



DEPARTMENT  
OF  
ENGINEERING  
SCIENCE

# COURSE HANDBOOK



## Graduate Programmes

## 2017-18

## FOREWORD

### Statement of Coverage

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This handbook applies to students starting on a graduate programme in the Department of Engineering Science in the 2017-2018 academic year. The information in this handbook may be different for students starting in other years.

### Disclaimer

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The Examination Regulations relating to your course are available at [www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs). If there is a conflict between information in this handbook and the Examination Regulations then you should follow the Examination Regulations. If you have any concerns please contact the Faculty Office at [faculty.office@eng.ox.ac.uk](mailto:faculty.office@eng.ox.ac.uk).

The information in this handbook is accurate at the time of publication, however it may be necessary for changes to be made in certain circumstances, as explained at [www.ox.ac.uk/coursechanges](http://www.ox.ac.uk/coursechanges). If such changes are made the department will publish a new version of this handbook together with a list of the changes and students will be informed. The up-to-date version may always be found on WebLearn.

Date of Amendment	Version control	Amendment/s

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## 1. WELCOME FROM THE HEAD OF DEPARTMENT

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The Department of Engineering Science is a wonderful place in which to research. I have been associated with the Department for the last 27 years as an academic, and during that time I have seen nothing but constant and exciting change, invention and growth.

Our work on the design of turbine blades for jet engines has long been regarded as world-leading, but not content to rest on past achievements we continually strive for further innovation and development. In 2008 we opened the Institute for Biomedical Engineering, which has gone from strength to strength and now houses some of the world's leading biomedical engineers. We are also becoming leaders in driverless vehicles, and have created a "Video Google" system which enables automatic searching for a particular scene or person in a video. We are a truly multi-disciplinary engineering department, with every branch of engineering represented, and we have research collaborations with many departments in the University, from Archaeology to Zoology.

Our world-class research also has a real-world impact; for example it has led to the development of a new jet engine turbine with significant fuel savings and a reduction in emissions. The water industry has adopted our membrane filtration work; we have designed technology to preserve more livers for transplant and our patient monitoring work has led to a reduction in the number of cardiac arrests in hospital. You can read about some of the companies spun out from the Department at [www.eng.ox.ac.uk/about/spin-out-companies](http://www.eng.ox.ac.uk/about/spin-out-companies).

In 2014's Research Excellence Framework, which accounts for research volume, quality, and impact over the last seven years, we were ranked the best engineering department in the UK. By attracting the best staff and students from around the world we will be able to continue and develop our collective success – and I welcome you to that enterprise.

Developing as a researcher in our fast-moving area is particularly demanding, but we aim to provide a supportive and inspiring environment, one that in time to which you will contribute, and where you will make your mark.

**Prof Lionel Tarassenko, CBE FEng FMedSci**

### [...and a welcome from the Graduate Studies Team](#)

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William Gates, Graduate Studies Officer

Jo Valentine, Deputy Administrator (Academic)

Prof Mark Thompson, Director of Graduate Studies & Graduate Admissions

Email: [postgraduate.studies@eng.ox.ac.uk](mailto:postgraduate.studies@eng.ox.ac.uk)

Where to find us: Faculty Office, Thom Level 8

## 2. INDUCTION TIMETABLE

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Induction is scheduled for Monday 2nd October 2017 (0th week) and will be held in Lecture Room 1 (LR1), Thom Building, Parks Road, Oxford, OX1 3PJ. You will need to register with Faculty Office staff outside of LR1 from 9am; when you register you will be informed about which research area breakout session you are expected to attend.

<b>Start time</b>	<b>Finish time</b>	
09:00	09:30	Registration
09:30		DGS (welcome)
09:30	09:45	Head of Department
09:45	10:00	Head of Administration and Finance (introduction of admin staff)
10:00	10:30	DGS
10:30	10:45	Break
10:45	11:00	MPLS Enterprise Programme
11:00	11:15	MPLS Training
11:15	11:30	IT@ENG
11:30	11:45	Library
12:00	13:00	Research area breakout sessions: Biomedical Engineering Chemical & Process Civils (including REMS CDT) Electrical & Electronic Information & Control Materials & Mechanics Thermofluids (including GTA CDT)
13:00	14:00	Break
14:15	15:15	Health and Safety

### 3. TO DO IN YOUR FIRST WEEK

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#### 1. Right-to-work Permission

We need **ALL** of you to present your passport (along with accompanying visa if applicable) to Teresa Greening in the Faculty Office, Level 8 Thom. Teresa will scan your documentation so that, should you later decide to do some work (teaching, demonstrating, etc.) for the Department, there will be no delay in your doing so. Payment claims for demonstrating are authorised by Bob Scott, Head of TDSG, and these may be handed in to the Faculty Office in the first instance. Contact [faculty.office@eng.ox.ac.uk](mailto:faculty.office@eng.ox.ac.uk), phone 01865 283263 or call into the Faculty Office in person if you have any questions about this.

#### 2. Departmental Safety Induction

All new postgraduates **MUST** attend a safety induction with the Departmental Safety Officer, Gary Douglas. If you are unable to attend the initial session arranged for you at the start of your first term, please contact Gary Douglas directly to make alternative arrangements ([gary.douglas@eng.ox.ac.uk](mailto:gary.douglas@eng.ox.ac.uk) tel. 73180). **No lab work will be allowed until you have been signed off as having attended this.**

#### 3. Departmental Demonstrating Training

It may be possible for you to do a few hours of work as a demonstrator in the undergraduate teaching laboratories. This work would only normally arise during term times. If you would like to be considered for this work, please complete the application form available on the department's intranet pages ([www.eng.ox.ac.uk/intranet](http://www.eng.ox.ac.uk/intranet)). However, this role is subject to proof of your right-to-work in the UK, prior to completing any demonstrating.

You must provide original documentation to establish your right to work and remain in the UK (as above), which the University requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. If you do not provide this documentation you will not be able to act as a demonstrator.

Please note that to become a demonstrator you must attend a training session. If you are interested in attending a training session, please email the Head of TDSG, Bob Scott, [bob.scott@eng.ox.ac.uk](mailto:bob.scott@eng.ox.ac.uk) directly.

## Part A: ORIENTATION

### Where are we?

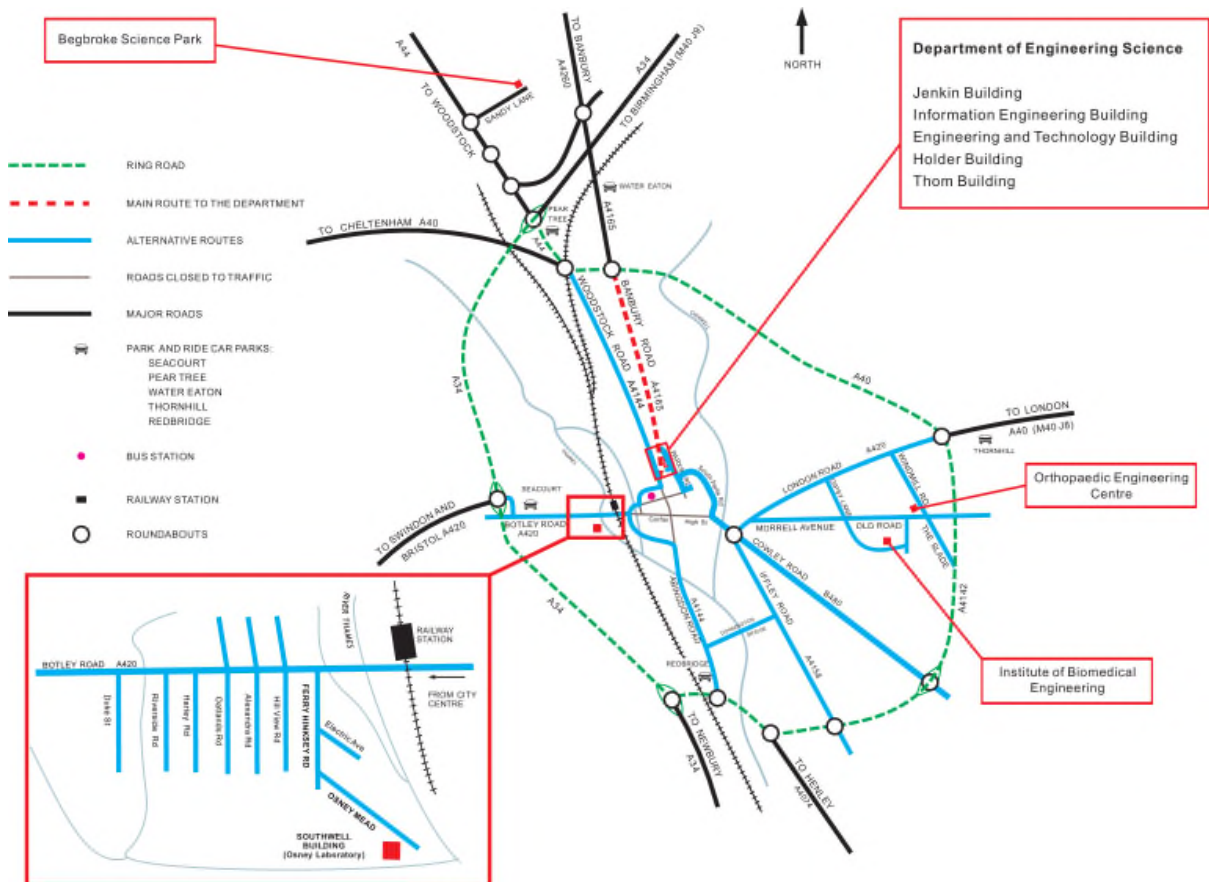
Engineering has been taught at Oxford in its own right since the 1880s. The University formally set up a Department of Engineering Science in 1908, headed by Professor Charles Frewin Jenkin. The new laboratory, facing the Parks, was completed in 1914, and still serves the Department as the Jenkin Building.

