COURSE HANDBOOK

2026/2027

Engineering Science

Final Honour School

Contents

FOREWORD 6

DISCLAIMER 6

1 KEY CONTACTS IN THE DEPARTMENT 7

2 IMPORTANT SOURCES OF INFORMATION 9

3 DATES TO NOTE 11

4 DEPARTMENTAL INFORMATION 12

4.1 Opening Hours 12

4.2 Radcliffe Science Library 12

5 GENERAL INFORMATION 13

5.1 Communications 13

5.2 Student Opportunities 13

5.2.2 Paid work 13

5.3 Student societies 14

5.4 We Want Your Feedback! 14

6 THE COURSE 16

6.1 Overview 16

6.2 Course Aims 16

6.3 Course Learning Outcomes 17

6.4 Course syllabus and materials 18

6.5 Accreditation by the Engineering Institutions 19

6.5.1 Engineering Council Compensation and Condonement guidelines 20

7 TIMETABLES 22

8 ASSESSMENT 23

8.1 Overview 23

8.2 Preparing for exams 23

8.3 Examination Regulations 23

8.4 Examination Conventions 23

8.5 Calculators in Engineering Examinations 24
8.6 Plagiarism 24
8.7 Referencing Guide 27
8.8 Examiners' reports 27
8.9 Prizes 27
8.10 Who to contact 27
9 PRACTICAL COURSEWORK – LABS AND PROJECTS 28
9.1 Introduction 28
9.2 Safety 28
9.3 Assessment of Practical Coursework 28
9.4. General Protocols for Assessment in Engineering Laboratories 29
9.5 Reports on Laboratory Exercises 30
9.6 Project Work 31
10 STUDENT LIFE AND SUPPORT 32
10.1 Help and Advice 32
10.2 Complaints and Appeals 34
10.3 Policies and Regulations 36
11 THE SECOND YEAR COURSE (PART A) 37
11.1 Teaching and Learning 37
11.2 Structure of Part A 37
11.3 Assessment of Part A 38
11.4 Practical Coursework 39
11.4.1 Timetabling and Attendance 39
11.4.2 Coursework Modules 40
11.5 EEM Pathway 41
11.6 EUROP 41
11.7 Looking Ahead to the Third Year 42
12 THE THIRD YEAR COURSE (PART B) 43

12.1 Selecting your B paper options 43
12.2 Selecting your 3YP 43
12.3 Teaching and Learning 43
12.4 Course Structure 45
12.5 Assessment 45
12.6 Practical Coursework 47
12.6.1 Laboratory Timetabling 47
12.7 Exchange Programme Opportunities 48
12.8 Looking Ahead to the Fourth Year 49
13 THE FOURTH YEAR COURSE (PART C) 50
13.1 Selecting your C paper options 50
13.2 Selecting your 4YP 50
13.3 Teaching and Learning 51
13.4 Course Structure 52
13.5 Assessment 52
14 LOOKING AHEAD TO GRADUATION 54
15. SKILLS AND LEARNING DEVELOPMENT 55
15.1 Academic progress 55
15.2 Learning development and skills 55
15.3 Opportunities for skills training and development 55
15.4 Language learning and upskilling 55
15.5 Careers information and advice 55
APPENDIX A: HEALTH AND SAFETY 56
APPENDIX B: Department of Engineering Science – Out of Hours Working Policy 58
APPENDIX C: Access to Departmental Buildings 61
APPENDIX D: Guidance in the event of an attack by an armed person or persons 62
APPENDIX E: THIRD- AND FOURTH-YEAR PROJECTS 64
1. Third Year Project 64

2. Fourth Year Project 65

APPENDIX F: Understanding harassment and sexual misconduct 66

FOREWORD

Statement of Coverage

This handbook applies to students taking the Final Honour School MEng in Engineering Science in Michaelmas Term 2026. The information in this handbook may be different for students starting in other years. A separate handbook regarding the Preliminary year of the MEng in Engineering Science degree for those starting in Michaelmas Term 2026 will be issued.

Your course handbook should be your first port of call for any queries concerning the course. For other issues or questions, please contact the Student Administration Office. Course handbooks are published on Canvas.

Version 1.0 September 2026

DISCLAIMER

The Examination Regulations relating to this course are available at https://examregs.admin.ox.ac.uk/. 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 Student Administration Office at exams@eng.ox.ac.uk.

The information in this handbook is accurate as of 1st September 2026; however, it may be necessary for changes to be made in certain circumstances, as explained here. 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 can be found on Canvas.

Please note that the opening information and availability listed in this handbook assume normal operating circumstances. Please check opening times before you make plans to visit the department.

Return to Contents

Go to Section 1

1 KEY CONTACTS IN THE DEPARTMENT

The Student Administration Office

The Student Administration Office on the 8th Floor of the Thom Building is the main location to go to if you have any general queries regarding teaching.

student.administration@eng.ox.ac.uk

Opening hours: Monday to Friday, 9.00 am – 4.30 pm

Student Administration staff will also be available remotely by email Monday to Friday 8:30 am – 4.30 pm.

If your query is about exams, you should email exams@eng.ox.ac.uk.

Planning a visit?

Please email in advance if you're planning to make a special trip to the Department.

Who's who?

The Student Administration Office team is managed by the Head of Student Administration and headed up by a lead academic – the Associate Head of Department (Teaching). Details of the current Student Administration Office team and associated staff supporting teaching are listed below:

Associate Head (Teaching)
Prof. Stephen Morris
stephen.morris@eng.ox.ac.uk

Head of Student Administration / Disability Contact
Dr Phil Bolton
phil.bolton@eng.ox.ac.uk

Director of Fourth Year Studies
Prof. Aidong Yang
aidong.yang@eng.ox.ac.uk

Director of Third Year Studies
Prof. Cathy Ye
hua.ye@eng.ox.ac.uk

Head of Teaching and Design Support Group
Dr Nikita Hari
nikita.hari@eng.ox.ac.uk

Undergraduate Studies Administrator
Bridie Thompson
student.administration@eng.ox.ac.uk

Details for all Academic Staff are available here:

https://eng.ox.ac.uk/people/?c=ad

A Welcome from Head of Department and Associate Head of Department (Teaching) can be found in the Prelims Handbook.

Other useful email addresses

Engineering Science Reception - for general queries to the Department
reception@eng.ox.ac.uk

Engineering Science IT Helpdesk – for help with IT:
thehub@eng.ox.ac.uk

Departmental Safety Office
safety@eng.ox.ac.uk

Return to Contents

Go to Section 2

2 IMPORTANT SOURCES OF INFORMATION

Things you'll need to look at

Engineering Science Canvas site

The most comprehensive source of information for your studies is the Engineering Science Canvas site at www.canvas.ox.ac.uk.

On this site you can find details of the syllabus, lecture notes, example sheets, solutions, lecture recordings, and many other useful pieces of information.

Examination Regulations

The Examination Regulations are the authoritative document on University examinations. This document defines the components and regulations corresponding to the examinations taken in Parts A, B and C of Finals. These regulations define the format of each component of the examination process, including conditions for on-course progression and deadlines for submitting coursework. It is available online at https://examregs.admin.ox.ac.uk/. The Examination Regulations are complemented and expanded by the Examination Conventions. This document provides further information on all matters relating to your formal examinations. It is normally published on Canvas to students prior to the start of Hilary Term.

The University Student Handbook

A reference document entitled The University Student Handbook is produced by the Proctors and Assessor and is available online for new students at the start of Michaelmas Term. The document explains the role of the Proctors and Assessor and provides useful information about welfare, support, recreation, examinations and University regulations. It is available to download at https://www.ox.ac.uk/students/academic/student-handbook.

Other important sources of information

The student portal at 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 and guidance:

- Disability
- Harassment

- Safety for Students
- 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 are set out in the University Statues and Regulations at https://www.ox.ac.uk/students/academic/guidance/intellectual-property
- Data Protection at https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/student-privacy-policy
- Paid work at www.ox.ac.uk/students/life/experience

You will also find the Syllabus for each individual paper and lab a useful source of information on the content and expected learning outcomes of your course. These documents are available on Canvas.

Along with this handbook, please also familiarise yourself with your college handbook.

Return to Contents

Go to Section 3

3 DATES TO NOTE

Please see the main University website for details of specific term dates. This information is available here: https://www.ox.ac.uk/about/facts-and-figures/dates-of-term.

Return to Contents

Go to Section 4

4 DEPARTMENTAL INFORMATION

4.1 Opening Hours

Thom Building

The main door to the Thom Building and the Thom Building reception desk is open on weekdays between 7:30 am and 6 pm all year around. There is a study area on the 8th floor which is open to students. It seats approximately 30 students, with small rooms for group work and individual study desks.

4.2 Radcliffe Science Library

The Radcliffe Science Library (RSL) http://www.bodleian.ox.ac.uk/science is the main science research library at the University. The library holds copies of all your reading list items, and most of your engineering library research will be done using RSL resources. The RSL can be found on the corner of Parks Road and South Parks Road, which is a short walk away from the Engineering Science department. Books are available for loan from the RSL and may also be available from college libraries. There is also an online library guide (https://libguides.bodleian.ox.ac.uk/engineering) specially prepared to help you find information for your 3rd and 4th year projects in Engineering Science.

The subject librarian responsible for Engineering Science is Alessandra Vetrugno and she is based at the RSL. If you have any questions, please contact alessandra.vetrugno@bodleian.ox.ac.uk for assistance.

Return to Contents

Go to Section 5

5 GENERAL INFORMATION

5.1 Communications

The Student Administration Office uses email as the main means of communication with you. It is expected that you will check your university email account on a daily basis, at the very least. While last minute timetable changes are not frequent, get into the habit of checking your email before you set off for the Department - you could save yourself a wasted journey.

On the ground floor and 1st floor of the Thom Building you will see display screens along with noticeboards. These carry timetable information and other important announcements, and so it is useful to check them regularly.

Contacting staff

You can contact members of staff via email – details are available at https://eng.ox.ac.uk/people?c=ac.

5.2 Student Opportunities

Details of visits from companies to the Department, opportunities for further study, and announcements from engineering-related student societies will be circulated via email to students.

If you represent a society or organization that you feel would be of interest or benefit to engineering students, then get in touch. Simply email the text you would like to be circulated to student.administration@eng.ox.ac.uk and we may publish it accordingly. We reserve the right to refuse to include material if it is deemed inappropriate for the audience.

Careers, University of Oxford (previously the Careers Service) is also an invaluable resource. Visit www.careers.ox.ac.uk to find out more about how the team can assist you in improving your employability skills. Careers also have a job search database called CareerConnect for internships, placements, and graduate opportunities.

5.2.2 Paid work

Term-time employment is permitted only under exceptional circumstances and always with the explicit agreement of your college tutor and Senior Tutor/Academic Director. During vacations you will have academic work, and this should take priority among your other commitments. If you are studying at Oxford under the terms of a visa, refer to visa and immigration for information

regarding working in the UK.

5.3 Student societies

The department has a number of active student societies for you to get involved in. A full list can be found below – please contact the email addresses listed below for further details.

