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WELCOME TO SWANSEA UNIVERSITY!

It is my great pleasure to welcome you (back) to Swansea University, as a member of the Postgraduate Research community.

Whether you are a brand new student or returning to continue your research, I hope the journey you are on will be a rewarding and enjoyable one. Carrying out research at postgraduate level is all about asking difficult questions and attempting to answer them. Together with your supervisor(s) and other colleagues in your Department and/or School, you will contribute to advance your research subject area. The feeling of achievement when your first paper is accepted is a wonderful one, I can tell from experience.

In addition, there are plenty of opportunities to enhance your skill set, both within your subject and more generally. Your Faculty and the University offer many training courses, some of which are compulsory, and I urge you to use these to your advantage, to enhance your experience and be well prepared for life after graduation. In May we will celebrate the Postgraduate Research community with a University-wide PGR Festival, and I am looking forward to seeing you there as well.

Working in partnership with our students is important to us. We work hard to break down barriers and value the contribution of everyone. Our goal is a community that everyone feels part of, and where everyone's contributions are valued. Always feel free to talk to academic staff, administrators, and your fellow students - I'm sure you will find a friendly helping hand ready to assist you.

I wish you a fruitful academic year.

Gert

Prof Gert Aarts FLSW
Deputy Pro-Vice Chancellor
for Postgraduate Research
Swansea University



WELCOME TO THE FACULTY OF SCIENCE AND ENGINEERING

Welcome to Swansea University and to the Faculty of Science and Engineering. We are looking forward to sharing with you the next stage of your journey in life.

At Swansea University, as a student you will be at the heart of the University activities, and we will work with you to maintain and further enhance our reputation for Academic research excellence and student experience. You will be a key player in our ambitious research activities, learn new skills, meet new people, develop with us your ideas and your goals in life. And you will help us shape the University with your feedback and your active involvement with the broad range of activities we have on offer for you.

We will continue strengthening our student services, including academic, administrative, and wellbeing services. Huge changes have taken place at Swansea University to ensure that our students are immersed in an environment that allows them to thrive, to meet their ambitions in life. More changes will take place, as we keep adapting to the evolving conditions, and we look forwards to working with you to build our future success together.

The key to our success is in communication: we will keep you informed about all the new developments, and we will listen to your questions and suggestions. You are central to our community; keep in frequent contact with your supervisors, and always feel free to talk to our academic staff and administrators, share your ideas and experience with us, and with the other students.

We are proud that you joined our community, and we are looking forward to working with you.

Professor Maurizio Piai

Postgraduate Research Lead

Faculty of Science and Engineering



THE SCHOOLS

While studying within the Faculty of Science and Engineering, you will sit within one of our Schools, depending on where your supervisor sits.

The Schools, and the Heads of the Schools, are:

- Aerospace, Civil, Electrical, General and Mechanical Engineering – [Professor Antonio Gil](#)
- Biosciences, Geography and Physics – [Dr Kevin Rees](#)
- Engineering and Applied Sciences – [Professor Serena Margadonna](#)
- Mathematics and Computer Science – [Professor Elaine Crooks](#)

The Associate Dean for Research Innovation and Impact is [Professor Perumal Nithiarasu](#)

In addition to the Schools we also have [Interdisciplinary Research Institutes](#)

- [Zienkiewicz Institute for Modelling Data and AI](#) Professor Chenfeng Li and Professor Arnold Beckman
- [Semiconductor Research Institute](#) – Professor Paul Meredith and Professor David Ritchie
- [Materials and Manufacturing Research Institute](#) – Professor Matt Carnie and Professor Cinzia Gianetti
- [Health Technology Solutions Research Institute](#) – Professor Richard Bracken and Professor Tariq Butt
- [Climate Action Research Institute](#) – Professor Harshinie Karunarathna and Professor Tavi Murray

Associate Dean for Research Innovation and Impact – [Professor Perumal Nithiarasu](#)

IMPORTANT INFORMATION

There are a number of guides available to you on the University website where you will find important forms that you will need throughout your studies. Please see the link below.