A century later the Department offers research space over four sites. The Department's principal site is still in the “Keble Road triangle”, and comprises five inter-linked buildings, starting with the Jenkin Building, through the Thom (1960), Holder, and E&T buildings, to the Information Engineering Building (2004). Civil & Offshore, Materials and Solid Mechanics, some Chemical and Process, most Electrical and Opto-Electronic, and much of Information Engineering research activities are located on this central site.

The Institute of Biomedical Engineering (IBME) on the Old Road Campus in Headington was opened in 2008 with space ideally suited to wet and computational work in biomedicine, but with the rapid expansion of this area is now hitting limits of space. Much work there is done in collaboration with nearby institutes in the Medical Sciences Division and with the hospitals.

Work on turbomachinery used to take place in the quaint but cramped former power station on Osney Island, but in 2010 moved to a far larger modern warehouse structure in Osney.

The third satellite site is at the University's facility in Begbroke which hosts aspects of our work in power, mechanical, and process engineering. See [www.ox.ac.uk/visitors/map](http://www.ox.ac.uk/visitors/map) for a searchable map.



## You'll need to know people and places in the Thom Building...

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### Basement

#### Maintenance

Maintenance Manager 73076. To report any building faults please email [facilities@eng.ox.ac.uk](mailto:facilities@eng.ox.ac.uk) including your contact details, location of the fault and details of the problem. More information can be found at [www.eng.ox.ac.uk/intranet/services/buildings-facilities](http://www.eng.ox.ac.uk/intranet/services/buildings-facilities).

### Ground Floor

#### Reception

73000 and [reception@eng.ox.ac.uk](mailto:reception@eng.ox.ac.uk)

#### General Office

The General Office (73011) can help you with swipe access to the departmental buildings and rooms, keys, stationery, outgoing postal services and with various forms for travel grants/conferences and the like.

#### Print Room

73064 and [printroom@eng.ox.ac.uk](mailto:printroom@eng.ox.ac.uk)

#### Stores

Stores (73053) manage a large selection of items that can be charged against a project code. This is also the delivery point for Goods Inwards.

#### Mechanical workshop

The workshop can design, manufacture, service, repair or modify a wide variety of mechanical items. Contact 73071.

### Level 1

#### Lecture Rooms

LR1, LR2, LR3

### Level 4

#### Staff/student Workshop (DBT lab)

The workshop provides support for both staff and students, contact 73093.

### Level 5

#### Electronics Workshop

The workshop provides support for both staff and students. [electronics@eng.ox.ac.uk](mailto:electronics@eng.ox.ac.uk)

### Level 6

#### Computing Support

IT@ENG (73069) advises on loans of software and hardware; licensing queries; setting up of accounts or technical help. IT@ENG also provides PC and network support for PC software, hardware, operating systems and networks. For any computing help please email [it-support@eng.ox.ac.uk](mailto:it-support@eng.ox.ac.uk).

### Level 7

#### Accounts

Turn left as you exit the lifts and go through all the red doors; enter the last door on your left.

#### Health and Safety

Gary Douglas is the department's Health and Safety Officer and can be contacted on 73180 and [gary.douglas@eng.ox.ac.uk](mailto:gary.douglas@eng.ox.ac.uk).

### Level 8

#### Faculty Office

The Graduate Studies Officer (83313) and the rest of the Faculty Office team will help you with matters relating to graduate studies administration such as admissions, submission of GSO forms, Transfer and Confirmation of Status, visa, CAS & ATAS. The Faculty Office is also the first point of contact for the DGS: [postgraduate.studies@eng.ox.ac.uk](mailto:postgraduate.studies@eng.ox.ac.uk).

#### Lecture Rooms

LR4, LR5, LR6 (and the AIMS CDT) can also be found on this level.



## And in the Holder Building ...

### Common Room & Holder Café

The Common Room is on the right as you enter from the concourse. The Holder Café is situated here and sells food and drinks from 8.00am to 3:30pm, Monday to Friday. There are machines outside when you need a boost at other times.

## The University, Departments, Colleges and You...

You can read about how Oxford has evolved at [www.ox.ac.uk/about](http://www.ox.ac.uk/about)

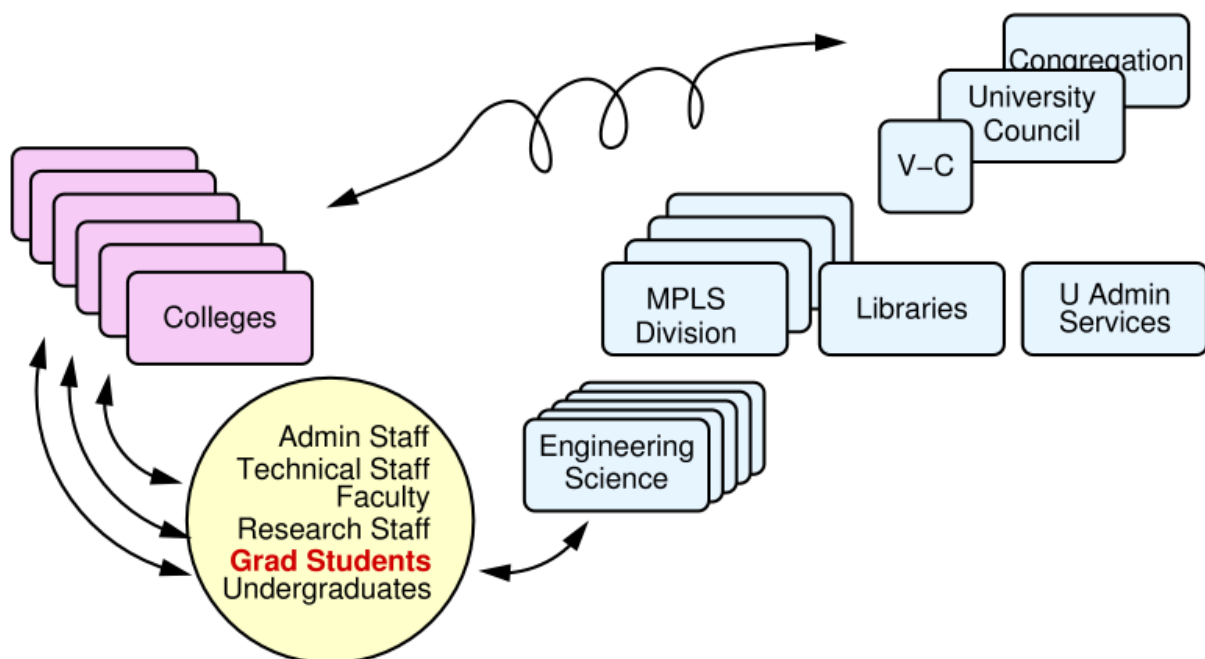
These are just reminders of where you fit in...

## The University and Colleges

The University and Colleges in Oxford are separate, independent institutions, but collaborate with each other to provide a unique experience for students and, indeed, Faculty.

You must be a member of both a Department and a College, and so you will find two sets of people able to help settle in and progress your research. Don't think of one as work and the other as play — your college will contribute to your intellectual life, just as the others in the Department will add to your social life.

Departments are grouped into four Divisions. Engineering Science is part of MPLS, the Mathematical, Physical and Life Sciences Division at [www.mpls.ox.ac.uk](http://www.mpls.ox.ac.uk). You are a member of the MPLS Graduate School, and they will write to you from time to time.