Name of society	Email address
Women in Engineering (WiE)	WiE@eng.ox.ac.uk
Oxford University Racing (OUR)	OUR@eng.ox.ac.uk
Oxford Aerospace and Rocketry Society (OARS)	aerospaceandrocketrysociety@gmail.com
Engineers Without Borders Oxford (EWB Oxford)	oxford.chapter@ewb-uk-movement.org
Oxford Energy Society	president@energysoc.org
Oxford Artificial Intelligence Society (OxAI)	president@oxai.org

5.4 We Want Your Feedback!

Your opinion counts... we want to hear your feedback on lectures, examples sheets, and laboratory experiments, as well as the general quality of life in the Department. Remember - the sooner you pass your comments to us, the more likely we will be able to act on them. We will run feedback surveys throughout the academic year – please keep your eye out for emails from the Student Administration Office. There is also a suggestions box in the atrium outside Lecture Room 1.

Direct feedback to lecturers/tutors	You can contact academic staff directly - constructive criticism will always be welcome, and you can contact the Associate Head of Department (Teaching) at any time.
Joint Consultative Committee (JCC)	The JCC meets once a term and provides discussion between students and staff on administrative and academic topics. This body has an important function in collecting and communicating opinion in an organised way. Anybody can attend JCC meetings, but you can also run for election to be a JCC representative. JCC representatives also serve on relevant Department and University committees.
Divisional Board	Student representatives sitting on the Divisional Board are selected

	through a process organised by the Oxford University Student Union (OUSU). Details can be found on the OUSU website along with information about student representation at the University level.
Engineering Science Confidential Reporting System (CRS)	The CRS is a guaranteed confidential system where your details will never be passed on to anybody else, it is there to ensure everyone is enabled to highlight hazardous and dangerous situations, so that action can be taken to understand the cause and reduce the likelihood of incidents in the future. Further information is available online.
Teaching Feedback	You can leave feedback at any time using the suggestion box outside LR1. The department will also send out surveys for students to complete throughout the academic year.
University Feedback	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/student-surveys. Final year undergraduate students are surveyed through the National Student Survey (NSS). Results from previous NSS surveys may be found at https://discoveruni.gov.uk/.

Return to Contents

Go to Section 6

6 THE COURSE

6.1 Overview

All engineering teaching is based on a general course in Engineering Science. We offer this unified course because we believe that future engineering innovation will benefit from broad foundations as well as specialised knowledge. Links between topics in apparently diverse fields of engineering provide well-structured fundamental understanding and can be exploited to give efficient teaching. The first two years are centred on core engineering subjects, with the third- and fourth-years offering undergraduates the opportunity to specialise in a particular engineering discipline.

The Engineering Science course is planned by the Faculty of Engineering Science, which consists mainly of the Department's academic staff.

The information in this handbook relates to the final three years of the four-year undergraduate MEng in Engineering Science degree course. The course is taught to Level 7 of the Frameworks for Higher Education Qualifications (FHEQ) guidelines. The course is taught and developed within the subject benchmark statement guidelines issued by the Quality Assurance Agency (QAA), the independent governing body for monitoring and advising on standards and quality in UK higher education. The University Awards Framework (UAF) provides further guidance.

If you have any issues with teaching or supervision, please raise these as soon as possible so that they can be addressed promptly. Details of who to contact are provided in section 10.2 Complaints and Appeals.

6.2 Course Aims

- To provide students with a systematic understanding of the knowledge base of Engineering Science; the ability to analyse complex issues both systematically and creatively, make sound judgements in the absence of complete data and communicate their conclusions clearly; the ability to be self-directed and innovative in tackling and solving problems; the independent learning ability required for continuing professional development.
- To provide a broad curriculum which provides state-of-the-art knowledge and practical skills in Engineering.
- To provide a learning environment that enables students of high innate ability to reach their full potential, personally and academically, so that on graduation they are free to

choose from many different careers, and have the understanding, knowledge, and personal maturity to make a rapid contribution to their chosen employment or research area.

- To provide a course which meets the educational requirements of all the appropriate Professional Engineering Institutions for Chartered Engineer status.

6.3 Course Learning Outcomes

To meet the conditions of accreditation by the Professional Engineering Institutions a degree course must have learning outcomes that satisfy established criteria across six key areas of learning. The following section is a statement on how the Engineering Science programme delivers these outcomes at the integrated Masters (MEng) level.

Science, Mathematics and Engineering principles

The application of advanced mathematical methods to a comprehensive range of tutorial problems, underpinning the engineering principles and tools required in their solution. The scientific practice and application of mathematics in a substantial group project (3YP) and higher-level individual project (4YP).

Engineering analysis

The application of engineering concepts to solve set problems in tutorial work. The collection, analysis and application of data through laboratory-based coursework (practicals), a group project (3YP) and an individual research project (4YP).

Design and Innovation

Lecture courses that cover the general principles of design, product development, materials, and processing. In the first year, the Computing, Electrical and Mechanical laboratories each include a Design Build and Test (DBT) Project. The 3YP is a substantial group design project centred on developing a viable product: embarking on the design process and evaluating the business and wider engineering context. The individual project requires the student to engage in a series of creative design processes, build and evaluations.

The Engineer in Society

A lecture course on 'Engineering in Society' and associated coursework and examination; includes professional and ethical responsibilities, environment, safety, management, and business practices. Professional Skills Workshops in first and second year, covering communication, teamwork, sustainability and career strategy.

Engineering practice

Laboratory work in general and particular engineering disciplines, covering a range of techniques and practice. A lecture course in the first year on Engineering in Practice. The 3YP group design project requires understanding of the different roles in the engineering team. The individual project is a substantial project, assessed by report and interview.

Additional general skills

Creativity and innovation through tutorial work and coursework modules. The group project (3YP) is the setting for developing teamwork as well as communication and presentational skills. Foundations for lifelong learning are given through opportunities such as societies, seminars and broader engagement.

These learning outcomes are covered in FHS by the following methods:

	Lectures	Tutorials/ Classes	Practicals	CWM	3YP	4YP
Science, Mathematics and Engineering	✓	✓	✓	✓	✓	✓
Engineering analysis	✓	✓	✓	✓	✓	✓
Design and Innovation	✓	✓	✓	✓	✓	✓
The Engineer in Society	✓	✓	✓	✓	✓	✓
Engineering practice			✓	✓	✓	✓
General skills				✓	✓	✓

6.4 Course syllabus and materials

The syllabus for each course can be found on Canvas. Syllabi may be revised annually on approval by the Engineering Faculty, and where appropriate, after scrutiny by the University. If you have any problems accessing the material that you need on Canvas please email student.administration@eng.ox.ac.uk.

Lecture handouts

Lecture notes will typically be uploaded to Canvas prior to the lecture going live. These are intended for you to use in conjunction with the lectures and are not intended as a substitute for them.

6.5 Accreditation by the Engineering Institutions

When selecting your course options after the second year, you should consider which engineering pathway you may wish to take for the remainder of your degree; this decision will impact on your career and your opportunities to seek professional engineering status through the Engineering Council in the UK. There are six Professional Engineering Institutions (PEI) who currently accredit the MEng Engineering Science Course.

Civil, Structural, and Transport	Joint Board of Moderators: • Institution of Civil Engineers (ICE) • Institution of Structural Engineers (IStructE) • Chartered Institution of Highways and Transportation (CIHT) • Institute of Highway Engineers (IHE) • The Permanent Way Institution (PWI)	Yes
Electrical	Institution of Engineering and Technology (IET)	Yes
Mechanical	Institution of Mechanical Engineers (IMechE)	Yes
Measurement and Control	Institute of Measurement and Control (InstMC)	Yes
Chemical	Institution of Chemical Engineers (IChemE)	Yes
Aeronautical	Royal Aeronautical Society (RAeS)	Yes

You can become a student member of any of these institutions, usually for free. Your student membership can then transition into graduate membership, and on to chartered membership.

For some PEIs (currently JBM, RAeS and IChemE), you need to select specific options as early as your second-year coursework modules to fulfil their requirements. You should carefully consider your career aspirations when selecting your coursework modules, as well as your B and C Paper

options. For a full list of required optional modules to meet chartership requirements, please refer to the Module Options, Discipline Pathways and Chartership Requirements page on Canvas.

You must also meet the Engineering Council's Compensation and Condonement regulations for your degree to be accredited (see Section 6.2.1 below). When you graduate, you will have evidence of this to provide to your chosen PEI. You will be advised about this in your 4th year address from the Chair of Examiners.

If you need to, please seek advice by contacting the institution concerned, the Student Administration Office, or one of the academics below who have been nominated as institution liaison officers. Good advice is to become a student member of your preferred PEI now.

Any Accreditation Query	Dr B. Richards
Institution of Civil Engineers	Prof. M. Chatzis
Institution of Engineering and Technology	Mr J. Memon
Institution of Mechanical Engineers	Prof. P. Beard
Institution of Chemical Engineers	Prof. N.P. Hankins
Institute of Measurement and Control (InstMC)	Prof. M. Cannon
Institution of Structural Engineers (IStructE)	Dr. B. Richards
Royal Aeronautical Society (RaeS)	Prof. P. Ireland

6.5.1 Engineering Council Compensation and Condonement guidelines

To achieve an accredited degree, you will need to meet the guidelines published by the Engineering Council.

To do this, you must achieve greater than or equal to 40% in each of your lab and project modules (A5, B1, B3, B4, 4YP), and the Engineering in Society papers (B2/B2E1/B2E2). You are permitted a small number of Examination units from the written papers with a mark between 30% and 40% to be "compensated" by overall good performance across the course. This corresponds to one full paper, or two half papers, i.e.:

- One A-paper (A1-4).
  OR
- Two B and/or C option papers

No module marks below 30% can be condoned for your degree to be accredited. This would include any paper from which you had been excused from sitting by the Proctors' Office.

You must still meet the University regulations set out in the Exam Regulations to progress to Part C, and to be awarded your final degree.

Return to Contents

Go to Section 7

7 TIMETABLES

The lecture timetable for each term is released in 0th week on Canvas under 'Timetables' on the MEng Engineering Science page. The lecture timetable is also shown on the display screens on the ground floor reception area, the 1st floor, and the 8th floor of the Thom Building.

Second-year and third-year laboratory timetables are published on Canvas. Third year laboratory sessions are coordinated with your B-option courses and will be organised by the Student Administration Office; the majority of third year laboratories take place in Hilary term.

Return to Contents

Go to Section 8

8 ASSESSMENT

8.1 Overview

To successfully pass the MEng in Engineering Science, you must pass four sets of University Examinations: Preliminary Examinations (Prelims) at the end of your first year, and three further sets of examinations of the Final Honour School (Finals or FHS) at the end of each subsequent year. These are public examinations and differ from collections you may sit periodically in college to help you and your tutors to assess your progress. You will also have to pass practical work assessments and coursework.

All members of the University are required to wear academic dress with *subfusc* when attending any university examination. A useful guide to examinations, including how to prepare and enter for examinations is available at www.ox.ac.uk/students/academic/exams/guidance.

Internal Examiners are appointed independently from among the teaching staff and are formally independent. Past examination papers can be found on SOLO, while you can find past paper solutions and reports from internal examiners on Canvas.

Results of examinations are published via Student Self Service.