[Postgraduate Research - Swansea University](#)

ACADEMIC SUPERVISORS

You are assigned Academic Supervisors, who are expected to offer students:

- Academic Guidance

- Support for Personal Development Planning
- Guidance on finding help with Personal Issues (which affect the students' wellbeing, attendance, and progress through University)

An Academic Supervisor will assist you as far as possible, and will be able to direct you to other support services for certain issues.

You are expected to meet your supervisor on a monthly basis, at least, throughout your degree. They will monitor your progression throughout your Post Graduate studies.

Regulations on what you should expect from your supervisor can be found here: [Guide to Research Supervision - Swansea University](#)

The guide to Progress Monitoring, can be found here: [Guide to Progress Monitoring - Swansea University](#)

You as a Post Graduate Research Student are expected to be the driving force for your research and work. Your supervisor is there to give you support and guidance throughout your degree. It is your responsibility to inform your Supervisor of any issues that are affecting your progress so that support can be provided.

PROFESSIONALISM/CONDUCT

Students and staff should be respectful to others and act in a professional manner at all times.

- Students should engage with the feedback mechanisms in place to raise any concerns (via student reps and the Unitu system and via module surveys).
- Staff across the College will aim to deal with issues that students raise in a timely manner and to feed back what was done.
- Staff should make students aware of relevant health and safety regulations and students must adhere to these regulations.

Please see the link below for more information regarding expectations during your studies:

[Expectations – Swansea University](#)

PGR SUPPORT

FACULTY POSTGRADUATE RESEARCH SUPPORT OFFICE

The main Postgraduate Administration and Student Support team can be found in Engineering Central on Bay Campus Monday to Friday and Wallace Building 226a on Singleton Campus Monday to Thursday.

You can contact the team via: PGR-scienceengineering@swansea.ac.uk

Alternatively, they can be contacted via Reception in Engineering Central.

These are the team members:

Zoë Perry – Post Graduate Research Support Lead - [Zoë Perry - Swansea University](#)

Lauren MacCallum - Post Graduate Research Support Coordinator - [Lauren MacCallum - Swansea University](#)

Farzana Mannan - - Post Graduate Research Support Coordinator - [Farzana Mannan - Swansea University](#)

Michelle Rees – Post Graduate Research Support Administrator - [Michelle Rees - Swansea University](#)

Sara Fenn – Post Graduate Research Support Administrator - [Sara Fenn - Swansea University](#)

Jennifer Tynan-Campbell – Post Graduate Research Support Assistant - [Jennifer Tynan-Campbell - Swansea University](#)

FACULTY RECEPTION OFFICE

The Faculty has a Reception Team who are based in Engineering Central, Bay Campus on the ground floor and Wallace Building 223C, Singleton Campus. Opening hours are 8.30am-4:30pm Monday - Friday. It offers a friendly, welcoming and professional service to all students and staff. The team are able to advise on a range of matters and can be contacted via;

Telephone: 01792 295514

Email: reception-scienceengineering@swansea.ac.uk

STUDENT INFORMATION SUPPORT OFFICE

The Student Information Support Office provides dedicated and professional support to all students in the Faculty of Science and Engineering.

If you require any well-being assistance or are experiencing difficulties with your studies or personal lives, the Student Information Support Office can offer direct help and advice and also signpost you to further sources of support within the University. The opening hours are 9.15am - 4.45pm Monday to Friday and the team can be accessed by going along to the Faculty Reception area, which is located in Engineering Central on the ground floor in building A.

The Student Information Support Office can also be contacted via e-mail at: studentsupport-scienceengineering@swansea.ac.uk

GETTING STARTED ESSENTIALS

Access 'MyUni'

Once you have enrolled you need to log in to your 'MyUni' account at: [The home of current students - Swansea University](#). This is the online portal where you can access your University email, programme information, module selection, personal details, exam results and progression decisions.

Your user ID is your student number and the default password is set to your student number and date of birth. For example, if your student number is 123456 and date of birth is 1st June 1995, type user ID "123456" and password "123456/01/06/1995".

It is **your responsibility** to ensure your student record is up to date and accurate. You can record changes to your Intranet record academic information (programme and module) and personal details (profile and contract) details on your record. You must also notify your department/faculty if there are any major changes.

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).

Desk Allocation

While studying at Swansea University, you will be allocated a desk. Tea points are available in the open plan office. If your office doesn't have a tea point you can request access to the adjacent hub which will have one.