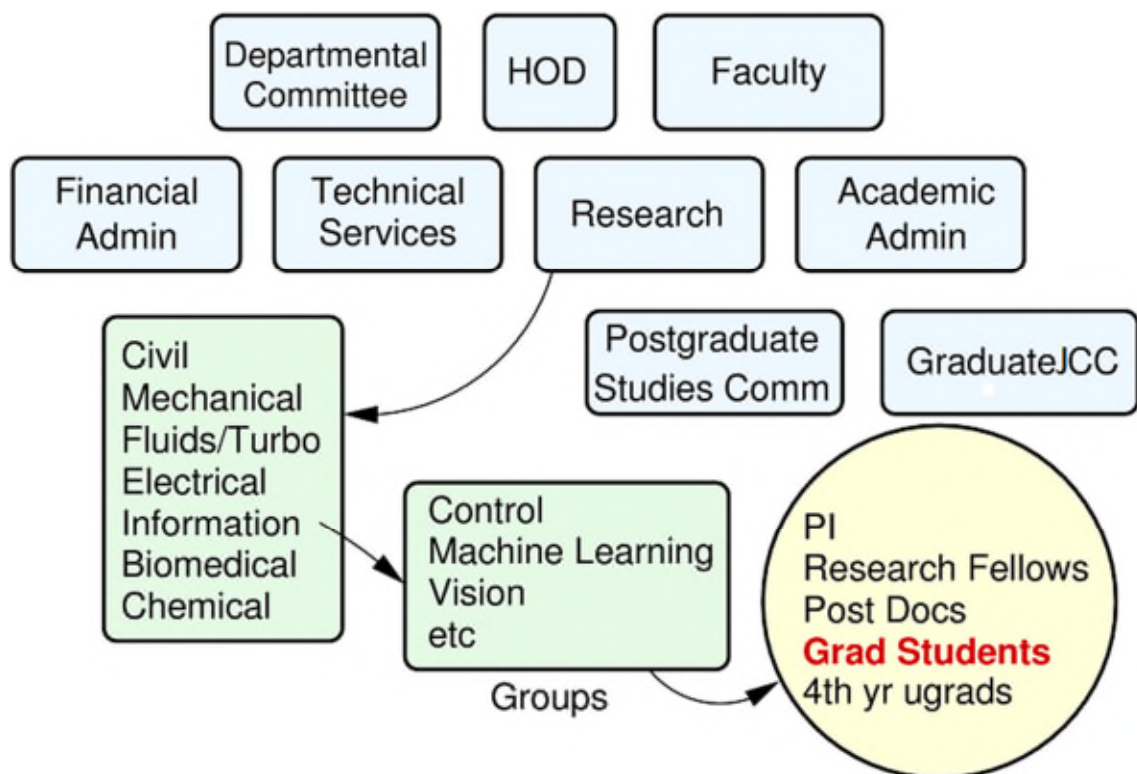
## The Department

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The Department is a unified one: there are no sub-departments of this or that engineering, but for convenience we group our specialisms into seven areas

- Civil and Offshore
- Materials and Mechanics
- Energy and Turbomachinery
- Information, Control and Vision
- Electrical and Optoelectronic
- Chemical and Process
- Biomedical

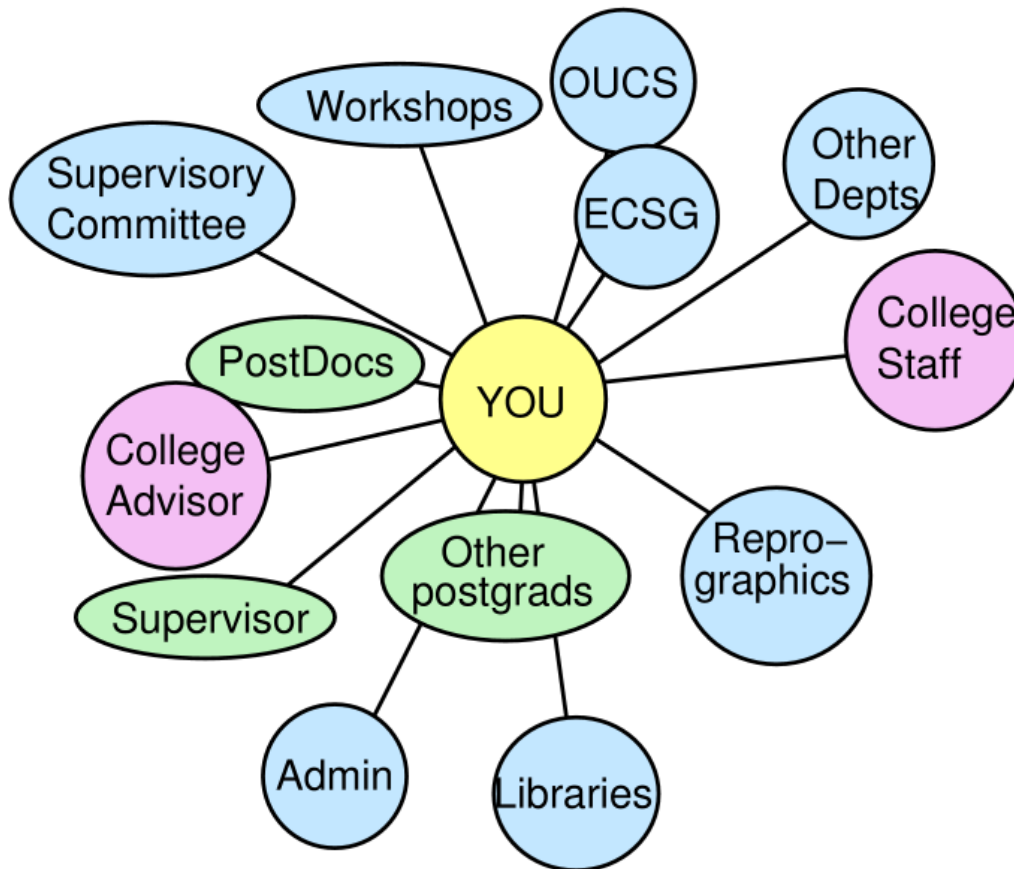
There are no boundaries implied or real here. Many Faculty work in several areas. Within each area there are several research groups, each with one or more Principal Investigators who will be your supervisors. As well as the panel committees, there are two committees especially concerned with graduate matters, the Graduate Consultative Committee and the Graduate Studies Committee.



## And you?

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You may think that you are near the bottom of a towering hierarchy. Nothing could be further from reality. Without graduate students, next to nothing would get done in this or any department. A better picture is of you at the centre of things.



## Part B: USEFUL INFORMATION

### 4. KEY CONTACTS IN THE DEPARTMENT

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The Faculty Office on the 8<sup>th</sup> Floor in the Thom Building is the main location to go to hand in documentation, or if you have any general queries.

Our usual opening hours are 8.30am to 5.00pm, Monday to Friday. Please email [faculty.office@eng.ox.ac.uk](mailto:faculty.office@eng.ox.ac.uk) or call 01865 283249 in advance if you are planning to make a special trip to the department and you will be travelling some distance to reach us, as occasionally we may need to operate reduced hours, especially out of term time.

The Faculty Office team is headed up by lead academics – for graduate studies this is the Director of Graduate Studies. Details of the current Faculty Office team and associated staff supporting teaching are listed below:

#### Graduate Studies Officer

Mr William Gates, [postgraduate.studies@eng.ox.ac.uk](mailto:postgraduate.studies@eng.ox.ac.uk)

#### Director of Graduate Studies (DGS)

Professor Mark Thompson, [dogs@eng.ox.ac.uk](mailto:dogs@eng.ox.ac.uk)

#### Deputy Administrator (Academic) / Disability Contact

Ms Jo Valentine, [jo.valentine@eng.ox.ac.uk](mailto:jo.valentine@eng.ox.ac.uk)

#### Head of TDSG

Mr Bob Scott, [bob.scott@eng.ox.ac.uk](mailto:bob.scott@eng.ox.ac.uk)

#### Departmental Safety Officer

Mr Gary Douglas, [gary.douglas@eng.ox.ac.uk](mailto:gary.douglas@eng.ox.ac.uk)

#### Other useful general contact email addresses:

Graduate Studies – for all queries relating to graduate course administration  
[postgraduate.studies@eng.ox.ac.uk](mailto:postgraduate.studies@eng.ox.ac.uk)

Faculty Office – for all general queries relating to course administration and teaching  
[faculty.office@eng.ox.ac.uk](mailto:faculty.office@eng.ox.ac.uk)

Department Reception – for general queries to the department [reception@eng.ox.ac.uk](mailto:reception@eng.ox.ac.uk)

Department IT Helpdesk – for help with IT [it-support@eng.ox.ac.uk](mailto:it-support@eng.ox.ac.uk); [www.eng.ox.ac.uk/intranet/it-eng](http://www.eng.ox.ac.uk/intranet/it-eng)

Department Print Room – for printing/binding of work [printroom@eng.ox.ac.uk](mailto:printroom@eng.ox.ac.uk)

### 5. IMPORTANT SOURCES OF INFORMATION

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Examination Regulations – the ‘Grey Book’

The *Examination Regulations*, is the authoritative document on University regulations. The *Examination Regulations* defines the requirements for examinations, and changes to it are strictly regulated by the University to ensure that you cannot be disadvantaged by any changes which are made after you start your course. It is available online at [www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs). The most up to date version of the regulations is always available online.

## Engineering Science WebLearn site

The most comprehensive source of information for your studies is the Engineering Science WebLearn site at [www.weblearn.ox.ac.uk/portal/hierarchy/mpls/eng](http://www.weblearn.ox.ac.uk/portal/hierarchy/mpls/eng). On this site you can find details of the undergraduate and graduate programmes, details of student representatives, and many other useful pieces of information.

## Proctors and Assessors Memorandum

The University Student Handbook is produced by the Proctors and Assessor and is handed out by colleges to new students at the start of Michaelmas Term. It is mainly aimed at undergraduate students but there is much general information which will be useful to graduate students also about welfare, support, recreation, and University regulations. It is available to download at [www.admin.ox.ac.uk/proctors/info/pam/index.shtml](http://www.admin.ox.ac.uk/proctors/info/pam/index.shtml).

