MSc in ENERGY and ENVIRONMENTAL TECHNOLOGY and ECONOMICS

PROGRAMME HANDBOOK 2014 – 2015
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Welcome to the MSc in Energy and Environmental Technology and Economics

A warm welcome to all students joining the MSc in Energy and Environmental Technology and Economics.

This course was developed to provide you with the knowledge and the skills of the in cost-effective management and regulation of the rapidly changing energy sector. The course will fuel you with knowledge of the latest technologies and of the economic and regulatory issues relevant to this field. Issues such as the implementation of energy management systems and technologies, including renewables, while recognising the importance of the evolution of the energy supply side are addressed. Important environmental issues such as those arising from combustion of hydrocarbon fuels for industrial and transport purposes are also covered.

The course is both academically and industrially led providing you with a firm basis for career development. Our aspiration is to have as graduates from our course the future leaders that will form the new global vision and develop the policies regulating the energy field

This handbook will guide you through the various details relating to the structure of the programme, University regulations and other services designed to support you during your study.

I wish you all a most successful year.

Dr Konstantina Vogiaztaki
Programme Director
Key Contacts

The administrative staff for Postgraduate programmes within the school are located in C105 in the Tait Building. Below is a list of key contact persons for your degree.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Name and email</th>
<th>Room No</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Director</td>
<td>Dr Konstantina Vogiatzaki</td>
<td>A306</td>
<td>4206</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:konstantina.vogiatzaki.2@city.ac.uk">konstantina.vogiatzaki.2@city.ac.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Leader</td>
<td>Prof Martin Fry</td>
<td>CG16</td>
<td>01628829959</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Martin_r_fry@btinternet.com">Martin_r_fry@btinternet.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postgraduate Course Office</td>
<td><a href="mailto:cmeng@city.ac.uk">cmeng@city.ac.uk</a></td>
<td>C105</td>
<td>8108</td>
</tr>
<tr>
<td>Learning and Research Support Co-ordinator</td>
<td>Verena Price</td>
<td>Library</td>
<td>4245</td>
</tr>
<tr>
<td>IT Service Desk and Moodle</td>
<td><a href="mailto:it-servicedesk@city.ac.uk">it-servicedesk@city.ac.uk</a></td>
<td>E101</td>
<td>8181</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.city.ac.uk/itservicedesk">www.city.ac.uk/itservicedesk</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Purpose of the handbook

This handbook provides students with information about your programme, and key University information about:

- Organisational and administrative procedures;
- The learning, teaching and assessment process;
- Support available to students;
- Extenuating circumstances (or what to do if you experience problems with your studies);
- Other University policy and regulation that affects your studies.

This handbook is accompanied by further information found on the University’s website: www.city.ac.uk/current-students

City University London provides students with a new handbook each academic year that contains the most up to date information. We hope that you will find this information useful.

If you would like to comment on the handbook contents, or have comments about how to improve the information provided, please forward these by email to our Post Graduate Office (cmeng@city.ac.uk)

Disclaimer

The information in this Handbook is correct at the time of going to press in [July 2014]. The University reserves the right to make amendments to:

a) the contents of the Programme Handbook and in particular to the timetable, location and methods of delivery or the content, syllabus and assessment of any of its programmes as set out in the programme and module specifications in this Handbook and/or on the University’s website; and

b) its statutes, ordinances, regulations, policies, procedures and fee structures, provided that such amendments are (i) as a result of student demand (or lack thereof), (ii) as a result of unforeseen events or circumstances beyond the University’s control or (iii) are deemed reasonably necessary by the University.

In the event that amendments are made, the University shall take reasonable steps to notify you as soon as is reasonably possible.
2. General and Essential Information

Postgraduate Office
The Postgraduate Office is located in room C105 on the first floor in the Tait Building at Northampton Square. The office is open from 9.00am to 5.00pm Monday to Friday (the office closes at 12pm on Wednesdays). If your enquiry may take some time, please contact the Course Officers to arrange an appointment.

Requests for Letters
Course Officers are able to provide you with the following letters if required:

- Confirmation of student status
- Council Tax Exemption Letter
- Bank Letters
- Any letter for visa Extension
- Transcripts of Marks

If you require a letter, please complete the letter request form available from the Postgraduate Office. Please allow 48 hours before collecting your letter. The Student Centre can also produce most of the above letters.

Change of Personal Details
If you change your personal details such as contact address or your name, please inform the Course Officers. If you are requesting a change of name then the course officer will need to see documentary evidence such as marriage certificate, etc.

Student Identity Card
When you register, you will be given a student identity card. This will incorporate a digital photograph and will contain your unique student registration number. You must carry this card with you at all times when you attend the University. You will not be able to enter an examination room if you do not have this ID card with you.

Your student ID card will allow you to register with the Library both on the main campus at Northampton Square and at Cass Business School.