8.2 Preparing for exams

After you have enrolled with the University, and prior to sitting your examinations, you will either be enrolled for your assessments by your college (in the case of Part A) or you will need to enter yourself for your chosen assessments (in the case of Parts B and C). The deadline for the latter is normally at the end of Michaelmas Term.

Exam timetable

Your personal examination timetable will be sent to you at least two weeks before your first examination. Further information is available here:

https://www.ox.ac.uk/students/academic/exams/timetables

8.3 Examination Regulations

The Examination Regulations are published online at https://examregs.admin.ox.ac.uk/.

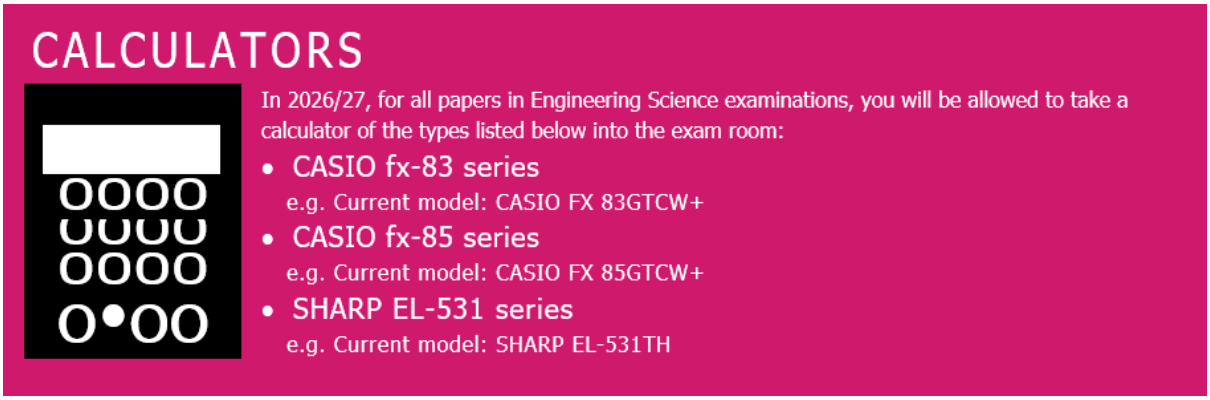
8.4 Examination Conventions

Examination conventions are the formal record of the specific assessment standards for the course or courses to which they apply. They set out how your examined work will be marked and

how the resulting marks will be used to arrive at a result and classification of your award. They include information on marking scales, marking and classification criteria, scaling of marks, progression, resits, use of viva voce examinations, penalties for late submission, and penalties for over-length work.

The examination conventions for Engineering Science are approved on an annual basis and the examination conventions for 2026/27 will be made available to candidates on Canvas as soon as they have been approved. This is normally no later than one whole term prior to the examination.

8.5 Calculators in Engineering Examinations



Please note:

- The restriction on the use of calculators applies to examinations only. For all laboratory, project and tutorial work, you are free to use any calculator.
- You are encouraged to buy one of the permitted calculators early.
- The permitted list will be updated annually as new models are introduced or old models are discontinued. It is hoped that models can be retained on the list long enough that you need only buy one such calculator during the course.

8.6 Plagiarism

If you find yourself under pressure as the deadline approaches for submission of coursework (laboratory write-ups, engineering and society assignments, project reports), 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.

The University definition of plagiarism is as follows:

"Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this

definition, as is the use of material generated wholly or in part through use of artificial intelligence (save when use of AI for assessment has received prior authorisation e.g. as a reasonable adjustment for a student's disability). Plagiarism can also include re-using your own work without citation. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence."

Further information can be found here. Here you will find 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 online course.

In The University Student Handbook, there are clear guidelines issued regarding the issue of plagiarism under Section 6.10. Excerpts are given below – please make sure to familiarise yourself with the guidelines in full.

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You must read the Student Disciplinary Procedure (Academic Cases): https://www.ox.ac.uk/students/academic/conduct

This sets out the required standards of behaviour under the University's Code of Discipline in relation to exams and submissions. It makes clear that:

- you must 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.
- you must not present as your own work any material generated by AI unless your department / Board of Examiners has authorised its use for the particular assessment in writing to students (e.g. via assessment instructions, exam conventions)
- 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, or published previously cannot be re-used.

Failure to acknowledge your sources by clear citation and referencing constitutes plagiarism.

The University has the right to use software, and routinely does so, in order to screen submitted work for matches either to published sources or to other submitted work.

Any unauthorised use of AI in work submitted for assessment constitutes cheating and plagiarism under University rules, penalties for which include failing the exam and, in appropriate cases, expulsion. Any use of AI in work submitted for assessment is unauthorised unless you are specifically told differently in writing in advance of the assessment in your department's instructions for each specific assessment. Even if a type of AI use has been authorised for a previous assessment, or for formative work, it is your responsibility to ensure you comply with the rules on AI use for the specific assessment, you are taking, in the knowledge that all types of AI use are unauthorised unless specifically listed in assessment instructions.

Work submitted for assessment and open book exam responses may be screened for matches either to published sources or to other submitted work. Any matches might indicate plagiarism, collusion or use of AI.

.....

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

Use of generative AI tools

All students have access to the free university-wide site licence of Chat GPT Edu. In accordance, the University has introduced a policy regarding the expectations on AI use in relation to summative assessment. For our specific course elements, The department's policy on student use of AI in learning and assessment can be found on Canvas. It is your responsibility to consult this guidance and ensure that you are complying with what the department has deemed to be permissible and impermissible uses of AI. If you have any specific questions, please contact student.administration@eng.ox.ac.uk in the first instance.

Additional information

For information about good academic practice please refer to the University's websites:

https://www.ox.ac.uk/students/academic/academicpractice

www.ox.ac.uk/students/academic/guidance/skills

8.7 Referencing Guide

In order to avoid plagiarism, it is critical that you reference all citations and opinions of others. The Department of Engineering Science recommends that all referencing for assignments is done using the Scientific Style and Format system; but as long as you are using a recognised referencing and citation system, and it is used consistently, you will not be penalized.

A quick guide to the Scientific Style and Format system is available here at http://www.scientificstyleandformat.org/Tools/SSF-Citation-Quick-Guide.html. If you're still unsure, then please speak to staff in the Radcliffe Science Library for a consultation or formal referencing guide, or to your tutor for advice.

8.8 Examiners' reports

You can access examiners' reports for previous exams on Canvas. Examiners' reports are normally published early in the Hilary Term following the exam sitting. Details of external examiners can be found in the Examination Conventions.

8.9 Prizes

Each year, the Department awards prizes to students for excellent performance in examinations or assessments. Many of these prizes are sponsored by external donors or by engineering institutions.

8.10 Who to contact

If you have any questions relating to any aspect of your examinations, please do not hesitate to get in touch with the team at exams@eng.ox.ac.uk.

It must be stressed that to preserve the independence of the Exam Board, candidates are not allowed to make contact directly with any Examiner regarding matters relating to the content or marking of papers.

Return to Contents

9 PRACTICAL COURSEWORK – LABS AND PROJECTS

9.1 Introduction

Practical coursework continues throughout your degree. You will participate in A paper laboratories and Coursework Modules in second year, and in B-option laboratories and the group design project in third year. You will then undertake an individual project in your final year.

Laboratories, or simply "labs", are an essential element in the education of every professional engineer. As well as illustrating ideas and topics from lectures and tutorials, they help you to develop your practical and professional skills.

As in your 1st year, many of your labs will include preparatory work, especially as some of the content may not have been covered in your lectures yet. You will find the timetable for these labs on Canvas.

9.2 Safety

There are always risks associated with the operation of equipment. Undergraduates are not permitted to work in laboratories or workshops unsupervised.

A risk assessment is completed for each laboratory experiment by the lab organiser and will be included with the associated paperwork and will also be displayed in the laboratory in which the experiment is being undertaken. You must read the risk assessment before the laboratory and identify the hazards before starting an experiment. If you come late to a laboratory and miss an essential safety briefing, or if you disobey safety rules, you may be refused access to equipment. You will be required to complete a risk assessment for your fourth-year project, which is an important learning experience in addition to being a Health and Safety requirement; the Professional Institutions as part of our course accreditation require all students to have completed a risk assessment. If you are using chemicals for your project, then COSHH assessments are also required.

The guidance notes for undergraduates on Health and Safety are contained in Appendix A and a presentation by the Departmental Safety Officer will provide clear instructions for your project at the start of your fourth year. You will also find guidance on the Health and Safety Intranet.

9.3 Assessment of Practical Coursework

Formal regulations for laboratory work are set out without detail in the Examination Regulations.

All engineering laboratory work is compulsory (including Coursework Modules) and is assessed on a continuous basis, with the marks counting towards your final score. The labs are normally scheduled for a 5-hour session, with the intention being that the average student should be able to complete the lab in 4 hours.

9.4. General Protocols for Assessment in Engineering Laboratories

These protocols for second and third year laboratory work have been agreed by the Engineering Science Faculty.

Marking Scale:

The labs are assessed on a scale of 0-5, and the marking is intended to be done within the timetabled lab slots. There are no '+', '–' or fractional marks.

The marking scale from 0-5 will be allocated as follows:

5 Marks	This is broadly equivalent to a distinction/1st. These are for students who are well prepared for the lab and show intelligent understanding when interrogated about their work.
4 Marks	The mark that the majority of students will obtain for work that is essentially correct and complete.
3 Marks	The mark for work that is either incomplete or incorrect or required a lot of help.
2 Marks	The mark for work that is both incomplete and incorrect.
1 Mark	Did little more than attend the lab and make some attempt at recording activities.
0 Marks	Non-attendance

Attendance

It is the responsibility of the student to ensure that their presence is recorded in the register by a demonstrator before the start of the lab. Students who arrive later than 10 minutes after the start will be penalised by 1 mark. You are expected to arrive within the first 5 minutes, and the 10-minute rule is a concession.

if you wish to attend an outside event (e.g. job interview, funeral, award of a prize), then you should contact the Lab Organiser (copying the message to your college tutor and the Student Administration team at student.administration@eng.ox.ac.uk) normally at least a week in advance, to obtain permission, and an alternative slot if available. Last minute rearrangement of lab classes for extracurricular activities is not permitted.

If you are unwell, it is important to inform the lab organiser as soon as possible, especially as some lab projects involve groups working across multiple labs. In the first instance, the lab organisers

will try to arrange for you to attend a later slot. However, if this is not possible and you are unable to complete a laboratory through illness or other urgent cause, you should obtain evidence immediately - usually from your doctor, college nurse, or member of college staff – where it states which laboratory sessions were affected and why. You should then submit a Mitigating Circumstances Notice to Examiners (MCE), including all your evidence in your submission. The Exam Board will review the evidence in due course and decide whether it is appropriate for you to receive an excusal for that lab.

There is only a single opportunity for the work to be marked and signed off. In other words, you cannot do additional work after a 'first marking' in order to try and attain an improved mark.

If any dispute about marking cannot be resolved by the Senior Demonstrator present, then it should be referred to the Lab Organiser, or failing that the Associate Head (Teaching).