Staff Room

As a PGR Student you are also entitled to use the Staff Room in Engineering Central A026, Bay Campus.

Card Access

If your card access stops working, please visit Engineering Reception to re-establish your access.

Canvas

You will need to set up your [Canvas Account](#).

RMS EVISION MEETINGS

You are required to contact your supervisor at least once a month to note attendance and engagements with your research; and run formal supervision and progression meetings.

This needs to happen up until you receive your award letter. Therefore it includes your write-up year, after submission and when completing any corrections after your viva. You will need to record these meetings on the RMS eVision system.

Your username for RMS eVision is your student number and your password is your usual university password.

If you have any issues with logging into eVision, please email the PGR Team (PGR-scienceengineering@swansea.ac.uk)

PLEASE NOTE: Confirmation of candidature, progression meetings, supervision meetings, the post submission meeting and post viva meeting need to be completed by **both** you and your supervisor. Your supervisor must complete the meeting, you must then complete your section and sign off using the meeting sign off tab. Once you have signed off your section, your supervisor will sign off the meeting.

Below are the types of meetings that need to be completed:

CONFIRMATION OF CANDIDATURE

Confirmation of your student's Candidature is expected to take place within three months of your enrolment. During these initial three months, it is expected that you will produce a research plan, project summary, thesis title and consider, where appropriate, all possible ethical ramifications of your research. It is also at this stage that your training needs will be assessed, and as far as possible, the availability of the facilities and resources you will need to complete your research project. Once the Confirmation of Candidature has been completed, one of the following outcomes will be recorded on the on-line system:

- Candidature Confirmed
- Defer for 3 months
- Required to Withdraw

PROGRESSION MEETINGS

Several questions need to be answered about your progress in a progression meeting.

A progress recommendation must also be given by your supervisor. They must choose one of the following:

- Satisfactory Progress
- Progress Disrupted
- Cause for Concern
- Transfer to PhD/Doctorate
- Transfer to MPhil/Master of Philosophy
- Transfer to Master of research (MRes)
- Transfer to Masters by Research (MA/MSc/LLM by Research)
- Required to Withdraw
- Student Voluntary Withdrawal

In the Progression Meeting three months before the minimum candidature expires, you will be expected to state if your thesis will be submitted by the expiry of your minimum candidature period. If not, your supervisor will need to give an estimated submission date so that the eVision meetings can be modified to reflect this.

SUPERVISION MEETINGS

A Supervision meeting is similar to a progression meeting except your supervisor does not have to choose a progress recommendation.

RESEARCH ENGAGEMENT AND ATTENDANCE CHECK.

An attendance check will link to each of the meetings you and your supervisor completes but several meetings are solely for engagement and attendance and are only completed by your supervisor.

PURCHASING

You will need to query with the PGR Team (PGR-scienceengineering@swansea.ac.uk) to find out where the funds for your purchase will come from. They will provide you with a **grant code** and details of **authorised signatory**.

You will need the **grant code** to make a purchase.

University Procurement rules are:

- If this item **under £2,500**, a direct purchase is allowed (it is a good idea to get the Authorised Signatory of the Grant Code to agree this is the best use of funds).
- If the item is **between £2,500 and £25,000** then 3 quotes are required before purchasing. These quotes can be provided as pdfs or screenshots.
- If the item you require is **over £25,000** then a Tender needs to be undertaken by Procurement.

Guidance on placing orders for consumables and/or Travel expenses is available online [Purchasing and expense claim processing - FSE PGR - Swansea University](#)

ATTENDANCE MONITORING

Your monthly Evision meeting is a record of your attendance.

Attendance will be monitored in accordance with the Attendance Monitoring Policy for Research Students.

The University recognises that attendance is a key element in successful progression.

The University has a legal duty to monitor attendance and to act on non-attendance to meet its requirements in reporting attendance to external sponsors, as well as meeting the sponsorship requirements of UK Visas and Immigration (UKVI) for the monitoring of International students studying in the UK with specific visa requirements. Please refer to the University's Attendance Monitoring Policy for Research Students for more information.