## Important Reference Documents

The student portal at [www.ox.ac.uk/students](http://www.ox.ac.uk/students) provides a single point of access to information, services and resources for students.

Please ensure that you are familiar with the following University policies:

- Equal Opportunities Statement for Students
- Disability
- Harassment
- Safety for Students
- Proctors' and Assessors Memorandum (The University Student Handbook)
- Computer Usage Rules and Etiquette

During the course of your studies you might also need to consult other policy documents such as those on:

- Intellectual Property Rights which is set out in the University Statutes and Regulations at [www.admin.ox.ac.uk/statutes](http://www.admin.ox.ac.uk/statutes)
- Data Protection at [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)
- The online version of the Examination Regulations is available at [www.admin.ox.ac.uk/examregs](http://www.admin.ox.ac.uk/examregs).

## DATES OF TERM 2017-18

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Michaelmas Term	Sunday 8th October – Saturday 2nd December 2017
Hilary Term	Sunday 14th January – Saturday 10th March 2018
Trinity Term	Sunday 22nd April – Saturday 16th June 2018

## 7. OPENING HOURS

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### Thom Building

The main door to the Thom Building and the Thom Building reception desk is open on weekdays between 07:45 hours and 18:00 hours all year around.

## Holder Building

During weeks 1-8 of term the main doors to the Holder Building on the first floor are unlocked from 08:30 and are locked at 16:45. They are permanently on swipe-card access during vacations. Detailed rules governing access to the department are included in Appendix C.

## 8. THOM BUILDING 8TH FLOOR STUDY AREA

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An open study area is available for all engineering students to use on the eighth floor in the Thom Building. There are tables for individual study, and individual study carrels.

The Oxford Wireless LAN (OWL) is available on the eighth floor. Laptops require Cisco VPN client software to connect - information about VPN (virtual private networks) can be found at [www.oucs.ox.ac.uk/network/vpn](http://www.oucs.ox.ac.uk/network/vpn). Students are welcome to use their laptops in the open study area but are asked to sit close to a plug socket if their laptop needs to be connected to a power source. Trailing electrical leads may cause a trip hazard in open study areas. Alternatively, students may use the individual study carrels as all have a power socket.

Students are asked to vacate the eighth floor study area promptly at 19:00 hours. Please note that you will not be able to gain access to the Thom Building after 18:00 hours. If you leave the building after 18:00 hours you will not be able to gain access again so please keep your personal belongings with you at all times.

## 9. OTHER ENGINEERING SCIENCE LOCATIONS

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Just to the north of the Thom Building is the **Holder Building** which houses the Holder Café where you can purchase food and drinks. Beyond that, you will find the **Engineering and Technology (E & T) Building** in which the Design Office is located. Both the Holder and E & T Buildings are shared with the Department of Materials.

### Information Engineering Building

The Information Engineering Building is located on the Banbury Road alongside these buildings and includes lecture rooms 7 and 8 on the ground floor. At the northern tip of the Triangle is the Jenkin Building which housed the whole Engineering Science department from 1914 until 1963, and now contains staff offices, a student workshop and several research laboratories.

### Southwell Laboratory

The Thermofluids Research Laboratory in the Southwell Building is situated at Osney Mead not far from the Rail Station. The new laboratory was opened by the Vice Chancellor in 2010 as part of the University's strategic investment in the UK's science base. The laboratory houses some of the most sophisticated turbine and high speed flow facilities in the world, and the research group includes internationally recognised experts in CFD, flow and heat transfer experiments. The laboratory is home to the Rolls-Royce University Technology Centre in Heat Transfer and Aerodynamics and is where we work with colleagues in industry to develop more fuel efficient jet engines.

### Institute of Biomedical Engineering

The department's Institute of Biomedical Engineering ([www.ibme.ox.ac.uk](http://www.ibme.ox.ac.uk)) is located on the Churchill Hospital campus next to Oxford's major clinical teaching hospitals. It offers a centralised venue for engineers and clinicians to work together to coordinate expertise, discoveries and best practice to enhance the diagnosis and treatment of a range of conditions. The Institute provides purpose built

research laboratories, shared common support facilities, a core of securely funded staff, the latest equipment for research and development and the right setting to promote collaboration among medical, biological and physical scientists and engineers.

### Begbroke Science Park

The Begbroke Science Park is a fully integrated research and development facility, located north of the city. It hosts over 20 research groups from a range of departments in the Mathematics, Physical and Life Sciences Division of Oxford University – including Engineering Science.

## 10. GENERAL INFORMATION

### Communications

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The Faculty Office uses email as the main means of communication with Graduate students.

Department and course information is available online:

- Materials and documentation are made available on the University's Virtual Learning Environment, otherwise known as WebLearn [www.weblearn.ox.ac.uk/portal](http://www.weblearn.ox.ac.uk/portal).
- You will need to login to your 'Oxford Account' on the top right hand side of the page - on the left hand side menu follow the link for 'MPLS' and then 'Engineering Science' and finally, 'Graduates'.
- The home page at [www.eng.ox.ac.uk](http://www.eng.ox.ac.uk) includes a link to the department's intranet (accessible from the 'ox.ac.uk' domain only).
- You can also follow the department on Twitter @oxengsci.

Members of staff may be contacted by e-mail, phone, or in person – details are available at [www.eng.ox.ac.uk/people](http://www.eng.ox.ac.uk/people).

Digital display screens along with noticeboards on the ground floor and first floor of the Thom Building carry important announcements. It is essential to check these regularly. The examinations notice board is located on the eighth floor of Thom Building.

### Student Bulletin

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Details of visits from companies to the department, opportunities for further study, and internships will be made available through WebLearn. We will also send important Student announcements to your University email account, we advise that you check your emails on a regular basis to make sure you are aware of any relevant notices.

The Careers Service is also an invaluable resource, right from the start of your studies. Visit [www.careers.ox.ac.uk](http://www.careers.ox.ac.uk) to find out more about how the Careers Service is able to assist you in improving your employability skills. The Careers Service also has a job search database called CareerConnect for internships, placements and graduate job opportunities.

### Room Booking

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Rooms for meetings and group study in the Keble Road triangle buildings are available for booking through Reception on the ground floor of the Thom Building. If you wish to book a room, please contact Reception on 01865 273000 or [reception@eng.ox.ac.uk](mailto:reception@eng.ox.ac.uk). While we will make every effort not to amend your booking, we ask that you remain cooperative should a more urgent need for the room you have booked arise. Please note that other arrangements may apply for other sites.

## Computing facilities in the Department

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The Software Laboratory on the sixth floor of the Thom Building houses a network of workstations running Linux and MS Windows operating systems. These provide a wide variety of software and Computer Aided Engineering packages.

A design suite is located on the ground floor of the Engineering and Technology Building. The majority of the PCs are used for timetabled laboratories, but four are made available for project work.

All these computing facilities are supported by the Engineering IT Services section [www.eng.ox.ac.uk/intranet/it-eng](http://www.eng.ox.ac.uk/intranet/it-eng). Notes are issued to all new users, who will also be asked to sign an undertaking to abide by the University Rules for the use of computers. You must ensure that you read and understand the Oxford University Computer Usage Rules and Etiquette at [www.ict.ox.ac.uk/oxford/rules](http://www.ict.ox.ac.uk/oxford/rules).

## Graduate Liaison

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Graduate opinion on facilities, as well as on the general quality of life in the department, can be very helpful and is valued by staff. Comment is particularly helpful if you provide it as soon as possible after the event, and is most likely to be effective if presented politely.

There are several mechanisms for liaison between students and staff:

- Student may approach academics directly, or through College Advisors. Constructive criticism will always be welcome.
- The departmental Graduate Joint Consultative Committee (GJCC) provides discussion between graduate students and staff on administrative and academic matters. Graduates elect their own representatives to serve on this committee. Open meetings, with staff members present, are held once a term. This body has an important function in collecting and communicating student opinion in an organised way.
- There are student representatives on relevant Departmental and University Committees.
- The Engineering Science Confidential Reporting System - the intention is that this Confidential Reporting System (CRS) will help highlight hazardous and dangerous situations, understand what causes these and pinpoints unsafe practices. Further information is available at <http://www.eng.ox.ac.uk/intranet/general/engineering-science-crs>.
- Students on full-time and part-time matriculated courses are surveyed once per year on all aspects of their course (learning, living, pastoral support, college) through the Student Barometer. Previous results can be viewed by students, staff and the general public at [www.ox.ac.uk/students/life/feedback](http://www.ox.ac.uk/students/life/feedback).

## Food and refreshments

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The Common Room in the Holder Building is managed by Baxter Storey and is open between 08:00 hours and 15:30 hours each day. Items available to purchase include hot and cold drinks and food. Food and drink **must not** be taken into lecture rooms, computer rooms, or the student study area on the eighth floor.



## Student Societies

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### The Oxford University Engineering Society

The Oxford University Engineering Society [www.ouengsoc.org](http://www.ouengsoc.org) exists to promote a wider interest in Engineering than is possible through the academic courses. A regular programme of meetings and visits is run by an undergraduate committee with the support of a senior member from the staff of the department. You are warmly invited to participate.