9.5 Reports on Laboratory Exercises

The reports that you will be required to write will be on a very diverse range of activities, so it is difficult to give more than very general advice. You should endeavour to keep a good record of what you have done in the labs in your project logbooks, lab notes or pro-forma. This will help you explain your work when being assessed. We expect you to follow these recommendations:

- Records should normally be such that another reasonably competent undergraduate in your own year, and reading the same subject, should be able to understand them (for example, students you are working with in the lab).
- Record in such a way that if you referred to it again a year later you would be able to make sense of what you wrote.
- For experimental data, make sure that it is a clear, full and precise recording of all data obtained. Data is often recorded as tables of numbers for use in subsequent calculations. It helps if you plan these calculations and tables in advance.
- For computer programming, your code should be thoroughly documented through commenting and the use of readme files.
- For design work, keep records of all drawings, calculations and statements of design ideas and final proposals. If you are recording decisions you took, give reasons for them. 'Reasons' do not necessarily need to have a mathematical basis, even in engineering. 'Because it seemed more elegant' or 'because it was readily available' are perfectly respectable reasons for choosing between alternatives that are otherwise technically acceptable.

- In your 3YP, a digital logbook will be kept and submitted for assessment– it is wise to make these good habits early!

9.6 Project Work

Project and design work forms a major part of the Engineering course. In Final Honours School you will be expected to undertake two major projects — a group project in your third year (3YP) and an individual project in your fourth year (4YP). Students on the EEM pathway will undertake a 3YP requiring an enhanced business case and have the option of taking a 24-week industrial placement as a substitute to the 4YP.

Projects differ from laboratory class exercises in that the objective is defined but the details of the task are not. Instead, time is allowed for initiative and individual creative thinking. The final product is either a piece of engineering equipment that works, or a full technical report, or both. In all cases the necessary specialist information and equipment are made available and appropriate supervision is offered, but the role of the supervisor or demonstrator is to help and encourage rather than to control what is done. You are expected to exercise initiative and engineering judgement, and to make appropriate use of all relevant knowledge from the preceding parts of the course.

Students are advised to take note of University regulations on the use of third-party proofreaders when working on their project reports. Please see https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/third-party-proof-readers.

The University's policy states that for assessments under 10,000 words, which applies to the individual student's contribution to the 3YP report, no third-party proof-reading is permitted (except by the supervisors).

Return to Contents

Go to Section 10

10 STUDENT LIFE AND SUPPORT

10.1 Help and Advice

It's 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.

Details of the wide range of sources of support available more widely in the University can be found on the Oxford Students website (www.ox.ac.uk/students/welfare), including in relation to mental and physical health and disability.

Harassment

The University condemns harassment as an unacceptable form or 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.

For full information on the University's policies, procedures, and support services related to harassment and sexual misconduct, please see Supporting Students at Oxford: Preventing Harassment and Sexual Misconduct. You can also consult Appendix F in this Handbook for more information.

The Department of Engineering Science has a team of Bullying and Harassment Advisors. At present these are Professor Harvey Burd, Karen Bamford, Professor Daniel Eakins, Professor John Coull, Professor David Gillespie, Laura O'Mahony, Professor Nick Hawes, Grahame Faulkner, Wendy Poole, Jarlath Brine, Katherine Baysan, Emma Gregory, and Professor Kostas Margellos; any of whom may be consulted in relation to matters of harassment.

Equality and Diversity

Information about the University's Equality and Diversity Unit can be found at https://www.ox.ac.uk/about/how-we-are-run/equality-diversity.

Disabilities

If you have any form of disability, we strongly encourage you to disclose this to Phil Bolton, Head of Student Administration, 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 who have already declared a disability will be contacted by the Disability Advisory Service by early Michaelmas Term to discuss their specific needs.

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

Mobility issues

If you experience mobility issues due to illness or injury (even if only temporary), please report this to the Department Safety Office (**safety@eng.ox.ac.uk**). This is so that appropriate help can be arranged at a local level which will be available in the event of an emergency evacuation.

Who to contact?

In your college

The natural person for you to turn to first is your college tutor(s). They can help you if you are having a work crisis, maybe by rescheduling tutorials or offering extra help on a part of the course you are finding difficult. Your tutor 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 (Academic Director), JCR Welfare Officers, Chaplain, Nurse, Doctor, and Tutor for Women.

Every college has their own systems of support for students. Please refer to your college handbook or website for more information on who to contact and what support is available through your college.

In the Department

In the Department, your first port of call for any problems concerned with teaching provision should be the Student Administration Office on the 8th floor of the Thom Building. The best way to contact them is by email, at student.administration@eng.ox.ac.uk. Alternatively, you may wish to contact any of the staff listed below, all of whom have a particular responsibility for undergraduate issues:

Professor Stephen Morris	Associate Head (Teaching)
Phil Bolton	Head of Student Administration
Bridie Thompson	Undergraduate Studies Administrator

At University level

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

- The University Counselling Service
- Nightline: Listening and Information Service
- www.ox.ac.uk/students/welfare

In addition, Oxford SU Advice offers free, confidential and independent information advice and guidance on navigating collegiate university, CCAT and OIA processes. They have a wide range of online resources available on their website and if you need further support you can get in touch with them via their Online Form.

10.2 Complaints and Appeals

Complaints and academic appeals within the Department of Engineering Science

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 result in no need for complaints (about that provision) or appeals (against the outcomes of any form of assessment).

Where such a need arises, an informal discussion with the person immediately responsible for the issue that you wish to complain about is often the simplest way to achieve a satisfactory resolution.

Many sources of advice are available from colleges, departments and bodies like the Counselling Service or the OUSU Student Advice Service, who 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 department's committees.

Complaints

If your concern or complaint relates to teaching or other provision made by the Department of Engineering Science, then you should raise it with the Associate Head of Department (Teaching), Professor Stephen Morris, as appropriate. Complaints about departmental facilities should be made to the Head of Student Administration, Phil Bolton. If you feel unable to approach one of these individuals, you may contact the Head of Department, Professor Clive Siviour.

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 teaching or other provision made by your college, you should raise it either with your tutor(s) or with one of the college officers or Senior Tutor/Academic Director (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

An academic appeal is an appeal against the decision of an academic body, such as the Exam Board, on grounds such as procedural error or evidence of bias. There is no right of appeal against academic judgement.

If you have any concerns about your assessment process or outcome it is advisable to discuss these in the first instance with the exams team, who can be reached at exams@eng.ox.ac.uk. They will be able to explain the assessment process that was undertaken and may be able to address your concerns. Queries may not be raised directly with the examiners.

If you still have concerns, you can make a formal appeal to the Proctors who will consider appeals under the University Academic Appeals Procedure:

https://www.ox.ac.uk/students/academic/complaints.

10.3 Policies and Regulations

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 https://www.ox.ac.uk/students/academic/regulations.

Return to Contents

Go to Section 11

11 THE SECOND YEAR COURSE (PART A)

11.1 Teaching and Learning

In a similar way to your Preliminary year, second year teaching is delivered by the following elements: lectures, tutorials and laboratory work. When planning your study in relation to the lecture courses and examples sheets, remember that they are the lecturer's personal, and inevitably abbreviated exposition of a subject, and cannot be expected to tell you everything about it. Attending lectures and working through example sheets provide a base from which your own understanding can be developed; they are the beginning of your study, not the end.

Most lecturers provide notes to accompany their lectures and these will also be available electronically on Canvas along with relevant reading lists. These are no substitute for your own notes, written as you yourself master the material. This mastery requires more time: you will need to read from textbooks, and you should certainly make your own notes. Students who have declared a disability are encouraged to discuss their specific needs with the Department Disability Contact (Head of Student Administration).

11.2 Structure of Part A

Work in the second year will be arranged around the syllabus for the four written papers and will be examined in Trinity term of the same academic year.

Paper	Term	Faculty Teaching	College Teaching	Written (WP) or Coursework (C)	Core or Option
		Lectures	Classes/ Tutorial		
A1 Mathematics	MT	24	6	WP	C
	HT	8	2		
	TT	0	0		
A2 Electronic and Information Engineering	MT	12	3	WP	C
	HT	20	5		
	TT	0	0		
A3 Structures, Materials and Dynamics	MT	16	4	WP	C
	HT	16	4		
	TT	0	0		

A4 Energy Systems	MT	12	3	WP	C
	HT	20	5		
	TT	0	0		

A5 Practical Work			C	C	
	Structural & Materials Laboratory	5 hours across Michaelmas term			Continuous assessment marked throughout the year
	Dynamics Laboratory	5 hours across Michaelmas term			
	Communications Laboratory	5 hours across Michaelmas term			
	Instrumentation & Control Laboratory	5 hours across Hilary term			
	Electrical Machines Laboratory	5 hours across Hilary term			
	Thermofluids Laboratory	5 hours across Hilary term			
	Coursework Modules	3 weeks in Trinity Term			

You will not normally be required to submit your Engineering Practical Work. However, the examiners may request practical work from some candidates.

11.3 Assessment of Part A

The below table describes the set of examinations you must complete at the end of your second year (the first year of Final Honours School). As with Prelims, these examinations are public and will likely be held at Examination Schools. Examination timetables are published online by Examination Schools approximately 5 weeks before your first exam. You will also have to pass the A5 Engineering Practical Work element of the course. For further details please refer to the annually updated Examinations Conventions which will be published on Canvas in the academic

year the exams are being sat. In cases of inconsistent information, the Examination Conventions and the Examination Regulations for the FHS in Engineering Science will be the definitive reference.

YEAR	PART	Item	Written Exam Duration	Examination Units (EU)
2	PART A	A1 Mathematics	3 hours	1
		A2 Electronic & Information Engineering	3 hours	1
		A3 Structures, Materials and Dynamics	3 hours	1
		A4 Energy Systems	3 hours	1
		A5 Engineering Practical Work	N/A	0.5
Total Number of Examination Units in Part A				4.5 (out of 10 combined units in Part A and Part B)

You are reminded that the topics covered in A1 – A4 build on the material you have already learnt in P1 - P4. You will find that concepts from the first year remain relevant to your learning and may be referenced in examinations and assessments.

11.4 Practical Coursework

Students in their second year of study are expected to continue with laboratory (practical coursework) exercises. Please see the relevant section in this handbook and your Prelims handbook for details of safety procedures and writing reports.

Please see the relevant section in the handbook for details on how labs are assessed and corresponding marking scales.

11.4.1 Timetabling and Attendance

Second year timetables are scheduled centrally by the Student Administration Office, and students are assigned to each lab session – usually so that each experiment can be conducted in pairs. It is your responsibility to find out in advance the time and location of your labs by checking the lab timetable available on Canvas. Lab apparatus and resources tend to be fully used, and it may not be possible to reschedule a missed lab session.

If you are unwell, it is important to inform the lab organiser as soon as possible, especially as some lab projects involve groups working across multiple labs. In the first instance, the lab organisers will try to arrange for you to attend a later slot. However, if this is not possible and you are unable to complete a laboratory through illness or other urgent cause, you should obtain evidence immediately - usually from your doctor, college nurse, or member of college staff – where it states which laboratory sessions were affected and why. You should then submit a Mitigating Circumstances Notice to Examiners (MCE), including all your evidence in your submission. The Exam Board will review the evidence in due course and decide whether it is appropriate for you to receive an excusal for that lab.