In addition to the University Attendance Monitoring Policy for Research Students, Student Route Visa holders who miss one scheduled Supervisory meeting / research engagement will be sent an email by the International Student Compliance Unit reminding the student of the requirement to comply with the attendance monitoring policy. They will be required to attend a meeting to discuss their non-attendance. In the case of unsatisfactory attendance, as determined by the University, a student with a student route visa will become subject to the enhanced monitoring for student route visa holders as detailed in section 4 of the Attendance Monitoring Policy for Student Route Visa students.

This will be administered centrally by the International Student Compliance Unit.

A list of reasons which the University will normally accept in respect of absence are included in the University's Attendance Monitoring Policy for Research Students and the Attendance Monitoring Policy for Student Route Visa holders.

SUBMISSION AND EXAMINATION OF THE THESIS

NOTICE OF INTENTION TO SUBMIT (NITS) FORM

All students are required to give at least 3 calendar months' notice to the College of their intention to submit a thesis. You must do this by completing a Notice of Intention to Submit (NITS) form, which also needs to be signed by you and your supervisor.

The NITS form can be obtained from, and **must** be returned, to the PGR Team (PGR-scienceengineering@swansea.ac.uk). Once this has been received, a submission pack will be sent to you.

SUBMISSION

A guide on submission and presentation of the thesis can be found here: [Guide to Submission and Presentation of the Thesis - Swansea University](#)

You must submit your thesis to the Faculty of Science and Engineering using the standard email address (PGR-scienceengineering@swansea.ac.uk). You will need one electronic copy of the thesis, and a completed submission checklist. The checklist that you need to complete would have been sent to you in the Submission Pack. If you have not received this, please contact the PGR Team.

The PGR Team will enter the submission onto RMS eVision and a receipt will be generated by the system and emailed to the student.

After submission, the post-submission meeting with your supervisor **must be completed** on eVision.

NOMINATION OF EXAMINATION BOARD (NOMS) FORM

Once the NITS form has been handed in, the PGR Team will send your supervisor a Nomination of Examination Board (NOMS) form that needs to be completed. They will need to appoint an **External Examiner**, **Internal Examiner** and a **Chairperson**.

If you are a member of staff, you may need **two External Examiners** and a Chairperson forming your board.

The form will be approved by the PGR Lead and then sent over to Academic Services for University approval.

Once the board has been approved, your thesis will be sent to the examiners and at this point, a viva date and time can be agreed.

EXAMINATION

After submission, you will be assessed by *viva voce* (internally known as a viva), an oral examination on the content of your thesis, which will have been read by the examiners present. Your supervisor may be in attendance for the *viva voce*, but only with your consent. The date for the examination will be agreed by all parties, and confirmed at least two weeks in advance. Vivas can take place in person on campus, or via the Zoom platform. Depending on availability/location of external examiners, hybrid vivas are also an option: in person, with one person attending via Zoom link.

The examination can be postponed due to exceptional circumstances, but only if prior notification is given.

Please refer to the [Guide to the Examination of Research Students](#), for more information.

EngD students are required to also give an open presentation before the *viva voce* takes place.

After the *viva voce*, if you have corrections to complete, they will be collated and sent to you either by the internal examiner or the PGR team. The PGR Team need to be advised of the date you are sent the list of corrections if they come from the internal examiner. A list of outcomes after the viva can be found in the regulations at point [22. Outcomes of Examination for Each Degree](#)

The PGR Team will send an e-mail informing you of the outcome and asking if you are aware of what corrections need to be completed and the deadline that the corrections must be submitted to the Examiner/s. The submission date of corrections starts on the day you received your corrections, this may not always be the date of the *viva voce*.

No contact is allowed between yourself and the examiners regarding the viva or the corrections, but you may liaise with your supervisor as much as you wish.

The post-viva meeting must be completed with your supervisor on eVision after the *viva voce*.

FINAL SUBMISSION

As from 1 October 2021 it will no longer be a Swansea University requirement to submit a hardbound copy of your thesis. Instead, we will be required to upload your thesis to the Cronfa Repository. You will be sent an E-theses agreement when you are sent final submission information. You must return the E-theses agreement and a final clean copy of your thesis.

The PGR Team will inform Academic Services that you have submitted your final submission.

