

University of Edinburgh

School of Engineering and Electronics - Chemical Engineering

"Contract" between School and Students

This "contract" has been drawn up to help you benefit fully from your time at University; it sets out what we expect of you and what you can expect of us, the School. (It does not affect any contractual obligations set by the University of Edinburgh and in all matters is subject to such contractual obligations.)

Learning Environment

The School will provide an environment in which you can learn. Our role is to assist you to learn. **It cannot be emphasised too strongly that learning is an active process on your part. Your performance in the course is *your own* responsibility.**

We will deliver lectures and organise tutorials, practical classes, works visits and other supervised project work at times which will be notified to you in advance. Any changes to this timetable will be notified as far in advance as is practical, although unforeseen circumstances, such as illness of a member of staff, may require reorganisation of class times without notice. **You are expected to attend all classes**, unless unable to do so for reasons of health or other unavoidable absence. You must inform your Director of Studies of the reasons for such absence.

We will provide resources such as reading lists deemed appropriate. You are expected to carry out independent study, using such resources, as well as assimilating lecture material, preparing in advance for tutorials and practicals where question sheets and lab manuals are available. **As a minimum, you should expect to spend a period of time equal to your course contact hours in independent study outside timetabled classes.**

We will try to assist students who require help in learning. Help may be provided to individuals or organised on a group basis at the discretion of the member of staff concerned. Staff will not always be able to offer immediate help outside timetabled classes but will arrange a suitable time to meet with you. You must make maximum use of timetabled contact hours before approaching staff outside them; do not expect individual assistance if you have absented yourself from a tutorial. Postgraduate demonstrators may not be approached outside timetabled hours.

Assessment

We will tell you at the start of each course how that course will be assessed and what each element of the assessment is worth. If it becomes necessary to change the assessment we will obtain the agreement of the class before doing so. We will conduct all assessment impartially, aiming always to provide consistency between years as well as within any one year. Feedback will be given where appropriate and permitted by the University's regulations. There is no quota system in relation to the numbers of any class of Honours Degree awarded annually. All standards set by examiners are absolute and not relative.

The grounds for, and initial action to be taken in the case of, an appeal are detailed on Registry's webpages <http://www.aaps.ed.ac.uk/regulations/>

Directors of Studies

Directors of Studies will arrange appointments in September to provide guidance on course choice where appropriate and will be available at notified times to discuss matters relating to your academic and general well-being. In urgent cases, Directors of Studies will, where possible, arrange an immediate consultation. **You should notify your Director of Studies immediately of anything likely to have an effect on your studies.** It is advisable to contact your Director of Studies by email in the first instance.

Course Organisers

Course Organisers will provide information, through the Engineering and Electronics Teaching Organisation (EETO), on the timetable, location, staffing and assessment of courses under their control. In addition they will keep records of submitted and assessed coursework. **Missed coursework must be notified to your Director of Studies.** You should be aware that many courses have minimum acceptable coursework marks. Failure to achieve the minimum coursework mark could have serious consequences for your progression through your programme of study.

Coursework

We will provide details of the dates on which all coursework submissions are to be made. Locked boxes are provided outside the EETO office for these submissions. **If work is submitted late, 5% of the maximum mark will be deducted per working day up to 5 working days**, after which a mark of zero will be recorded. [This penalty is in general use across the most of the university]. For example, a mark of 65% would be reduced to 60% for up to 24 hours late, and 5% for each subsequent day up to a maximum of 5 working days. Where work is late because of illness or other legitimate reason an allowance may be made. Poor organisation and planning is never an acceptable reason for late submission.

Staff involved in marking submitted coursework will endeavour to mark and return the work within one week of submission, work will be returned via the EETO.

All coursework counting towards continuous assessment is to be the sole work of the student who submits it, except where explicitly stated by the student. You will be asked to confirm that what you submit is your own work whenever you submit assessed work. **You must not reproduce ideas or text written by others without acknowledging the source of such material.** You must state the source of all ideas and extracts of text obtained from published works or from other students' written work. It is not intended that this should curb discussion between you and your fellow students or staff. Indeed it is expected that you will discuss your work with other students and staff, this being an important aspect of the learning process. Occasionally you may be permitted to use another student's experimental results if, for example, experimental equipment has failed, this requires the explicit permission of the relevant member of staff and must be acknowledged in the report.

Where group submissions are requested clear guidance will be given as to whether individual contributions need to be identified within the submission.

Staff Student Liaison

The School organises a staff student liaison committee which meets at least once each semester. Staff will respond to any issues raised at this committee and rely on views expressed for feedback on their courses. You will be given the opportunity to elect a member of your class to sit on this committee.