11.4.2 Coursework Modules

Coursework modules (CWMs) are designed for you to study subjects directly related to engineering specialisms. This is so that you can investigate which pathway you might be interested in taking in the third and fourth year. These modules are delivered over the course of the last few weeks of Trinity term following A paper exams.

Previous examples of CWMs include Mobile Robots, Biomedical Engineering and Lego Football. A list of available CWMs is typically circulated to second year students by the Student Administration Office towards the end of Hilary term. You will take one coursework module from a selection based around Computer Aided Design. You will then take two modules from the main list.

You will need to submit your choices to the Student Administration Office. It is not guaranteed that you will receive your preferred choices, although efforts are taken to ensure as many students as possible are allocated their top choices.

CWMs are assessed by a small piece of individual work in a format to be decided by the CWM organiser, for example:

- A short report (e.g., a 2-4-page design proposal or pro-forma)
- A presentation

The assessment will be in two parts: 0-4 for engagement and 0-5 for assessed work as outlined in the general section of the handbook. The maximum mark for each coursework module is 9.

Please consider your coursework module choices carefully – there may be options you need to take for your degree to be accredited by certain Professional Engineering Institutions, such as the IChemE or JBM Civil Institutions. Please refer to the Module Options, Discipline Pathways, and

Chartership Requirements document, and the CWM descriptions on the Canvas "MEng Engineering Science" site for full details. This document will be updated during Hilary term once the offered CWMs are confirmed for Trinity Term 2027.

11.5 EEM Pathway

At the end of your second year, you will be invited to apply for the Engineering, Entrepreneurship and Management (EEM) pathway, delivered collaboratively between the Engineering Science Department and Saïd Business School. EEM students graduate with a MEng Engineering Science degree, but this pathway allows you to specialise in business and management not covered in the general engineering syllabus options (delivered in the third and the fourth year). The skills taught on this pathway may be attractive to future employers, and beneficial to students who wish to become entrepreneurs.

For students on the EEM pathway, the Department has reduced the number of B-option papers from 5 to 4 to balance the workload across Michaelmas and Hilary terms, and students must take the half paper B2E1 Engineering in Society (Ethics, Safety & Risk, Sustainability) and full paper B2E2 Engineering, Management and Strategy. EEM students can also take a 24-week industrial placement between their third and fourth year rather than completing a 4YP. In the fourth year, EEM students take 4 C-papers, rather than the usual 6, with the 'extra' 2 papers being replaced by the three-hour Entrepreneurship and Innovation paper, which is taught at the Said Business School.

More information on this pathway will be available to students in Trinity term. There is currently a cap on numbers, and successful transfer to the pathway is dependent upon the quality of a written essay on an entrepreneurship theme, track record in examinations, and confirmation of support from your college tutor.

11.6 EUROP

Engineering Undergraduate Research Opportunities Programme (EUROP)

Many universities run programmes to enable Engineering undergraduates to engage with research groups at an early stage within the undergraduate degree. We have a similar scheme, EUROP, that is funded by the department.

The scheme is open to all MEng undergraduates in the second and third years of their degree and will involve you spending a period of up to 8 weeks during the Long Vacation within a research group in the department. You will be paid at the standard rate (£13.64/hour in 2025/26, subject to

annual increase) for a 35-hour week over this period and there will be up to £400 available to spend on consumables for the project; your supervisor will need to cover any additional costs.

If you are interested in applying, then we recommend that you talk to your college tutor about research topics in which you would be interested, so that they can recommend potential academic supervisors for you to approach. You should also read the research pages on the department website, so that you can get a clear idea of what is happening in the department. A call for applications will normally go out in late Michaelmas Term.

11.7 Looking Ahead to the Third Year

Whilst you may not find that the work is more difficult as you transition from second to third year, you may potentially discover that the volume of work vastly increases as you enter the third year. This is normal, but it is something to bear in mind whilst you study in the second year – it is better to learn good habits now rather than later.

Crucially, your second year marks have an effect on your progression into the fourth year and your final degree classification, so do not treat this year lightly. If you find that you are struggling with your workload, then speak to your college tutor(s) and/or seek out additional help.

Return to Contents

Go to Section 12

12 THE THIRD YEAR COURSE (PART B)

12.1 Selecting your B paper options

At the end of your second year in Trinity term, you will be invited to choose your B paper options. This is the first year of the course in which you are able to diversify and choose options based on your interests. The options encompass a broad range of engineering specialisms, including Biomedical, Civil, Chemical, Control, Electrical, Information and Mechanical papers.

When choosing your options, you should consult the "Module Options, Discipline Pathways, and Chartership requirements" document on Canvas. This document will confirm what options are available, which Engineering disciplines they contribute towards, and if any papers are required for you to seek chartership with a particular Professional Engineering Institution. You should also consider what C papers you may be interested in, as they may require specific B papers to be taken. This document is updated annually when modules on offer are confirmed.

You are entitled to change your options both up until the examination entry deadline (this is usually in December) and before your Trinity term examinations (although you will be subject to a fee for changing your options after the entry deadline). It is also required that you inform the Student Administration Office of any changes to your options, so that they can let the appropriate academic staff know and keep accurate records.

12.2 Selecting your 3YP

At the same time as being invited to select your B paper options, you will be asked to rank your 3YP choices. Details about 3YPs – along with further information about B paper options - are presented by the Director of Third Year Studies in early Trinity term of your second year. There are usually around 12-13 different group projects for the 3YP, and these are organised by a small team – generally 2 - 4 supervisors – of academics in different subject areas. Some projects are developed for, and directly related to, accreditation pathways. Information regarding 3YP choices will then be passed on to the Director of Third Year Studies for allocation. Students will be notified of their allocation before the start of Michaelmas term.

12.3 Teaching and Learning

In keeping with your first two years at Oxford, teaching for the third year is delivered using the following mechanisms: lectures, tutorials (B2 topics and B-option tutorials), laboratory work, and project work (3YP and B1).

In your third year you may have in each week up to ten lectures, two tutorials, two hours of group work and one laboratory session of five hours. Ideally, each set of about four lectures would be closely followed by a time of private study with a set of examples to work through, followed by a tutorial and any relevant laboratory experiments. The third year timetable is very tight, and consequently it may be necessary for students to complete laboratory experiments ahead of the lectures.

Please bear in mind that the lecture notes and example sheets are the lecturer's own exposition of the subject and cannot tell you everything about it. These are the beginning of your study and should form the basis for your own notes, which should be taken as you attend lectures and read books. All lecture notes, example sheets and laboratory notes will be made available electronically on Canvas.

Students who have declared a disability are encouraged to discuss their specific needs with the Department Disability Contact (Head of Student Administration).

Third Year Tutorials

Unlike your first two years, tutorials for B-option papers are organised directly by the department. Tutorials will be intercollegiate and will be based both at colleges and within the department. This teaching is designed to provide you with individual supervision, continuing the personalised teaching you have already experienced. Lecturers will still produce example sheets for tutorials as in previous years, but teaching will be delivered by a centralised team of B paper tutors. B paper collections will also be coordinated by the Director of Third Year Studies in Trinity term. Students are expected to submit their tutorial work in advance or attendance at the tutorial is not guaranteed.

The Department welcomes your feedback on anything related to B paper teaching, but any contact with the Director of Third Year Studies should be sent through the Student Administration Office in the first instance.

EEM Teaching

Teaching for the EEM pathway is organised and delivered by the Department. EEM students will take B2E1 Engineering in Society (Ethics, Safety & Risk, Sustainability) and B2E2 Entrepreneurship, Management and Strategy, and take 4 optional B papers instead of 5.

12.4 Course Structure

Work in the third year will be arranged around the syllabus for the written papers, projects, and laboratory work, as set out in the table below.

YEAR	PART	ELEMENT	WRITTEN PAPER (WP) OR COURSEWORK (C)	CORE OR OPTIONS
3	B	B Papers (choose 5 options)	WP	O
		B1 Engineering Computation	C	C
		B2 Engineering in Society	WP	C
		B3 Group Design Project (3YP)	C	C
		B4 Engineering Practical Work	C	C
3	B (EEM Pathway)	B Papers (choose 4 options)	WP	O
		B1 Engineering Computation	C	C
		B2E1 Engineering in Society (Ethics, Safety and Risk, Sustainability)	WP	C
		B2E2 Entrepreneurship, Management and Strategy	WP	C
		B3E Group Design Project (3YP)	C	C
		B4 Engineering Practical Work	C	C

12.5 Assessment

The table below denotes the set of examinations you must complete in Trinity term at the end of your third year. As with your previous examinations, these exams are public and will likely be held at Examination Schools. Timetables are published by Examination Schools approximately 5 weeks before your first exam and no later than 2 weeks in advance. You will also need to pass the coursework elements of the course. These requirements are outlined in the table below.

YEAR	PART	ASSESSMENT	WRITTEN EXAM DURATION	EXAM UNITS (EU)
3	PART B	B1 Engineering Computation B2 Engineering in Society B3 Group Design Project B4 Engineering Practical Work Five Optional B Papers	N/A 3 hours N/A N/A 1.5 hours each	0.5 1 1 0.5 0.5 × 5 = 2.5
3	PART B (EEM PATHWAY)	B1 Engineering Computation B2E1 Engineering in Society (Ethics, Safety and Risk, Sustainability) B2E2 Entrepreneurship, Management and Strategy B3E Group Design Project (E) B4 Engineering Practical Work Four B option papers	N/A 1.5 hours 3 hours N/A N/A 1.5 hours each	0.5 0.5 1 1 0.5 0.5 x 4 = 2
Total Number of Examination Units in Part B				5.5 (out of 10 for Parts A & B combined)

B1 Engineering Computation Project

The B1 project uses a hybrid approach to teaching. You will study four topic areas - Numerical Algorithms, Optimisation, Finite Elements and Scientific Coding. Each of these will have an introductory lecture in the department, and around three hours of on-demand teaching content delivered through Canvas. This will enable you to practice your skills alongside the taught material. Support sessions in the Software Laboratory will be organised to assist your learning. For each topic, you will produce a one-page report across Michaelmas Term.

The final assessment for the module will consist of a four-page report on the use of the Engineering Computation techniques you have learned about when applied to one of four Engineering Problems. This final project and report should take around 10 hours of your time and is submitted via Inspera, by the deadline of Wednesday Week 1 in Hilary Term.

Submission for this element is done through Inspera. Further guidance will be made available by the Director of Third Year Studies, but please note that this is a formal assessment and as such

there will be penalisations for late submission. For further details please read the Examination Conventions.

B3 Group Design Project

This element consists of a report on your personal contribution to a design project undertaken as part of a small group of undergraduates. Further information about third year projects can be found in Appendix E.

Submission for this element is done through Inspera and the deadline is Wednesday Week 4 in Trinity Term. Further guidance on submitting your project will be made available in Hilary term of your third year, but please note that this is a formal assessment and as such there will be penalisations for late submission. For further details please read the Examination Conventions.

B4 Engineering Practical Work

Paper B4 is completed as a series of labs based on your B option papers as a form of continuous assessment. You will not normally be required to submit your engineering practical work. However, the examiners may request practical work from some candidates. More information on practical coursework in the third year can be found below.