SUSPENSIONS, EXTENSIONS AND TRANSFERS

SUSPENSIONS

If you feel that you need to suspend your studies, it is advised that, in the first instance, you speak with your supervisor or a member of staff in the Faculty PGR Support Team. Suspension is usually approved for one or multiple 3- month periods, up to a maximum of 12 months. If you receive an approved suspension, the end date of your candidature period will be adjusted accordingly.

Grounds for suspension and/or extension that are usually recognised by the University include:

- Medical grounds, including illness over a period greater than 12 weeks
- Maternity leave (usually 9 months, but 12 months can be requested)
- Jury service
- Compulsory military service
- Compassionate leave, such as for serious domestic difficulties
- Technical difficulties (limited to those beyond the students' control)
- Financial difficulties (only applies to self-funded students; additionally, full-time students must demonstrate that transferring to part-time study is not a viable option)

A letter from the yourself explaining the situation will be needed and a supporting letter from your supervisor. In some circumstances, supporting documentation may be required e.g. a medical note from a doctor.

Please refer to the [Guide to Suspensions and Extensions for Research Students](#) for more information, and also the [Policy on Extenuating Circumstances](#).

EXTENSIONS

If you are reaching your maximum end of candidature and still need time, you must apply for an extension. This should be made apparent in their Progression Meeting **3 months before** your maximum candidature. You should complete an extension form as soon as possible. Extensions are granted in three month periods.

Grounds for an extension are:

- Health or Medical
- Compassionate (including serious domestic difficulties)
- Inordinate Professional Commitments (which occurred during the minimum candidature period)
- Technical difficulties (limited to technical difficulties beyond the student's control)

When applying for an extension request, an extension form must be completed, a letter from yourself explaining the situation, a supporting letter from your supervisor, a work plan agreed by yourself and your supervisor and in certain circumstances we need supporting evidence e.g. a medical reason requires a doctor's note.

Please refer to the [Guide to Suspensions and Extensions for Research Students](#) for more information.

If your extension is not granted, you must submit by your maximum candidature date or you will be withdrawn.

TRANSFERS

If you want to transfer part-time/full time please let the PGR Team know as soon as possible as we will require further information. You will need to write a letter explaining the situation and you will be required to have a supporting letter from your supervisor.

If you would like to be transferred up from an MSc to a PhD, you can discuss this with your supervisor. This can only be processed when you reach your minimum end of candidature. This change should be made known in your Progression Meeting **3 months before** your minimum candidature expires.

It is Faculty policy that in order for the transfer to be accepted, a 'mini viva' needs to take place to an independent panel to show that your work is suitable for a transfer from MSc to PhD. A write up will need to be completed by the panel stating that they are happy for the transfer to take place.

If a transfer is needed, please refer to the [Guide to Transfer and Withdrawal of Research Students](#) for more information.

LEAVE

Regulations relating to the Leave PGR student are entitled to take can be found [online](#).

Please note that if you are on a Scholarship funded by the UKRI, there will be additional regulations to take into consideration (links to the regulations can be found on your scholarship award letter), please speak to a member of the PGR Support Team for advice.

BURSARIES

Student Bursaries come in three different forms, Fees only, Maintenance only (Sometimes called Stipend) and Combined (Both Fees and Maintenance).

Fee bursaries are uploaded to the system before you are able to enrol. If you are a scholarship recipient and you are unable to enrol because the system is asking for payment, e-mail PGR-scienceengineering@swansea.ac.uk and one of the team will assist you.

Maintenance bursaries are set up to be paid on a monthly basis. This can only be done once you have enrolled. In your first year, you will need to provide us with bank details. This can either be completed by yourself on campus via your MYUNI account or if you are not on campus, you can e-mail PGR-scienceengineering@swansea.ac.uk with your bank details (Name on account, sort code and account number).

Each year, you will not be paid your Maintenance/Stipend bursary UNLESS you have enrolled.

LEARNING DEMONSTRATOR OPPORTUNITIES

PGR students have the opportunity to apply to be a Learning Demonstrator.

The main purpose of the role is to assist academic staff/the module leader to introduce or expand understanding of a specific area for undergraduate students. Learning Demonstrators also provide assistance to academic staff in their routine teaching duties.

Full guidance, mentorship and monitoring will be provided by an appropriate member of academic staff within the Faculty, typically, the module leader.