If you lose your ID card you will be charged a small replacement fee for a new one. Replacements cards are issued between 1.00 – 3.00pm, Monday to Friday from the card office adjacent to the main reception desk, Northampton Square.
Sources of Information
It is your responsibility to keep yourself informed about changes in teaching arrangements, study requirements, examinations, etc.

Websites
www.city.ac.uk

The University website contains essential information and you should become a regular user.

Moodle
moodle.city.ac.uk

Moodle is the Virtual Learning Environment used at City University to enhance the teaching experience by enabling staff to provide you with access to online course materials, resources, interactive activities, and assessment and communication tools.

Moodle is an interactive, dynamic environment. Access is controlled via a username and password to ensure security. Each user has a differently tailored view of Moodle depending on which subjects you study and your particular needs.

The School is actively developing material for a number of modules. Modules automatically appear in your "Home" page as they become available.

Email
Email is the essential means of communicating with staff and students and you must obtain an email address as soon as you have registered. https://uss2.city.ac.uk/csd/self-registration/

Do check your email daily and make sure your inbox does not become full due to overuse on your part. Please note that your City email address will be used as the first point of communication. You can arrange to set up forwarding and redirecting from your City email address. You can obtain instructions from the IT Service Desk.

Library and Library Support
Throughout your time at City University you will have access to many information resources, both in the library and online. To access the library you will need your University ID card and your IT username and password for the electronic material.

The Main Library is situated at Northampton Square where you will find the majority of materials that you will need for your course. For up to date information on opening hours, always check the library website (www.city.ac.uk/library). You also have access to our other site Libraries, including Cass Learning Resource Centre at Bunhill Row.

You can borrow up to 15 items. We have a few different loan periods: 24 hour loan for high demand books, 3 days, 1 week and 4 weeks for the main book stock. We should have your reading lists accessible via Moodle, for each of your modules, making it easy to find your recommended books and journal articles, by clicking on the link in the Online
Reading List. Everything that we have access to is available on the Library catalogue
www.city.ac.uk/library

You can also access electronic resources on and off campus through the Library
catalogue, including e-books, e-journals and databases. To access these, you will need
your IT username and password. If you have any difficulties with this, please just ask a
member of staff to help.

If we do not have the materials you need, you can apply for SCONUL access to other
participating libraries, see www.access.sconul.ac.uk to register. We also can get hold of
material through the Inter-Library Loan scheme,
(http://www.city.ac.uk/library/services/interlibrary-loans) there is a £3 charge per item for
Inter-Library Loans.

The Library is also a place for you to study. There are lots of different areas suited to
group and individual study – please make sure you use the right area for your needs and
respect your fellow students. Please also note that food and drink is not permitted in the
Library, although you may drink bottled water, and we ask that you only use the silent
functions of your mobile phone.

If you need help and support, your subject librarian is available for training and one to one
appointments, see http://libguides.city.ac.uk/subjectlibrarians – or just email
libaccess@city.ac.uk.

Antisocial Behaviour
The University will not tolerate antisocial behaviour towards other students or members of
staff. This includes the use of abusive language, physical abuse, verbal or physical
harassment. These can constitute gross misconduct, which may be dealt with under the
University’s disciplinary procedure and may result in expulsion from the University.

Non-EU international students and tier 4 visas
Detailed information for non-EU international students and about tier 4 visas can be found
on our Visa and Immigration advice web pages:
http://www.city.ac.uk/international/international-students/international-student-visa-and-
immigration-advice. We have also provided a short guide at the end of this handbook

Disabilities
Any know learning disabilities should be reported to the Post Graduate Office at the
beginning of the Academic Year. Additional information can be found at the end of the
handbook at the section “Learning Success Team”.

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2. Student Finance

Tuition Fees
Both Home/EU and International fees are payable in two equal instalments, the first 50% at registration/re-registration in September/October and the second 50% on the last working day in January of the same Academic year.

The University takes firm action against students who fail to pay their fees on time, which includes the removal of computer and library access, deregistration, use of external debt collectors and possible legal action. The University also reserves the right to charge additional fees to cover interest and administration costs as a result of non-payment. If your personal circumstances change after commencing your course in a sudden and material way that, though no fault of your own, you cannot comply with these regulations, you must contact the Finance Office (Registration-finance@city.ac.uk) without delay to discuss the problem and submit satisfactory evidence to support your case. We will do our best to help but you must let us know if you are experiencing difficulties – do not ignore it.

Students who have not paid the full tuition fees by the due date in January will be prevented from attending the examinations and any results will be withheld until payment is received.

Sponsored Students
If your fees are to be paid for by a sponsor, please either complete an SP1 Sponsorship Form (available from the Finance Office) or provide a signed letter on company headed paper indicating that you are to be sponsored so we can send an invoice once you have registered. We will need either the SP1 Sponsorship Form or the letter on headed paper to be provided to us before you can complete online registration.