12.6 Practical Coursework

You are expected to continue with laboratory work into your third year.

Preparatory lab reading and the particular mode of assessment depends on each individual B lab. If you have any questions regarding this then please speak to the lab organiser directly. Please also see the relevant section in the handbook for details on how labs are assessed and corresponding marking scales.

12.6.1 Laboratory Timetabling

Laboratory timetables are scheduled centrally by the Student Administration Office and are published on Canvas by the end of Michaelmas term. These labs mostly run throughout Hilary term, and you will receive an email from the Student Administration Office at the beginning of Hilary Term inviting you to sign-up for your labs.

There are a lot of B labs to fit into the 8-week teaching term and so the chance of lab sessions clashing is high. Whilst the Student Administration Office endeavours to minimise risks, there is no guarantee of avoiding clashes due to timetabling and room booking constraints. Once the timetable has been set, there is very little room or opportunity to change or create additional

sessions. If you have any questions regarding this, please speak to the Student Administration Office directly. You are advised to sign-up to your labs as early as possible.

Unless otherwise specified, you will need to attend only one lab session per B option – options that have two separate half-lab sessions will be indicated on the timetable. It is your responsibility to ensure that you are signed up for all your lab sessions, and to rearrange any sessions as necessary by contacting the lab organiser directly. Only in exceptional or emergency circumstances should you contact the Student Administration Office regarding any issues with rearranging lab sessions – it is best to do this directly with the lab organiser.

If you are ill, it is important to inform the lab organiser as soon as possible, especially as some lab projects involve groups working across multiple labs. In the first instance, the lab organisers will try to arrange for you to attend a later slot. However, if this is not possible and you are unable to complete a laboratory through illness or other urgent cause, you should obtain evidence immediately - usually from your doctor, college nurse, or member of college staff – where it states which laboratory sessions were affected and why. You should then submit a Mitigating Circumstances Notice to Examiners (MCE), including all your evidence in your submission. The Exam Board will review the evidence in due course and decide whether it is appropriate for you to receive an excusal for that lab.

12.7 Exchange Programme Opportunities

To prepare for a global engineering career, there is no substitute for experiencing different cultures first-hand. The Department currently offers opportunities for up to five undergraduate students each year to participate in an exchange year with Princeton University in the USA.

Why participate in an exchange?

An exchange provides you with an opportunity to experience, in depth, the culture of another country whilst studying, and to make new friends and connections. Students who have participated in exchanges may also be more attractive to potential employers. It demonstrates that you are flexible, self-reliant, and can adapt quickly to the unfamiliar and to different cultures. Many students who have participated on an exchange also say that it has helped them to mature as a person. Princeton offers world-class teaching and learning opportunities and has been consistently ranked highly in the global rankings.

What will I do when I am on exchange?

You will live, study, and be assessed in the same way that students at Princeton will be. This means that the way you are taught, and assessed, in the fourth year, will be different from the way you

would be taught and assessed at Oxford. To make the most of your experience, it is best to be open to, and tolerant of, different cultures, an autonomous learner, and have the resilience to cope with adapting to a different way of studying and living.

What support will I receive while I am on exchange?

As well as the support you will still receive from Oxford, Princeton has comprehensive systems in place that will provide advice and guidance to you before you arrive. They will provide advice on tuition fees, living costs, and any additional costs such as health insurance.

Once you are studying at Princeton, you will also normally be assigned an academic mentor who will keep track of your academic performance on a semester-by-semester basis. Information on the Princeton Exchange will be communicated via email directly to eligible students and the relevant information published on Canvas.

12.8 Looking Ahead to the Fourth Year

No candidate can progress to Part C unless they have been adjudged worthy of at least second-class honours by the examiners in Parts A and B together at the first attempt.

A candidate who passes Parts A and B together but fails to be adjudged worthy of at least second-class honours at the first attempt, or who is adjudged worthy of at least second class honours in Parts A and B together, but who does not enter or withdraws from Part C, is able to leave with a Bachelor of Arts in Engineering Science (Pass or Honours with the classification obtained in Parts A and B together, as appropriate). Moreover, all candidates must also pass B1, B4 and B3 or B3E to get their degree.

"I'm confused...."

There is a flowchart in the Examination Conventions published on Canvas that demonstrates this process. If you have any questions, please contact the Student Administration Office.

Return to Contents

Go to Section 13

13 THE FOURTH YEAR COURSE (PART C)

13.1 Selecting your C paper options

At the end of your third year — in either Trinity term or during the summer vacation — you will receive an email from the Student Administration Office inviting you to select your options for your fourth year. This year allows you to build on the specialisms you began in the third year, and as such all fourth year options represent a broad spectrum of engineering specialisms.

When choosing your options, you should consult the "Module Options, Discipline Pathways, and Chartership requirements" document on the Canvas. This document will confirm what options are available, which Engineering disciplines they contribute towards, and if any papers are required for you to seek chartership with a particular Professional Engineering Institution. This document is updated annually when modules on offer are confirmed.

Please be aware that whilst you are allowed to change your options up until and after the examination entry deadline in December, changing your options after the deadline will incur a fee. If you do change your options, please inform the Student Administration Office so that they can keep up-to-date records and notify relevant members of staff.

13.2 Selecting your 4YP

In Hilary Term of your third year, you will receive notification from the Student Administration Office inviting you to choose your 4YP as part of the assessment for your final year by accessing the 4YP site. The site lists all available projects, and includes an overview of the project, details of the supervisor, and broad subject area(s): Aeronautical, Biomedical, Chemical, Civil, Electrical, Information, Mechanical and Thermofluids. Projects might lie between subject areas; in which case, they will be listed with a Primary and a Secondary area.

There are broadly two types of projects: Closed or Open. A Closed project can be initiated either by a student or by a supervisor. In a student-initiated project, you would get in touch early with a supervisor, suggesting an idea for a project. If the supervisor is interested, you and the supervisor can fine-tune it together and introduce it in the 4YP site. In this case, the student who has initiated the project automatically gets this allocation. In a Closed project initiated by a supervisor, the student will be chosen by the supervisor either at the time of introducing the project or through selection from students who express interests to the project once it is published. Most projects are in the Open category. Supervisors initiate these but do not intervene in their allocation to students. In this case, you will be allowed to choose six projects, in order of preference. The

allocation process is carried out by the Director of Fourth Year Studies, who runs an algorithm aiming to allocate the highest possible choices to all students, within the conditions set by Faculty (e.g., maximum number of students allocated to a single supervisor). The allocation process is completed in Trinity Term of your 3rd year.

Any queries regarding the 4YP process should be sent to the Student Administration Office in the first instance.

13.3 Teaching and Learning

In your final year, C papers will be taught either by tutorials (as for B papers) or by classes. Both are organised by and delivered in the department. The pattern remains as one example sheet for every four lectures. There are no labs in the fourth year.

When planning your study in relation to the lecture courses and examples sheets, remember that they are the lecturer's personal, and inevitably abbreviated exposition of a subject, and cannot be expected to tell you everything about it. This is especially important to remember now in the class system. Therefore, attending lectures, working through example sheets and writing your own notes are as important now as ever – these will provide the basis for which you start to prepare for your revision.

As in previous years, all example sheets and lecture handouts will be made available on Canvas. Students who have declared a disability are encouraged to discuss their specific needs with the Department Disability Contact (Head of Student Administration).

Classes

In a departure from previous teaching methods, classes will replace some tutorials. These classes are much bigger, with a maximum of 50 students per class. This means they involve significantly less one-to-one teaching. The classes will be longer than the tutorials, being up to two hours, and you will be taught by the lecturers, rather than tutors. There is subsequently even more opportunity to expand on your independent study skills and to learn directly from academic staff who specialise in the field – acquiring and improving upon the knowledge gained from your previous three years of study. Fourth year teaching is coordinated by the Student Administration Office in collaboration with the Director of Fourth Year Studies.

The department welcomes your feedback on anything related to C paper teaching, but any contact with the Director of Fourth Year Studies should be sent through the Student Administration Office in the first instance.

EEM Pathway

Students on the EEM pathway will either be able to complete an internal 4YP or a 24-week placement in industry. This placement is arranged in the term leading up to the fourth year, with the intention of completing the placement in July to December of your final year. Such placements are approved by the Associate Head of Department (Teaching). For more information on the EEM placement, please contact the Director of 4th Year Studies.

Fourth year EEM teaching will be delivered at the Saïd Business School (SBS). Students will receive details of classes and learning resources directly from SBS and will sit a three-hour paper called 'Entrepreneurship and Innovation'.

13.4 Course Structure

The table below gives an outline of the fourth year of MEng Engineering Science:

YEAR	PART	ELEMENT	WRITTEN PAPER (WP) OR COURSEWORK (C)	CORE (C) OR OPTIONS (O)
4	C	C Papers (choose 6 options, or 4 if you are also taking the EEM elective) 4th Year Project	WP C	O C

13.5 Assessment

The below table shows the distribution of assessment for the fourth year. Timetables will be published by Examination Schools approximately 5 weeks before the date of your first exam. You will also need to pass the coursework element (the Fourth Year Project, or '4YP'), which is worth half of your examinable units for the year, as indicated below.

YEAR	PART	ASSESSMENT	WRITTEN EXAM DURATION	EXAM UNITS (EU)
4	PART C	Six Optional C Papers Fourth Year Project	1.5 hours each N/A	3 3
	PART C (EEM)	Four Optional C Papers Entrepreneurship and Innovation	1.5 hours 3 hours	2 1
		Fourth Year Project	N/A	3
Total Examination Units in Part C				6 (out of 16 in Final Honour School)

Submission of your 4YP is done through Inspera and the deadline is Wednesday of Week 4 in Trinity Term. Further guidance on submitting your project will be made available in Hilary term of your fourth year, but please note that this is a formal assessment and as such there will be penalties for late submission. For further details please read the Examination Conventions.

Return to Contents

Go to Section 14

14 LOOKING AHEAD TO GRADUATION

Following successful completion of your Trinity term examinations in your fourth year, you will have officially finished your degree – congratulations!

The Final Honour School Board of Examiners will meet to agree your marks and your final degree classification (as specified in the corresponding Examination Conventions) during the summer. Following this, your classification and marks will be issued to you. Once you have your results, you will be able to attend your graduation ceremony.

Careers, University of Oxford (previously known as the Careers Service) is an invaluable resource, especially as you think about life after your degree. Visit www.careers.ox.ac.uk to find out more about how Careers can assist you in improving your employability skills. Careers also has a job search database called CareerConnect for internships, placements, and graduate opportunities.

The Department wishes you all the very best for your future plans – whether as an engineer in industry, continuing your studies as a postgraduate student, or in an entirely different career. When you graduate, you will become a member of our alumni community, and be invited to attend some departmental activities, alumni lectures and other events we think you might find enjoyable or useful. Please do engage with the department's alumni community and stay in touch.

Return to Contents

Go to Section 15

15. SKILLS AND LEARNING DEVELOPMENT

15.1 Academic progress

The monitoring of academic progress is carried out at both the collegiate and the departmental levels. The Department is responsible for recording and tracking your attendance, any issues related to your teaching and learning and for timetabling your lectures and labs. Your college is responsible for your tutorial support, feedback using the college's reporting system (TMS), and your overall pastoral care. Please refer to your college handbook for full details of what they provide for you.