Before the start of each Teaching Block the application portal to be a Learning Demonstrator will open. An email from PGR-scienceengineering@swansea.ac.uk will go out to all students, so keep an eye out for it. Posters are also put up around Engineering Reception – if you miss the email. You can ONLY apply to be a Teaching Assistant through the University Job's portal, no exceptions.

If you will no longer be available for Semester 2, make sure you advise PGR-scienceengineering@swansea.ac.uk as soon as you know your availability – otherwise you will be allocated to modules in Semester 2. All Learning Demonstrator allocations are done by the PGR Support Team, not the Academics. Due to the number of Learning Demonstrators within the Faculty, unfortunately you don't get to choose the module you demonstrate for.

Payment issues: If you have issues with your pay, contact PGR-scienceengineering@swansea.ac.uk. Make sure your timesheets are completed on the Faculty Intranet before the system locks at the end of each month (full details of how to access time sheets will be provided to you when you are appointed as a teaching assistant). The academic in charge of your module needs to approve your hours before they can be sent to HR (which is sent at the start of the month). If you haven't been paid – make sure your bank details are in your profile, otherwise payroll will write you a cheque and this will be available to you at the Abbey on Singleton campus. You can check your payslip on ABW – if you need help accessing this please contact the PGR Team.

If you miss the summer onboarding process, there will be another opportunity in December to apply.

ANNUAL EVENTS AND COMPETITIONS

3MT Competition

Every year the 3 Minutes Thesis (3MT) competition is held. This competition is the highlight of the PGR calendar and an excellent competition to be involved in to raise the profile of your research as well as enhance your presentation, communication and public engagement skills. You will be fully supported in training for the Faculty of Science and Engineering heat through online training as well as one to one support appointments. Two students will be selected from this heat to present in the Swansea University 3MT Final, as part of the annual PGR Showcase during the PGR Festival in May.

Other events and competitions are regularly advertised.

MYUNI HUB

The MyUniHub team are here to help you access a wide range of University support services and to help you resolve any queries you may have.

On the Bay Campus, MyUniHub is located in the Clock Tower building.

What you can expect from the Team at MyUniHub:

- To provide a friendly, supportive and welcoming environment
- To answer you promptly, be courteous and friendly and confirm who you are speaking to
- To aim to answer your query on the first visit or telephone call or within 24 hours of receiving your email
- To let you know when my MyUniHub is closed or if there may be a delay in responding to your enquiry

MyUniHub Services:

- Transcripts printing
- Proof of Enrolment
- Council Tax Exemption Certificate
- Verification of Awards
- Transferring/Suspending or Withdrawing from your course
- A range of services for International students:
 - Biometric Residence Permits (BRP)
 - Police Registration
 - Open a bank account
 - Confirmation of Acceptance to study
 - Confirmation of Arrival/Departure Certificates
 - Learning Agreements

MyUniHub offers a soft binding service; this is a clear plastic front and back cover with a heat-glued spine. You can view examples of these in MyUniHub.

MyUniHub can answer any questions you may have in person, via email or over the phone.

Telephone: 01792 60 6000

Email: myunihub@swansea.ac.uk

PGR TRAINING AND DEVELOPMENT

Research Passport

If your research is off campus, within a NHS institute, you will need to apply for a Research Passport to allow you to work in this environment. Please contact PGR-scienceengineering@swansea.ac.uk to start your application process.

If you require a DBS check as part of your research, e-mail compliance.admissions@swansea.ac.uk.

Training and Workshops

There are a wide range of trainings, workshops, online resources and professional development opportunities available to you as a postgraduate research student. Please see the link below for listings of upcoming sessions.

[Postgraduate Training - Swansea University](#)

Employability

If you are interested in exploring employability options, please see the [Employability Webpage](#) or alternatively contact employability-scienceengineering@swansea.ac.uk.

IT SERVICES AND RESOURCES

IT Support is centrally available through the Service Now helpdesk [Service Centre Home - Service Centre](#). There is also a Drop In Desk on both Campuses, open between 08.30 and 16.30 Monday to Friday.

Singleton Campus: Fulton House, Reception.