### Women in Engineering

A women's networking group has been established in the department with the intention of organising talks, social events and other networking activities (for all members of the department). Membership of this organising group consists of Postdoctoral Research Assistants, Postgraduate students, Undergraduate students and an academic member of staff.

If you are interested in joining the network organisation group please email [engs-wie@maillist.ox.ac.uk](mailto:engs-wie@maillist.ox.ac.uk). Organising meetings are usually held termly over lunch.

### Plagiarism

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If you find yourself under pressure as the deadline approaches for submission of work, you might be tempted to cheat by copying from a book, a published article, or even the work of one of your friends. **This is not clever, nor is it harmless. It is a serious offence called plagiarism.**

In *The University Student Handbook*, there are clear guidelines issued regarding the issue of plagiarism in section 8.8. It states that:

"All students must carefully read regulations 3, 4 and 5 in the Proctors' Disciplinary Regulations for University Examinations, which make clear that:

- you must always indicate to the examiners when you have drawn on the work of others, using quotation marks and references in accordance with the conventions of your subject area
- other people's original ideas and methods should be clearly distinguished from your own
- the use of other people's words, illustrations, diagrams etc should be clearly indicated regardless of whether they are copied exactly, paraphrased or adapted
- material you have previously submitted for examination, at this University or elsewhere, cannot be re-used unless specifically permitted in the special Subject Regulations.

Failure to acknowledge your sources by clear citation and referencing constitutes plagiarism. The University's description of plagiarism should be read carefully. That description includes a link to the University's online course about understanding what plagiarism is, and how to avoid it. You are strongly advised to complete the course."

In recent years, the examiners have uncovered several instances of plagiarism in relation to engineering coursework. All cases were referred to the Proctors who imposed heavy penalties on the offenders.

For information about good academic practice and how to avoid plagiarism, please refer to the University's website at:

[www.ox.ac.uk/sites/files/oxford/field/field\\_document/Academic%20good%20practice%20a%20practical%20guide.pdf](http://www.ox.ac.uk/sites/files/oxford/field/field_document/Academic%20good%20practice%20a%20practical%20guide.pdf)

## Safety

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The Department Safety Officer is Gary Douglas. Gary can be contacted on [gary.douglas@eng.ox.ac.uk](mailto:gary.douglas@eng.ox.ac.uk) (73180). Full information can be found at [www.eng.ox.ac.uk/intranet/services/health-and-safety](http://www.eng.ox.ac.uk/intranet/services/health-and-safety).

There are always risks associated with the operation of equipment. The guidance notes for students on health and safety are contained in Appendix A.

Guidance notes for what to do in the event of an attack by an armed person are in Appendix D.

## 11. STUDENT LIFE AND SUPPORT

### Help and advice

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It is possible that at some point during your time here, you may run into a problem. It could be that your work gets on top of you. You might have health problems or difficulties with your personal life. All of these things can stop you from enjoying your time at Oxford, and prevent you from studying effectively.

If you do get into difficulties, the main thing to remember is that, although it may not feel like it, you are unlikely to be the only person to have had a particular problem, and many people are available to offer advice and support.

**Do ask** for help if you need it - don't struggle on and wait for the problem to go away of its own accord.

#### In College:

The natural person for you to turn to first is your college adviser. He or she can help you if you are having any problems. Your adviser may also be able to help with non-academic problems, but if you don't feel able to turn to them, there are many alternatives within the college community, such as the Senior Tutor, Welfare Officers, Chaplain, Nurse, Doctor, and Tutor for Women. Your college handbook or website may also be a useful source of information on who to contact and what support is available through your college.

#### In the Department:

Staff with a particular responsibility for graduate issues are:

- Professor Lionel Tarassenko (Head of Department)
- Professor Mark Thompson (Director of Graduate Studies)
- Ms Jo Valentine (Deputy Administrator (Academic))
- Dr Joanna Rhodes (Head of Finance and Administration)

#### At University level:

At University level, you can seek advice and counselling from:

- The University Counselling Service (270300)
- Nightline: Listening and Information Service (270270)
- Oxford SU Student Advice Helpline (280440) or [www.ox.ac.uk/students/welfare](http://www.ox.ac.uk/students/welfare)

## Harassment:

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The University condemns harassment as an unacceptable form of behaviour, and has an advisory system to help people who think they are being harassed. Harassment includes any unwarranted behaviour directed towards another person which disrupts that person's work or reduces their quality of life. Further information and guidance is available at [www.admin.ox.ac.uk/eop/harassmentadvice](http://www.admin.ox.ac.uk/eop/harassmentadvice).

The Department of Engineering Science has two confidential advisors. At present these are Ms Jo Valentine, Deputy Administrator (Academic) and Ms Lucy Townsend, HR Manager, either of whom may be consulted in relation to matters of harassment.

## Equality and Diversity:

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Information about the University's Equality and Diversity Unit can be found at [www.admin.ox.ac.uk/eop](http://www.admin.ox.ac.uk/eop).

## Disabilities:

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If you have any form of disability, we strongly encourage you to disclose this to the Deputy Administrator (Academic) in order that we can make provision for you. Furthermore, your college will advise you of your Disability Contact who will be pleased to talk to you in the strictest confidence.

Students with a disability may also find useful advice and guidance on the University of Oxford Disability Office web page at [www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability).

## 12. COMPLAINTS AND APPEALS

### Complaints and academic appeals within the Department

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The University, the MPLS Division and the Department of Engineering Science all hope that provision made for students at all stages of their course of study will make the need for complaints (about that provision) or appeals (against the outcomes of any form of assessment) infrequent.

Nothing in the University's complaints procedure precludes an informal discussion with the person immediately responsible for the issue that you wish to complain about (and who may not be one of the individuals identified below). This is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available within colleges, within faculties/departments and from bodies like Student Advice Service provided by Oxford SU or the Counselling Service, which have extensive experience in advising students. You may wish to take advice from one of these sources before pursuing your complaint.

General areas of concern about provision affecting students as a whole should be raised through Joint Consultative Committees or via student representation on the faculty/department's committees.

### Complaints

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If your concern or complaint relates to teaching or other provision made by Department of Engineering Science, then you should raise it with the Director of Graduate Studies, Professor Mark Thompson who will attempt to resolve your concern/complaint informally.

If you are dissatisfied with the outcome, you may take your concern further by making a formal complaint to the Proctors under the University Student Complaints Procedure (<https://www.ox.ac.uk/students/academic/complaints>).

If your concern or complaint relates to any provision made by your college, you should raise it either with your tutor or with one of the college officers or Senior Tutor (as appropriate). Your college will also be able to explain how to take your complaint further if you are dissatisfied with the outcome of its consideration.

### Academic appeals

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An academic appeal is defined as a formal questioning of a decision on an academic matter made by the responsible academic body.

For graduate courses, a concern which might lead to an appeal should be raised with your college authorities and the individual responsible for overseeing your work. It must not be raised directly with examiners or assessors. If it is not possible to clear up your concern in this way, you may put your concern in writing and submit it to the Proctors via the Senior Tutor of your college.

Please remember in connection with all the academic appeals that:

- The Proctors are not empowered to challenge the academic judgement of examiners or academic bodies.
- The Proctors can consider whether the procedures for reaching an academic decision were properly followed; i.e. whether there was a significant procedural administrative error; whether there is evidence of bias or inadequate assessment; whether the examiners failed to take into account special factors affecting a candidate's performance.
- On no account should you contact your examiners or assessors directly.

## 13. POLICIES AND REGULATIONS

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The University has a wide range of policies and regulations that apply to students. These are easily accessible through the A-Z of University regulations, codes of conduct and policies available on the Oxford Students website at [www.ox.ac.uk/students/academic/regulations/a-z](http://www.ox.ac.uk/students/academic/regulations/a-z). We also draw your attention to the University's Conflict of interest policy and guidance, which you can find at <http://researchsupport.admin.ox.ac.uk/integrity/conflict>.

## Part C: ACADEMIC MATTERS

### 14. What happens this year?

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It depends on whether you are starting

- the 1st year of a four-year DPhil or DEng in the AIMS or REMS CDTs; or
- the 2nd year research-intensive phase of your DPhil in the GTA or MPLS CDTs; or
- a “regular” non-CDT DPhil or MSc.

#### [1st year of DPhil in the Autonomous Intelligent Machines and Systems \(AIMS\) CDT](#)

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The focus of the AIMS CDT (Directors, Prof Steve Roberts in ES and Prof Nikki Trigoni in CS), is to provide research-led training in the theory and practice of building the new generation of autonomous machines, with particular emphasis on robotics; computer vision; machine learning; multi-agent systems; control and verification; and secure sensing with actuation for the ‘internet of things’.

In the first two terms, you'll take 14 graduate courses, each module takes 1-2 weeks, with the weekly schedule consisting of 2-3 hours of lectures each morning with laboratory sessions in the afternoon. In the second half of year 1, you will undertake two 12-week research projects, where industrial participants define and host some of these projects. As well as developing hands-on research skills, these projects are expected to evolve into the research topic for years 2-4 of the DPhil. Industry and commerce participate actively in the AIMS CDT through hosting student internships in their laboratories, and the placement of industrial partners to work in Oxford with our students. AIMS students are to spend 1-2 months over a Long Vacation in an industrial laboratory to gain experience in industry-led projects.