15.2 Learning development and skills

Having access to high quality teaching material and dedicated tutors is the starting point for your university education; the rest is up to you. There is no replacement for patient and well-planned personal study. It is essential that you invest the time and effort to absorb the concepts and facts presented in lectures. The tutorial sheet problems provide an opportunity to apply new knowledge and to discover how solutions develop. Like any skill you wish to develop further it is necessary to practice without rushing and pay attention to detail. Avoid the temptation to learn superficially and work consistently well throughout the academic year.

15.3 Opportunities for skills training and development

A wide range of information and training materials are available to help you develop your academic skills through the Oxford Students website. These include time management, research, library skills, referencing, revision skills and academic writing.

http://www.ox.ac.uk/students/academic/guidance/skills.

15.4 Language learning and upskilling

The University of Oxford Language Centre provides a wide range of general and specialised courses in foreign languages and Academic English. See https://www.lang.ox.ac.uk/.

15.5 Careers information and advice

Information and advice regarding careers are available at

Careers, University of Oxford (previously known as the Careers Service): www.careers.ox.ac.uk.

Return to Contents

APPENDIX A: HEALTH AND SAFETY

Introduction

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 Etc. Act 1974. Undergraduates and visitors will be expected to comply both with the law and the safety requirements of the Department. To this end, the department has a basic set of safety rules that apply to all undergraduates, which are listed below.

Departmental safety rules for undergraduates, applying to all years of study:

1. Undergraduates 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.
    b. 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, and which are directly supervised. Fourth year undergraduate students working on project work may be granted access outside these hours following completion of an extended access permit.
    c. 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 have been completed before the project work starts.
    d. For the purposes other than programmed experiments or project work by permission of:
        i. the member of staff responsible for the safety in the relevant laboratory or,
        ii. the Administrator or,
        iii. the head of the relevant workshop providing all necessary risk assessments have been completed before the work starts.

2. Outside normal working hours, undergraduates 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 authorized 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, undergraduates are not permitted to enter research laboratories, staff offices, stores, workshops, roof/balcony areas, service areas, photographic darkrooms, reception areas (except public spaces), or any room displaying a specific hazard warning notice.
5. Each practical and experimental exercise will provide risk assessments with more detailed safety requirements, where required. All undergraduates will be expected to abide by these safety requirements and act on them accordingly.
6. Workspace inductions and training for undergraduates as defined by the supervisor, must be completed prior to work being undertaken.
7. It is an offence under law for anyone to intentionally interfere with or misuse anything provided in the interests of health, safety, and welfare including putting themselves and/or others at risk. It is also an offence not to use any personal protective equipment (PPE) or engineering controls provided in the interests of health and safety. PPE must be maintained in good order, and you have a duty to report any PPE or engineering control 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.

NB: Any student experiencing health issues likelihood on impact on their ability to work and/or exit the building safely (even if only temporarily) should advise the Department's Safety Officer of their situation. This is so that appropriate help can be arranged which will be readily available in the event of an emergency such as Personal Emergency Evacuation Plans (PEEP).

For further useful information on Health and Safety, please consult the department's Health and Safety Intranet.

Last updated in September 2026

APPENDIX B: Department of Engineering Science – Out of Hours Working Policy

Background

1. This policy implements the requirements of departments set out in University policy statements and available here online University Policy Statements.

2. Sustained excessive working hours can have detrimental effects on a person's general mental and physical wellbeing and negatively impact performance. It is therefore preferable that activities occur during normal hours alongside colleagues, and out-of-hours work is considered an exception rather than standard practice. However, the diverse nature of our work means lone and/or out-of-hours working is sometimes required; and the diversity of our people means flexible working is sometimes preferred.

3. Specific buildings may have additional requirements. Any such requirements are in addition to those set out in this policy.

Definition

4. Out-of-hours work is defined as taking place outside normal working hours. During this time, staff who would normally help in an emergency, and are trained to do so, are not likely to be on site.

5. Departmental policy recognises the following times. Anything other than work taking place in core hours is deemed to be taking place out of hours.

Core Hours	Extended Hours	Late and Weekend Hours	Departmental Closure Periods
Mon-Fri 7.30am to 6.00pm	Mon-Fri 6.00pm to 8.00pm (*IBME 6.00pm until 10.00pm)	Mon – Thu 8.00pm - 7.30am, Fri 8.00pm – Mon 7.30am (*IBME Mon – Thu 10.00pm -7.30am, Fri 10.00pm – Mon 7.30am)	As specified each year

Management of risk

6. A specific risk assessment for working outside core hours is not required for low-risk work such as general office duties and computer-based work. However, residual slips, trips and falls remain so protocols for summoning help in the event of an incident should be documented, available and understood by all those who are working out of hours.

7. For all other activities, a risk assessment must be carried out with oversight of such risk assessments by the DSO. This responsibility lies with the Supervisor/Line Manager of the group and/or activity.

8. The Supervisor/Line Manager of the group and/or activity must fully risk-assess all activities to establish which are and which are not acceptable to carry out "out of hours" taking into

consideration; the type and duration of the activities; the locations in which the activities are undertaken; the competency levels of the individual undertaking the work e.g. new starter, the first aid and other emergency arrangements, and any other factors that may give rise to greater risk.

9. The assessment for out of hours working should be documented – either in individual activity risk assessments or in a risk assessment for the whole laboratory/workshop and must also include assessment the risks associated with lone working. The arrangements must set out how approvals are put in place before any out of hours working is undertaken.

Core Hours	Extended Hours	Late and Weekend Hours	Departmental Closure Periods
Mon-Fri 7.30am to 6.00pm	Mon-Fri 6.00pm to 8.00pm (*IBME 6.00pm until 10.00pm)	Mon – Thu 8.00pm -7.30am, Fri 8.00pm – Mon 7.30am (*IBME Mon – Thu 10.00pm -7.30am, Fri 10.00pm – Mon 7.30am)	As specified each year
All Office based work permitted.	Office based work permitted by staff and postgraduate students.	Office based work permitted by staff and postgraduate students.	Office based work permitted by staff and postgraduate students.
Lab/workshop work permittable subject to risk assessment	Lab based work subject to risk assessment approved by the line manager/supervisor. Undergraduate students with permissions in place*. No high-risk work.	*Lab based work only by exception and subject to risk assessment and agreement by the DSO. Only low or medium-risk may be considered. No high-risk work.	*Lab based work only by exception and subject to risk assessment, agreement by the DSO and written permission of the HOD or their nominated delegate. Only low or medium-risk may be considered. No high-risk work.
Within the OTI, Lab/ workshop work permittable subject to risk assessment	Work at OTI requires additional approval by the Institute Director and academic/PIs must be present for the duration of the work.	Work at OTI requires additional approval by the Institute Director, such permission will not normally be given. In exceptional circumstances where permission is given, the DSO must have oversight of the risk assessment, and the academic/PIs must be present for the duration of the work.	Work at OTI requires additional approval by the Institute Director, such permission will not normally be given. In exceptional circumstances where permission is given, the DSO must have oversight of the risk assessment* and the academic/PIs must be present for the duration of the work.
*Within the IBME, Lab/ workshop work permittable subject to risk assessment	*Within IBME, Lab based work subject to risk assessment approved by the line manager/supervisor.	*Within IBME, Lab based work subject to risk assessment approved by the line manager/supervisor. High-risk work at the IBME may only be considered with approval	*Within IBME, Lab based work only by exception and subject to risk assessment, agreement

		by the IBME safety officer or the IBME Director	by the IBME Safety Officer and written permission of the IBME Director

* *Minimum requirements set out by MPLS, the Divisional Safety Office, for working when the building is closed are as follows:*

a. *Risk assessment detailing how out of hours and lone working will be avoided.*
b. *Risk assessment to include advice from the DSO.*
c. *Written permission is sought from the HOD.*

10. Undergraduate students are not permitted to carry out lab-based activities outside core hours. *Head of Department may give exceptions for specific activities at specific times i.e. Formula Student Project, Rocketry Society Project.

11. The assessment of risk for out of hours working must include:

- The level of training, knowledge, experience, and capability that any individual working out of hours needs to have to deal with any foreseeable emergency without assistance e.g. knowledge of local rules, first aid arrangements, emergency call points etc.
- Details of how lone working will be avoided during out of hours working.
- Confirmation that the individual working out of hours will have access to a functioning phone to call for help if necessary and they know to call 999 for medical emergencies or the Universities Security's Emergency Helpline 01865 2 89 999.

Last updated in September 2025

Return to Contents

APPENDIX C: Access to Departmental Buildings

1. Undergraduate Students are permitted to use the main entrances to the Thom (including 8th floor study area) and Holder Buildings in the Keble Triangle between the hours of 08:00hrs and 18:00hrs during the following periods:
    a. Weeks 0th -10th (inclusive) in the Michaelmas and Hilary terms
    b. 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 8th floor study area, and undertaking work related to Third Year Projects (3YP) or Fourth Year Projects (4YP).
3. This permission is granted on condition that the only activities undertaken are low-risk such as desk-based computer analysis of data, literature reviews or writing up of results.
4. This permission can be extended to allow higher risk activities or out of hours working by the Undergraduate Student such as tests and experiments using mechanical, electrical, or chemical equipment and materials, so long as supervision by a competent person is in place and an adequate risk assessment has been completed and reviewed by the DSO.
5. This permit, together with a current University Identity Card, must be carried at all times within the department, and produced upon request. Any Undergraduate Student that is unable to meet these requirements will be asked to immediately leave the department premises.
6. Random checks on Undergraduate Students present in the department will be conducted by the Head of Finance and Administration and the DSO. Students found to be not complying with this appendix will have their extended access permission withdrawn and the Head of Department notified.

Return to Contents

Go to Appendix D

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



1. Be prepared and stay calm

Recent events in the UK and around the world remind us all of the terrorist threat we face. Police and security agencies are working tirelessly to protect the public, but it is also important that individuals remain vigilant and aware of how to protect themselves if the need arises.

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:

- Exact location of and the number of offenders
- Type of incident
- Any physical descriptions of the offenders
- Number and type of weapons used by the offenders
- Number and potential casualties at the 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.

Return to Contents

Go to Appendix E

APPENDIX E: THIRD- AND FOURTH-YEAR PROJECTS

1. Third Year Project

The Third-Year project (3YP) is intended to provide you with experience of, and insight into, the engineering design process. Your objective is to produce reports in the form of detailed design proposals. These proposals will contain sufficient engineering detail, together with costings as well as market and sustainable development evaluations, to enable the senior managers of a prospective manufacturing company to evaluate the engineering and economic feasibility of your design. Students on the EEM pathway are required to produce reports with approximately 50% dedicated to the business case.