Bay Campus: Library

WiFi

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

- eduroam – a worldwide W-Fi roaming network for phones/laptops/tablets
- A games console Wi-Fi network

Three Steps to Connect:

1. Students need to first connect to the SwanseaUni-setup network
2. Load a browser and go to the Wi-Fi Support Website and click Register
3. Once registered, run the setup tool provided to configure your device to provide seamless, secure connectivity at all university locations

In person assistance can be found at the Customer Service Desks in all the library buildings - please bring your device with you. Instructions, tools and help can be found at the Wi-Fi Support Website

<http://www.swansea.ac.uk/it-services/wi-fi/>

PC labs

The Faculty Reception Team will be able to confirm the location and availability of the PC labs.

They can be found in Engineering Central, Bay Campus on the ground floor and Wallace Building 223C, Singleton Campus. Opening hours are 8.30am-5pm Monday - Friday.

Telephone: 01792 295514

Email: reception-scienceengineering@swansea.ac.uk

Software Available

For details on what software is available to students, please refer to the link below:

[Software - Swansea University](#)

Printing

Student cards can be used as a photocopy/ print card. Before using your card for photocopying or printing, you need to create a PIN number and put some credit on your student account (either coins or notes).

To create a PIN number, place your card on the card area on top of one of the printer/copier machines. Login on the touchscreen using your student number and normal password, and then enter your preferred PIN number.

You can then take your card to one of the print credit top up machines available in both libraries. If the print credit machines are unavailable please see a member of the Customer Service Team at the Information Desk so they can credit your account for you.

HEALTH AND SAFETY

The University is committed to providing a safe and healthy working environment for our staff, students, and others involved in our university community. Our commitment to your health and safety is contained within our Health, Safety and Resilience [Policy](#).

All postgraduate students in the Faculty of Science and Engineering are expected to complete an online **Postgraduate Health and Safety Induction** course. This course covers your responsibilities, emergency facilities, basic risk assessment, general hazards and adverse events. To access and enrol on the Canvas course use this link: <https://canvas.swansea.ac.uk/enroll/CBKKN>. It should be completed within your first week.

Postgraduates who require access to research laboratories must first complete the online Health, Safety and Sustainability Introduction to Labs for Postgraduate Students. To enrol on this course email FSE-Compliance@swansea.ac.uk.

Additional health and safety training courses, covering a wide range of subject areas, are available for postgraduate students, [Health and Safety Training Courses - Swansea University](#). To book on a course, please email n.dicataldo@swansea.ac.uk.

Health and Safety information and guidance for postgraduate students is available on the Health and Safety [Postgraduate Students - Swansea University](#) page.

Please be aware, fire alarms are tested every week: **Singleton campus** – Tuesdays between 7:30 – 11:00am, **Bay Campus** – Wednesdays between 7:45 – 09:15am.

Whilst studying / researching at the University you will be supervised and will receive appropriate health and safety information, instruction and training for the activities that you carry out. You must conduct your work activity safely and comply with university health and safety requirements and local departmental procedures and rules. If you do not understand how to complete an activity safely, you should stop what you are doing and ask your Supervisor or another member of staff.

Within the Faculty of Science and Engineering there are members of staff who co-ordinate Health and Safety within their Departments. These are:

Biosciences:	Dr Claudio Greco/ Dr Tamsyn Uren Webster
Geography:	Dr Iain Robertson
Physics:	Dr Dirk van der Werf
Mathematics:	Dr Sherryl Bellfield
Computer Science:	Dr Sherryl Bellfield
Aerospace Engineering:	Dr Alex Shaw
Civil Engineering:	Dr Jose Norambuena Contreas
Electronic and Electrical Engineering:	Dr Yaonan Hou
Mechanical Engineering:	Prof. Nicholas Lavery
Biomedical Engineering:	Prof. Hari Arora
Chemical Engineering:	Prof. Paolo Bertoncello
Chemistry:	Dr Mariolino Carta
Materials Science and Engineering:	Dr Feras Korkees
Sport and Exercise Sciences:	Dr Rachel Churm/Dr Shane Heffernan

The University's Health and Safety Advisors for the Faculty of Science and Engineering are Will Finn-Lewis and Lorraine Wild. They can be contacted on healthandsafety@swansea.ac.uk.