#### [1st year of DEng or DPhil in the Renewable Energy Marine Structures \(REMS\) CDT](#)

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REMS is a collaboration between Cranfield University and Oxford (Oxford's Director: Prof Byron Byrne). The focus for the centre is the engineering of offshore structures, considered in the large, from the visible structure (typically similar to those encountered in the ship and offshore oil and gas sectors) and the unseen geotechnical engineering.

If you are starting your DEng you will be based primarily in industry and will spend four years attending a structured programme of taught modules as well as completing a doctoral-level thesis or portfolio of work. You'll spend 75% of your time completing supervised research and development work in their companies but attend intensive and more academic training periods at the universities for taught modules, group project working and other activities. If you are pursuing a DPhil you are primarily university-based, following the same taught programme as the DEng students. Oxford's CDT students are integrated into the Civil Engineering group, and have a dedicated academic supervisor in addition to an industrial supervisor (for the DEng students). The CDT Director will take an over-arching supervisory role.

All teaching activities occur at Cranfield, with Oxford faculty contributing as visiting academics. The teaching involves taught general modules and taught specialist modules, and occurs in an intensive first term, followed by return visits over the remaining three years. A typical taught module involves 1 week of intensive lectures and classes followed by coursework, assignments and examination. The first

year includes a six-month design project. Each year includes transferable skills training, an annual conference as well as a range of specialist industry run short courses.

In summary: This year will start as a "training-intensive" one, with the "research-intensive" phase kicking in later. Although there will be specific things you must achieve, the first major research milestone of "Transfer of Status" will occur next academic year.

### [2nd year of 4-year programme in the Gas Turbine Aerodynamics CDT or another MPLS CDT](#)

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The GTA CDT programme follows 1+3 model, but is special in that all of you have been at Cambridge for your first year obtaining the MRes degree in Gas Turbine Aerodynamics. You are now registered for the DPhil and carry out research in the Osney Laboratory.

If you are in the Life Sciences Interface CDT or the Synthetic Biology CDT you are at much the same stage in that the Department is new to you, but Oxford is familiar.

In summary: You are starting the research-intensive stage of your DPhil. As you have had considerable exposure to your research areas, it is expected that your research work will take off quite quickly. You will have to pass the milestones of "Transfer of Status" some way in to this academic year and "Confirmation of Status" at the end of your third year. You are expected to submit at the end of your fourth year overall — that is, in three years' time.

### [1st year of a non-CDT DPhil in Engineering Science](#)

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The DPhil in Engineering Science has been the core graduate research programme available in all seven research areas mentioned. In one sense your research-intensive stage starts straight away like the 2nd year CDT researchers, but while they are at full power on the runway, you will need first to taxi out from the boarding gate.

In summary: You need time to read yourselves into your research topic, and to engage in training in relevant research methodology. Then you will start more full-time research as the year progresses. You will have to pass "Transfer of Status" at the end of this academic year, "Confirmation of Status" at around the 30 month point, and to submit between the end of the third and end of the fourth year.

### [1st year of MSc\(R\) in Engineering Science](#)

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You start very much as the non-CDT DPhil students, but you have much to do in a short time.

In summary: Your research-intensive stage starts straightaway too, but again time is required to read into your research topic and to acquire the research skills you need to complete your thesis. You will have to pass "Transfer of Status" at the end of this academic year. After that you should submit your thesis at some point in the following year. The MSc(R) can be done in one year, but most students will submit at the end of their second year.

### [Becoming a productive research student](#)

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There is, of course, no entirely simple recipe. You first have to accept that engaging in research is a risky business. However brilliant you have been in the past, and remain now, there is no way of completely de-risking it. But risk and novelty are what makes research fun, and why people make a career out of it. There are however sensible practices to manage the process. Here are some thoughts from the DGS.

- Engage. You need to own but share the process of finding out new stuff. It's "your" research, but your supervisor, and often others in the lab, wants to know the answer. So, engage with the topic, and with your supervisor. Keep the relationship a positive bi-lateral one.
- Read critically. Don't believe it is all "done" just because it is in the International Journal of Stuff 23 (2012) 13-27. Nothing is really done. What is the shortcoming in their methods, results, analysis, etc.?
- Learn to explain. Practice orally and in writing. From the off, write draft reports, summaries of techniques and papers. Make slides to talk to in meetings.
- Propose ideas. Just because you are new, don't be shy. Shine a light on them, refine, prioritise, discard.
- Design experiments, both the hardware AND the analysis. What is the critical thing you are trying to show or find that no-one else has. Do you know enough about statistics to know how much data you need?
- Discuss initial hardware designs with relevant workshops. Software too, don't reinvent the wheel.
- Cherish data. Own them, interrogate them, back them up safely, verify, visualise ...
- Write up your thesis as you go. Write drafts for discussion, write/give talks to co-workers, write and submit a paper. Learn to take criticism: answer the "why did that idiot not understand me?" question.
- Help others. Get involved in managing the lab — it is not always someone else's job.
- Make a website. Think about the impact your work will make. (Please use official channels.)

As well as building research expertise in your specialism, you should seek to develop more broadly. Possibilities are many and varied: attend group seminars; organize reading groups; attend advanced courses in this and other departments; attend rather basic HOWTO courses; organise college cross-discipline seminars and discussion groups; obtain teaching experience — undergraduate practical laboratories are a good place to start, followed by tutorials in both Department and College. This is all part of "Skills training" or, better, "Researcher development".

### [Preparatory questions to keep asking yourself](#)

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Colleagues throughout MPLS have been thinking about how to help students in their progression toward Transfer of Status and beyond. Students have always had to make termly reports on "GSS", but now there is a template set of questions to ask yourself continually as you work through your degree and to update as the basis of your report.

The following should be downloaded from [www.eng.ox.ac.uk/intranet/students/graduate-research](http://www.eng.ox.ac.uk/intranet/students/graduate-research) and kept up to date:

### [Transfer of Status: preparatory questions to keep asking](#)

The questions below are intended to provoke and to assist you to reflect on your research progress so far and on your proposals for future work. You should maintain this document as a rolling log of activity and make it the basis of (a) a special termly discussion with your supervisor; and (b) your termly report on GSS. (At some point next year it will be possible to upload it onto GSS.) It also makes good specific preparation for Transfer of Status, since the questions relate to the criteria used by your assessors.

### 1. Consider the work you have completed to date:

- Describe the contribution that it has made to your field of study.
- Describe its contribution to your understanding of the field of study — in terms of (a) the relevant bodies of literature; (b) underlying theory; (c) experimental methods and data analysis; (d) drawing conclusions which guide future work; and (e) the ability to communicate verbally and in writing with other researchers.
- Comment on your confidence in each of these areas.
- What researcher development and/or training courses have you attended?

### 2. Consider your ideas and proposals for future work:

- Describe the level of familiarity that you have with the various bodies of literature relevant to your proposed area of work.
- Justify the necessity, value, and/or originality of your proposed work
- Assess the potential that your proposed work has to make a significant contribution to your field of study.
- From a practical perspective, do you understand what your next steps are and what timescales are involved?
- Do you think that all the resources that you need are in place, e.g. equipment, funding for relevant field trials, etc.?
- Do you think that you are likely to complete within (preferably) your funded period, and (certainly) by your maximum submission date. (This date will have been sent to you by the MPLS Graduate Studies Office, and is defined by University Regulations). If unlikely, please explain.
- Are there any factors that might threaten and/or impact upon the successful completion of your research and of your writing up?
- What further specific research skills do you need to acquire?

### 3. More broadly...

- Are you working appropriately toward becoming an independent researcher?
- Looking ahead, what steps have you taken to investigate or secure your career options?

### Monitoring Progress: GSS reporting

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You are required to make a termly report of progress on Oxford's Graduate Supervision System at [www.gss.ox.ac.uk](http://www.gss.ox.ac.uk). You will be sent an email to remind you to fill in a report, but it is worth visiting the site ahead of time so that you know where and what it is. Your reporting window is open for a short time. In each term there are just 12 days (Monday Week 6 to Friday Week 7) so don't get caught out. You should use the template to guide your report.

Your supervisor will also fill out a termly report. You can help by emailing yours to your supervisor as a polite “wake up call”.

### Graduate Progression, Training, and Professional Development

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Full guidelines on progression, training, and professional development are published on WebLearn <https://weblearn.ox.ac.uk/portal/site:/mpls:eng:graduates>. We will communicate any changes that



affect you via email and/or direct consultation but this site should be your initial source of information. If you have any queries, or concerns about this area please contact the Graduate Studies Officer in the first instance.

### Opportunities in the Department

The 4th year MEng course here delivers lectures across the range of research areas in 28 different papers. The first 26 papers (4C1 through 4C26), are engineering related and lecturers are happy for graduates to attend. (It is polite to introduce yourself first though!)