- The design exercise will be a "paper" one. As is common in industry, the depth and detail with which you will be able to pursue your design will be constrained by the limited time available, and you will have to work efficiently and enthusiastically to get your final design reports ready by Trinity Term.
- At the discretion of your supervisors, you will probably be divided into design teams and be given some freedom to organise the management of your team and the distribution of tasks to individuals within the team. This is a deliberate part of the exercise and effective team working is an important element of a successful project.
- Each project will have a supervision team consisting of academic staff, members of the Teaching and Design Support Group (TDSG), Research Assistants, Technicians, and collaborators from industry, as appropriate. They are there to provide guidance and technical advice, but don't expect them to do your design for you!
- The students and supervisors for each project will meet on a weekly basis, at a time published by the Student Administration Office (usually Monday/Tuesday afternoons). The supervision team will provide the design briefs, and other material relevant to individual projects, and will help you plan an overall timetable for your project.
- You will give progress presentations to your project group from time to time. Expect to receive and give constructive criticism.
- Final reports will take the form of a documented design proposal written collaboratively as a team. The contribution of each author must be clearly identified (typically by an explanation at the beginning and by putting names on the contents page and at the top of each page of the report). Each student contribution is limited by the Examination Regulations to a maximum of 30 pages (including all diagrams, photographs, references and appendices).

- You will make a final presentation of your design proposal on a date set by the Student Administration Office in Trinity Term. This will take the form of the technical and marketing presentation (business presentation for EEM) you would give to the design and production managers of the company you are convincing to manufacture and market your design. An evaluation of your presentation will be entered on your assessment form by your supervisors. A member of the Exam Board will be present to assess your presentation.
- Alongside your submission, you will also include a supporting statement indicating that you have suitably considered the societal impact of your work, drawing on the topics covered in the B2 module.

2. Fourth Year Project

Projects in the fourth year are undertaken by individual undergraduates. The work usually involves significant original design and construction, or original research, and is done in close consultation with a nominated supervisor from the academic staff. Topics are usually selected from a list published in Hilary term of your third year. It is sometimes possible to do a project on an idea of your own, but this is dependent on finding an academic supervisor.

The expectation is that students and supervisors will normally meet on a weekly basis, at a time arranged by individual project supervisors. Students are required to submit an interim report and attend an interim interview with an academic (not your project supervisor) who has knowledge of your research area. This normally happens during Week 8 or 9 in Michaelmas Term. You will also have a final interview with an examiner in either Week 5 or 6 of Trinity Term which will form part of your assessment.

The fourth-year project (4YP) report must not exceed 50 pages in length (including all diagrams, photographs, references and appendices); for further details refer to the Examination Regulations and Examination Conventions. The supervisor is expected to:

- Discuss in detail the student's outline for the report.
- Look carefully at a single draft of the report, making reasonably detailed comments and constructive suggestions on both the content and style (including grammar), and give guidance on the overall structure of the report. The comments should be sufficient for the student to make appropriate improvements to their drafts and attend to any major problems.
- Supervisors will not provide comment on drafts for which feedback has already been provided.

APPENDIX F: Understanding harassment and sexual misconduct

The University of Oxford is committed to fostering a safe environment where all students can thrive. Harassment and sexual misconduct are not tolerated here.

For full information on the University's policies, procedures, and support services related to harassment and sexual misconduct, please see Supporting Students at Oxford: Preventing Harassment and Sexual Misconduct.

Oxford is a collegiate University, which means students may be members of both the University and a college (or Permanent Private Hall). While this guide outlines University-wide policies and procedures, colleges will have their own policies and sources of support. You are encouraged to consult your college (if applicable) for further guidance and to familiarise yourself with college specific approaches to harassment and sexual misconduct.

What we mean by harassment and sexual misconduct:

The following guidance relates to complaints of harassment against students, where "harassment" is defined by reference to both: the definition in the Equality Act 2010 and the Protection from Harassment Act 1997.

Harassment

For full definitions and guidance view the Student Disciplinary Procedure (Non-Academic Cases).

Under the Equality Act 2010 harassment is:

- Unwanted conduct of a sexual nature or relating to a protected characteristic (listed below) which has the purpose or effect of
    - Violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

OR

- Less favourable treatment as a result of the person either rejecting or submitting to harassing behaviour that is related to gender reassignment sex or of a sexual nature.

Where the conduct is of a sexual nature this is described as "sexual harassment".

For the purposes of investigating a formal report or in deciding whether the conduct has the effect of violating someone's dignity or creating an intimidating hostile, degrading, humiliating or offensive environment, each of the following are taken into account: the perception of the person who is subject to the conduct, the other circumstances of the case and whether it is reasonable for the conduct to have that effect.

Protected characteristics include: Age, disability, gender reassignment, race, religion or belief, sex, sexual orientation.

Under the Protection from Harassment Act 1997, repeated unwanted behaviour towards another person (or people), including causing them distress or fear may also be considered harassment, even if not related to a protected characteristic.

Harassment can take the form of individual behaviour, including:

- Face to face, either verbally or physically
- Through other forms of communication, including but not limited to written communications and communications via any form of electronic media or mobile communication device.
- Directly to the person concerned, or to a third party.

Examples of behaviour which may amount to harassment relating to a protected characteristic:

- Jokes, gestures or derogatory comments, for example, about a student's disability.
- Verbal and physical threats, intimidating, disparaging or insulting behaviour linked, for example, to gender reassignment, sex or sexual orientation.
- Assaulting someone, for example, targeting someone with violence because of their race, religion or gender reassignment.
- Posting offensive comments on electronic media, including using mobile devises, for example, sending memes that mock another student's religion directly to that student.
- Isolating someone from University-organised academic activities, for example, excluding another student from group work due to perceived religious, cultural, or gender differences.

Examples of behaviour which may amount to sexual harassment:

- Invading someone's space, for example, by standing unnecessarily close to them.
- Inappropriate body language, for example, looking or staring at them in a way that feels uncomfortable or intimidating.

- Sending unwanted sexual messages that are humiliating, insulting, abusive and/or intimidating.
- Publishing, circulating or displaying pornographic or sexual images, or other sexual content.
- Making sexually explicit comments or innuendos, for example, about someone's body or appearance.
- Unwanted sexual advances and physical contact, for example, placing a hand on someone's thigh, lower back, or shoulder.

Harassment can also include being treated less favourably as a result of rejecting or submitting to harassing behaviour in relation to gender reassignment, sex or of a sexual nature.

Examples of behaviour which may amount to harassment in this context:

- Being excluded, criticised or ignored in group work as a result of rejecting or submitting to unwanted sexual advances.

Examples of behaviour which may amount to harassment under the Protection from Harassment Act

- Sending a threatening message to more than one person.
- Repeatedly sending someone threats of violence or harm.
- Repeatedly shouting at, insulting, disparaging or intimidating a person.
- Repeatedly sending graphic content, for example, sending violent or hateful images, to someone.

Stalking is a form of harassment and may be characterised by any of the following repeated and unwanted behaviours that cause distress or fear in a person:

- Following or watching someone, in person or online.
- Making calls or sending messages or emails.
- Loitering in any place, for example, waiting outside someone's residence, classroom or study area without a legitimate reason, in order to watch or approach them.
- Publishing statements or sharing personal details without consent.
- Watching or spying on a person including through the use of CCTV or electronic surveillance.
- Interfering with someone's property, for example, repeatedly tampering with or hiding their belongings.
-

Sexual Misconduct and Consent

Sexual misconduct is defined as any unwanted conduct of a sexual nature. For a full definition of sexual misconduct and what constitutes consent, plus guidance, view the Student Disciplinary Procedure (Non-Academic Cases).

Sexual misconduct occurs where:

- Consent was not given, and
- The person accused of sexual misconduct did not reasonably believe that consent had been given.

What is consent?
Consent is the agreement to engage in an activity, by choice, and with the freedom and capacity to make that choice.

A person cannot consent if:

- They are incapacitated, and unable to make a decision and communicate that decision. This may be due to, for example, the influence of drink, drugs, age or disability.
- They are not in a position to make a choice freely and without constraint in all the circumstances (e.g., because of threat or coercion).
- They are incapacitated or unable to make a choice freely because they have been given a substance without their knowledge or agreement.
- They are asleep or otherwise unconscious.

If you have a concern and need support

The University recognises that experiencing or witnessing harassment or sexual misconduct can have a significant impact. Support is available to anyone affected - whether you have experienced something directly, witnessed an incident, been named in a report, or are seeking help for related reasons.

You don't need to make or be involved in a formal report, or meet any thresholds, or definitions to access support. Even if you're not sure what happened, you can arrange a meeting with a service to receive some practical and emotional support.

A full list of support services is available in Supporting Students at Oxford: Preventing Harassment and Sexual Misconduct.

University support services (all free to access):

- Sexual Harassment and Violence Support Service – independent, confidential specialist support if you have experienced sexual harassment or violence, domestic/relationship abuse or stalking.
- Independent Sexual Violence Advisor (ISVA) – Independent of the University, including colleges/departments, offering advocacy and guidance if you're reporting sexual violence to the University, college or police.
- Reported Student Service – Confidential support if you have been informally accused of sexual misconduct or named in a formal report.
- Harassment Advisor Network – Trained advisors across the University offering confidential advice and guidance to anyone affected by harassment, including if you have been accused of harassment.

Additional support

- Oxford SU Student Advice Service- Independent, confidential advice on accessing support, navigating processes, or responding to incidents of harassment and sexual misconduct.

College support

College welfare teams – Colleges offer their own support, which may include welfare officers, peer supporters, Chaplains (for all faiths and none) and nurses. These teams can offer confidential support and help with access to further support if needed.

Options for addressing a concern:

If you've been affected by harassment or sexual misconduct you have both informal and formal options. There is no single right way to respond, you can choose what feels right for you.

Informal resolution

In some cases, informal resolution may be appropriate. This could include a structured conversation, clarification of expectations, or other practical steps. It can be facilitated by the Associate Head of Department (Teaching).

Formal reporting

Formal reports can be made to the University or your college, depending on the situation.

- Reports involving students from another college:
  Formal reports are submitted to the Proctors' Office under the University's *Student Disciplinary Procedure (Non-Academic Misconduct)*.
  You can submit a report by email or request a meeting with the Proctors' Office (casework@proctors.ox.ac.uk) first, to ask questions or talk through your options.

- Reports involving University staff:
  Reports are submitted to the relevant Head of Department and considered under the University's *Procedure for Complaints of Harassment Against University Staff*.
  You can choose to email a written report or meet with the Head of Department beforehand to discuss your concerns and get advice on next steps.

- College-specific procedure for reports involving members of the same college:

  Please note that colleges have their own procedures for reporting concerns about students and college staff and responding to harassment and sexual misconduct. If applicable, you are encouraged to consult your college for further guidance and support related to college-specific matters.

In general, colleges usually handle reports when both individuals are from the same college. The University usually takes the lead when individuals are from different colleges.

For full reporting guidance, consult Supporting Students at Oxford: Preventing Harassment and Sexual Misconduct.

Policies and procedures to know about

The University has a number of policies that outline expectations for behaviour and how concerns are addressed, including the:

- Harassment Policy
- Statute XI: Code of Discipline
- Student Disciplinary Procedure (Non-Academic Misconduct)
- Procedure for Complaints of Harassment Against University Staff
- Policy Concerning Relationships Between Staff and Students
- Code of Practice on Freedom of Speech.

You can find and read all relevant policies in Supporting Students at Oxford: Preventing Harassment and Sexual Misconduct.