Great Hall Cafe Bar & Restaurant.
- Tesco Express.
- Tafarn Tawe, a coffee shop, bar & kitchen run by the Students’ Union, with showings of live sports and events.
This is also a bookable space!

Student Spaces on the Bay Campus

Student feedback has helped us create a number of new student spaces that have been planned and equipped in consultation with staff, students and the Students’ Union. Check the Alternative Study Spaces page for locations and hours.

Within the College of Engineering buildings we have:
- A flexible PC lab in EC A019, with large group tables with screens and 60 computers that fold down into the tables. Ideal for collaborative group work.
- The Base A006 in Engineering Central, with computers, microwaves, and a vending machine. Ideal for independent study.
- The workrooms in EC A027 and EC B014 with work space and computers. These spaces are also used for our support cafes, but are free for student use outside of the cafe hours.
- Bench seating with multiple power stations in the corridor across from Engineering Reception.
- A range of tables and seating in the Street in Engineering North.
- We have a number of PC labs in Engineering Central with a total of 390 computers, open to you when not in use for teaching.

Find the PC Lab Timetable here.
To see the locations and number of computers free in each PC lab, check the Labstats webpage.

Bus Travel
The UniBus network operated by First Cymru connects the two campuses and the greater Swansea area.

If you are aged 16 - 21, you are eligible for a 1/3 savings on all bus travel using the MyTravelPass. Find MyTravelPass information and information on the different types of passes on the Swansea Travel webpages.

This Labstats page gives real-time, live usage of most of our PC labs. Use this in conjunction with the PC Lab Timetable to see when rooms and PCs are free.

Please note that the PC labs are also used for teaching and during teaching hours, lecturers may ask students to leave PC labs. Please respect any instructions given by staff.

Bay Campus PC Labs and student spaces
Outside of our College of Engineering buildings, there are a number of other spaces on the Bay Campus for student work and study. College of Engineering students are welcome in all of these spaces, and should use these spaces freely. Check the alternative spaces page above for locations and hours.
We hope that the information in this guide will be helpful to students as well as parents and other third parties who have an interest in a student’s welfare. The College of Engineering Student Information Team are committed to supporting all of our students throughout their studies. We can offer advice and support in person, by phone and by email.

Under Data Protection law, we are unable to disclose information about any of our students without their explicit written consent. This means that we are not even able to confirm whether a student is enrolled at Swansea University.

We are always happy to speak to parents and other third parties to provide general information about the support available for our students. Please feel free to contact the Student Information Team if you have any concerns you wish to discuss or if you are worried about a son/daughter/relative.

In order to ensure that a student receives advice and support quickly, please encourage them to contact us directly. We can help students to access support quickly and guide them through any administrative formalities. We can also explain how they can give us permission to talk to a named third party, such as a parent, if they wish to.

To speak with a member of the Student Information Team, please phone +44 (0)1792 295514 or send an email to engoffice@swansea.ac.uk. There is also information available on our website: http://www.swansea.ac.uk/
A digital version of this guide (in English and Welsh) is also available on the current student webpages:
https://myuni.swansea.ac.uk/college-of-engineering/

Every effort is made to ensure that all information in this guide is correct at the time of issue. We welcome your feedback so we can make improvements for future users. Please email your comments to EngEngagement@swansea.ac.uk