C1 Automotive Engineering	C14 Optoelectronics
C2 Aerothermal Engineering	C15 Microelectronics
C3 Micromechanics and Materials Modelling	C16 Advanced Communications
C4 Mechanical Performance and Integrity	C17 Power Electronics
C5 Advanced Structures	C18 Machine Vision and Robotics
C6 Geotechnics	C19 Machine Learning
C7 Hydraulics	C20 Multivariable Control
C8 Sustainable Energy	C21 Nonlinear and Predictive Control
C9 Environmental Engineering	C22 Medical Imaging and Informatics
C10 Bioprocess Engineering	C23 Cellular Engineering and Therapy
C11 Chemical Engineering I	C24 Probability, Systems and Perturbation Methods
C12 Chemical Engineering II	C25 Mathematical Techniques
C13 Production Engineering	C26 Electrochemical Energy Technology

Many of the AIMS CDT and other CDT courses are more widely available. AIMS, for example, has a sign up mechanism on its website. (There may be limits on numbers however.)

The Department also hosts a large number of visits by major engineering companies. Don't be put off if these appear to be more targeted towards undergraduates. Go along and learn. You are also welcome to attend the first year 'Engineering in Practice' lectures in which an engineering professional or academic involved in industry will give a lecture based on how particular engineering principles are applied in industry.

Copies of the timetables are published in advance on WebLearn, and the timetable is published on a week by week basis on the display screens around the Keble Road triangle.

### Opportunities in MPLS

The University and MPLS Division put on some 400 courses for research students and postdoctoral researchers. The MPLS Graduate School web site brings together a range of information about transferable skills development and has details of skills training courses, seminars and workshops offered throughout the University in a searchable database. Visit [www.mpls.ox.ac.uk](http://www.mpls.ox.ac.uk) for more.

## Part D: DEPARTMENTAL & UNIVERSITY SERVICES AND ADMINISTRATION

### 15. Departmental Services

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Visiting [www.eng.ox.ac.uk/intranet](http://www.eng.ox.ac.uk/intranet) is the best way to see the range of links to services in the Department. We highlight four here, as they apply to security and safety.

#### IT@ENG

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A full introduction to our facilities is at [www.eng.ox.ac.uk/intranet/it-eng](http://www.eng.ox.ac.uk/intranet/it-eng)

We are located on Level 6 of Thom and contactable via [support@eng.ox.ac.uk](mailto:support@eng.ox.ac.uk). Here are a few immediate points.

#### 1. WHAT IS AVAILABLE

Your supervisor will advise you on the Departmental facilities that will be made available to you. Research Groups have well tried and trusted operations that you must follow.

#### 2. CONNECTING A PERSONAL MACHINE

If you wish to use your own computer/laptop in the Department, you must ensure (a) that it satisfies the department's electrical safety requirements and (b) you need to make sure it complies with the Engineering Network Regulations.

#### 3. BACKING UP DATA

We cannot emphasise strongly enough the importance of backing up your data. It is your responsibility to back up your data. The university makes the HFS system available to do this. Please ask your supervisor for further instructions and consult the OUCS HFS information webpage at [www.oucs.ox.ac.uk/hfs](http://www.oucs.ox.ac.uk/hfs).

#### 4. EMAIL

You will be given an @eng.ox.ac.uk e-mail account. Although you already have an @college address, your @eng address is the one that will be used to contact you from the Department. You are required to check your Departmental email once a day.

#### Electronics Workshop

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A full introduction is at [www.eng.ox.ac.uk/intranet/services/electronics-workshop](http://www.eng.ox.ac.uk/intranet/services/electronics-workshop).

We are on Level 5 of Thom, Room 50.14 and contactable on [electronics@eng.ox.ac.uk](mailto:electronics@eng.ox.ac.uk).

Here are a few immediate points:

#### 1. COMPONENTS & CONSUMABLES

We have a comprehensive stock of standard components e.g. resistors, capacitors, semiconductors, connectors, switches, batteries, etc. Orders are placed on Monday and entries must be in before Midday Friday, delivery for ordered items is usually three to seven days. The preferred component suppliers are Farnell/CPC, RS Components and Rapid Electronics (see Electronics website for the ordering process). Please note that all requests must include a current research grant code (a "DF" number) or 4yp project code. Your supervisor will advise or contact accounts [accounts@eng.ox.ac.uk](mailto:accounts@eng.ox.ac.uk).

## 2. REPAIRS

The workshops carry out servicing and repairs to electronic equipment. To assist and speed up this process (should it become necessary), please ensure that a service manual is obtained or purchased with all new equipment. Manuals can often be obtained free of charge at the time of purchase as 'part of the deal'.

## 3. SAFETY

If you intend to construct any mains powered equipment yourself, you must contact the Electronics Workshop for guidance on construction and wiring methods before commencing work. All such MUST BE INSPECTED and SAFETY TESTED BEFORE USE.

## 4. SAFETY: Portable Appliance Testing (PAT)

It is a legal requirement that ALL electrical equipment entering the Department that is to be used on departmental premises, including commercially built and personal items, must also be electrically inspected and safety tested before use. PAT inspections are passed for a period from one to five years depending upon the type of equipment. A PAT re-test must be arranged by the user prior to expiry of the current test or at any other time if the user suspects there may be a fault or damage. Equipment without a valid test date must not be used. To arrange a Portable Appliance Test please email [electronics@eng.ox.ac.uk](mailto:electronics@eng.ox.ac.uk).

## Mechanical Workshop

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The Department's mechanical workshops can design, manufacture, service, repair or modify a wide variety of mechanical items.

The workshop technicians have detailed knowledge and are highly experienced in mechanical engineering practices and can offer advice and guidance in design, manufacture, construction and installation of mechanical components.

Components can be manufactured from verbal discussion, sketches or full CAD drawings. The more information that is provided the quicker a job can be completed.

Visits to the workshop and discussion with the technicians manufacturing your job are always welcomed.

We can be contacted on (office) 73070 and (workshop) 73071.

## 16. University Services

### IT services

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Do visit [www.it.ox.ac.uk](http://www.it.ox.ac.uk) to read about setting up VPN and using Eduroam wireless connections, etc. You can also obtain free licenses for you own machine for some very useful software.

### Electronic journal access

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The University and Department are signed up to all relevant electronic resources made available by publishers and institutions. You should therefore be able to access the pdf for any journal article and conference paper via its DOI from your desktop or laptop.

If you are outside of the Oxford network you can do the same provided you obtain a VPN login.

## The Bodleian and Radcliffe Science Libraries

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The Radcliffe Science Library (RSL) ([www.bodleian.ox.ac.uk/science](http://www.bodleian.ox.ac.uk/science)) is the main science research library at the university. Most of your engineering library research can be done using this library's resources. The library is located less than 5 minutes away from the Engineering Science Department, at the corner of Parks Rd and South Parks Rd.

There is also an online library guide ([ox.libguides.com/engineering](http://ox.libguides.com/engineering)) specially prepared to provide you with information about, and access to, resources available through the Bodleian Libraries to help support learning, teaching, and research in Engineering Science.

The Subject Librarian responsible for Engineering Science is Alessandra Vetrugno ([alessandra.vetrugno@bodleian.ox.ac.uk](mailto:alessandra.vetrugno@bodleian.ox.ac.uk)), and she is based at the RSL. Please contact her for assistance, if you have questions, such as:

- How do I get started using article databases?
- How can I quickly and easily insert citations and create bibliographies?
- Where do I search for standards?
- What tools can I use to keep up to date in my field?
- Who is citing my work?
- How do I find patents?
- What tips and tricks can I use to improve my searches?

### RSL training courses

Part 1: Radcliffe Science Library (RSL) Introduction to the Library Catalogue and Services. Sessions are run for new students and those who require a refresher.

To book a place or find out more you can phone 01865 272800, email [enquiries.rsl@bodleian.ox.ac.uk](mailto:enquiries.rsl@bodleian.ox.ac.uk) or visit the Entrance Hall Enquiry Desk in the RSL.

Part 2: Finding Research Information (aimed at students new to searching bibliographic databases and library resources to find journals and articles, conference proceedings and papers, standards, theses, patents, etc.)

Email the Engineering Subject Librarian ([alessandra.vetrugno@bodleian.ox.ac.uk](mailto:alessandra.vetrugno@bodleian.ox.ac.uk)) if you have any queries or would like to book a spot. Other training sessions are offered throughout the year on reference management, research impact, open access and more.

## 17. Departmental Administration

### Departmental and Graduate Studies pages, and MPLS

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Do please find out what is where on the Departmental web pages, and particularly on the graduate studies webpage. These provide information relating to various academic and administrative procedures. Follow the links from [www.eng.ox.ac.uk](http://www.eng.ox.ac.uk)

The main graduate page on WebLearn is at [weblearn.ox.ac.uk/portal/hierarchy/mpls/eng/graduates](http://weblearn.ox.ac.uk/portal/hierarchy/mpls/eng/graduates). Do note that all forms for your degree progression are available from here. You will also find details relating to the Transfer of Status and Confirmation of Status processes.

If there is material that you think should be on there, please let us know.

Do also get to know your way around the MPLS web site, and particularly the MPLS Graduate School website at [www.mpls.ox.ac.uk/learning/graduate-school](http://www.mpls.ox.ac.uk/learning/graduate-school)

### Graduate Joint Consultative Committee

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The Graduate Joint Consultative Committee (GJCC) was formed in 2015/16 as a forum just for our graduate students to discuss items of importance to them. It is made up of graduate students, academics and staff from the Department of Engineering Science and meets regularly (once termly) to discuss and decide upon aspects of relevance to the support of graduate students and gain their input into the running of the department.

The GJCC is the formal means by which graduate students can provide vital feedback to the faculty and the means by which the faculty can consult with students regarding any proposals or possible changes to the department and courses.

For the GJCC to be representative of the student body it requires active participation from graduates at all stages in their degrees. There are two ways for you to be involved – by being a GJCC student representative, attending meetings and canvassing the opinions of your peers, or by providing feedback to your GJCC representative. Student feedback is invaluable to the working of this committee!

More information on the GJCC on WebLearn in the GJCC subsite at: [weblearn.ox.ac.uk/portal/hierarchy/mpls/eng/graduates/gcc](http://weblearn.ox.ac.uk/portal/hierarchy/mpls/eng/graduates/gcc).

### Finally, please recall the Head of Department's welcome...

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This Department, your College and Oxford more widely are great places in which to research and live.

Many congratulations on making it!

You've invested an enormous amount of intellectual energy and intellectual capital in getting to this point...

**So ... now do enjoy becoming the world's expert in your chosen topic**

## APPENDIX A: Health and Safety

### Introduction

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In England and Wales, everyone has a 'duty of care' under Common Law both to themselves and others. Each one of us must take reasonable care of our own health and safety and that of others who may be affected by our acts and omissions. Further, under Statute Law in Great Britain, everyone has a duty to co-operate with their employer, in this case the department, so far as is necessary to enable the department to comply with its duties under the Health and Safety at Work Act 1974. Graduates, as visitors to the department, do not have the same responsibilities under Sections 7 and 8 of the Act. However, as visitors, you will be expected to comply both with the spirit of the law and, when the occasion demands, the letter. To this end, the department has a basic set of safety rules that apply to all graduates and these are listed below.

### Departmental safety rules for graduates

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1. graduates may use apparatus in laboratories only when supervised and within normal working hours, for the following purposes:
  - (a) Programmed experiments as timetabled, under the direct supervision of the laboratory organiser and which satisfy current safety regulations.

Programmed experiments outside timetabled hours (see Access Hours and Lone working information in Appendix B) by specific permission of the organiser of the relevant laboratory class which satisfy current safety regulations and which are directly supervised.
  - (b) Project work by arrangement between the project supervisor, the staff member responsible for safety in the relevant laboratory and the staff member responsible for the apparatus required providing all necessary risk assessments under current safety regulations have been completed before the project work starts.
  - (c) For the purposes other than programmed experiments or project work by permission of:
    - the member of staff responsible for the safety in the relevant laboratory or,
    - the Administrator or,
    - the head of the relevant workshopproviding all necessary risk assessments under current safety regulations have been completed before the work starts.
2. Outside normal working hours, graduates may use apparatus only if there is a specific reason for which approval is granted by the Head of Department or Associate Head (Teaching). This use must be in the presence of a member of staff. Such approval is currently granted for supervised access to computing facilities only.
3. Machine tools in the Staff/Student Workshop may be used only when supervised by an authorised person or by the technician in charge. The technician must be satisfied that the undergraduate is competent to operate the required machinery safely. The technician in charge has full authority to refuse anyone the use of machine tools if evidence of competency cannot be provided.

4. Except by permission of the member of staff responsible, graduates are not permitted to enter research laboratories, staff offices, stores, workshops, roof areas, service areas, photographic darkrooms, reception areas (except public spaces), or any room displaying a specific hazard warning notice. Except in the case of fire, graduates will not access the seventh floor balcony of the Thom Building.
5. Each practical and experimental exercise will provide more detailed safety requirements. All graduates will be expected to abide by these additional specific safety requirements and act on them accordingly.
6. It is an offence under law for anyone to intentionally interfere with or misuse anything provided in the interests of health, safety and welfare. It is also an offence not to use any personal protective equipment (PPE) provided in the interests of health and safety. PPE must be maintained in good order and you have a duty to report any PPE that is damaged or if it does not suit your needs. Report the fact to your supervisor or member of staff responsible for the laboratory or workshop.

## APPENDIX B: Department of Engineering Science – Access and Lone Working

This table provides guidance for graduates, postgraduates and members of staff. Detailed guidance is available on the department’s health & safety intranet page at this link: [www.eng.ox.ac.uk/intranet/services/health-and-safety](http://www.eng.ox.ac.uk/intranet/services/health-and-safety)

Category/Hours	Core Hours 08:00-18:00	Non-Core Hours Monday to Friday 18:00-22:00	Weekends 08:00 - 22:00	Late Working 22:00 – 08:00	Departmental closed periods e.g. Easter, Christmas and Bank Holidays outside term
Graduate	Access allowed from 08:00 – 18:00, 0-10th week inclusive (Hilary and Michaelmas Terms) and 0-8th week inclusive (Trinity Term). Undergraduates are allowed to remain until 18:00 apart from the 8th floor study area where access is allowed until 19:00	Access requires Extended Hours Permit & Risk Assessment	Access requires Extended Hours Permit & Risk Assessment	No access	No access
Postgraduate & Staff Members (Academic, Research Assistants, Support Staff)	Access allowed	Access allowed	Permitted for office-based work only	Permitted for office-based work only	Permitted for office-based work only

Note: Core hours for IBME are 08:00 – 18:00 (Monday to Friday)

### Lone Working

Lone working (other than for solely office-based activities) is only permitted for students and staff subject to a Risk Assessment by their Line Manager or Supervisor. In all cases arrangements for summoning assistance in the event of an accident should be established and this information communicated to all relevant persons.



## APPENDIX C: Access to Departmental Buildings

1. Graduate Students are permitted to use the main entrances to the Thom (including 8<sup>th</sup> floor study area) and Holder Buildings in the Keble Triangle between the hours of 08:00hrs and 18:00hrs during the following periods:
  - Weeks 0th -10th (inclusive) in the Michaelmas and Hilary terms
  - Weeks 0th – 8th of the Trinity term
2. This permission is granted for the purposes of attending lectures and other course related meetings, visiting the 8<sup>th</sup> floor study area.
3. This permission is granted on the strict condition that the only activities that can be undertaken are desk based, e.g. computer analysis of data, literature reviews or writing up of results but **not** the use of mechanical, electrical or chemical equipment and materials which would in other circumstances require the Graduate Student to be supervised in its use.
4. In certain circumstances and under conditions set by the Departmental Safety Officer (DSO), this access permission can be extended to allow activities by the Graduate Student which involve tests and experiments using mechanical, electrical or chemical equipment and materials which are deemed by the DSO to be hazardous to health and safety. The minimum condition will normally be that the Graduate Student is supervised by a competent person (usually a member of academic staff).
5. If an Graduate Student applies for extended access permission to undertake activities of the nature described in clause 4, the application must include a full description to enable the DSO to fully assess the risk and determine whether the activity can be allowed and, if so, the precautions that need to be taken and the supervision that will be required. At the discretion of the DSO extended access to nominated areas may then be permitted for a short, specified period under clearly defined conditions.
6. This permit, together with a current University Identity Card, must be carried at all times within the department, and produced upon request. Any Graduate Student that is unable to meet these requirements will be asked to immediately leave the department premises.
7. **IMPORTANT NOTE:** Random checks on Graduates Students present in the department during the periods and hours listed in Clause 1 will be conducted by the Head of Finance and Administration and the DSO. Students found to be not complying with the conditions of issue of the extended access permission or undertaking works or activities that have not been specifically authorised (including the manner in which this authority was given) will have their extended access permission withdrawn and the Head of Department notified.

## APPENDIX D: Guidance in the event of an attack by an armed person or persons

### 1. Be prepared and stay calm

The purpose of this guidance is to alert and not to alarm – it is not being provided in response to any specific information. Although students are asked to be mindful and alert, please do not be overly concerned. You are asked to carry on with your day-to-day life as normal.

In the event of an incident, quickly determine the best way to protect yourself.

### 2. Evacuate

- If it is possible to do so safely, exit the building or area immediately
- Have an escape route in mind (Fire Exit signs are a good point of reference)
- Evacuate regardless of whether others agree to follow
- Help others, if possible
- Prevent others from entering the area of danger
- Do not attempt to move wounded people
- When you are safe, call 999 and ask for the police

### 3. Hide

- If evacuation is not possible, find a place to hide where the offender is less likely to find you
- If you are in a room/office, stay there
- If you are in a corridor, get into a room/office
- Lock the door and blockade it with furniture
- Silence your mobile phone and remain quiet
- Turn off the lights and draw any blinds
- Hide out of view and behind something solid (desk or cabinet)
- If it is possible to do so safely, call 999 and ask for the police

### 4. Inform

If you contact the police, provide the following information:

- Location of and the number of offenders
- Any physical descriptions of the offenders
- Number and type of weapons used by the offenders
- Number and potential victims at the location
- Your location

## STAY SAFE

Further information and advice is available from Oxford University Security Services on 01865 (2) 72944 or [security.control@admin.ox.ac.uk](mailto:security.control@admin.ox.ac.uk).