If your sponsor does not pay your fees promptly within 30 days of an invoice being presented to them, the University may no longer recognise them as your sponsor and you will become personally liable to pay your tuition fees.

Refund of fees
Fees paid to the University will only be refunded in very exceptional circumstances and only with the approval of the Dean of the School.

Please note that once the year has started the University may not be able to offer your place to another student and, as a consequence, you will be liable for fees depending on your last date of attendance. The fees charged for Postgraduate students, following withdrawal, are as follows:

- Nil will be charged if you withdraw on or before 31 October, but any deposit paid will be retained.
- 50% of the annual fee will be charged if you withdraw between 1 November and 31 January.
- and 100% of the annual fee will be charged if you withdraw on or after 1 February.
3. Key Information about the academic year

Academic Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction for new students</td>
<td>22-26 September 2014</td>
</tr>
<tr>
<td>Autumn Term</td>
<td>29 September-12 December 2014</td>
</tr>
<tr>
<td>Winter break</td>
<td>15 December 2014-09 January 2015</td>
</tr>
<tr>
<td>Spring Term</td>
<td>05 January-17 April 2015</td>
</tr>
<tr>
<td>(Assessment Period)</td>
<td>(12-23 January 2015)</td>
</tr>
<tr>
<td>Spring break</td>
<td>13 April-08 May 2015</td>
</tr>
<tr>
<td>Summer Term</td>
<td>20 April-28 August 2015</td>
</tr>
<tr>
<td>(Assessment Period)</td>
<td>(11 May-05 June 2015)</td>
</tr>
<tr>
<td>Study, including dissertation completion/ placement</td>
<td>08 June-28 August 2015</td>
</tr>
<tr>
<td>Resit Period</td>
<td>17-28 August 2015</td>
</tr>
<tr>
<td>Study, including dissertation completion/ placement OR holidays</td>
<td>31 August-18 September 2015</td>
</tr>
</tbody>
</table>

September 2015 Dissertation submission***

* Some learning activities, including revision classes or teaching, may take place during holidays. Please refer to the online Timetabling for your programme.

** Programmes with no examinations at this time may incorporate other learning activities, including teaching, during this period.

*** The exact date will be announced during the year

More information about the academic year can be found at http://www.city.ac.uk/about/city-information/academic-year

Module Timetable

Because of the possibility of changes in the timetable, we do not distribute personal copies of the timetable. Check the timetables on the University website at: http://sws.city.ac.uk/tt1314

The timetable changes each term and there are some variations to the timetable from week to week. Make sure you check the timetable each week.
4. MSc in Energy and Environmental Technology and Economics

Introduction to the course
The Course recognises the increasing demand for postgraduate education blending the skills described. Entry routes will encourage graduates of engineering, business, economics and other relevant degrees and non-graduates with appropriate skills and knowledge derived from career based experience.

The Course is run on a modular basis, typically a 4-day Module per month at a rate of one a month or so, and incorporates relevant module and project work. It is therefore also accessible to those in employment and provides immediate links with current energy issues.

The Course is presented by high quality lecturing staff drawn from different backgrounds in the energy and environmental fields. Most of the staff involved in the delivery of the course hold senior positions in the energy industry, both with major energy suppliers and with major users, while others provide consulting services to the very many and diverse companies and organisations for whom energy purchase, energy efficiency, carbon management and environmental constraints are important financial drivers. It is this background that keeps their contributions ‘bang up to date’ and highly relevant.

Being City of London based, it offers benefits to participants from financial and government institutions as well as from all types of business.

A formal agreement with the Centre for Environmental Strategy at the University of Surrey enables the widening of elective choice. Students who would like to further their insight into Sustainable Development will benefit from this option.

The recently opened Centre for Efficient and Renewable Energy in Buildings (CEREB), a joint project with London South Bank and Kingston Universities, has created a major opportunity for teaching with its range of renewable and energy efficient technologies, all on display and instrumented for ready access to performance data. Major research opportunities are also available. The Centre is located at London South Bank University.

Who’s who

Program Director: Dr Konstantina Vogiatzaki, City University
Course Leader: Prof Martin Fry, City University

Module Leaders:
Prof Martin Fry, City University
James Britain, The Discovery Mill
Prof Gordon MacKerron, University of Sussex
Prof Philip Thomas, City University,
Zabi BazaRI, Managing Director at Energy and Emissions Solutions (EnEmSol))

Speakers
Paul Gardiner, Combined Heat & Power Association
Dr Michael Smith, Global Shift
Pedro Guertla, ACE
Prof Matthew Leach, University of Surrey
Aims and Objectives
The Course mission statement is ‘to provide those concerned with the exploitation of the energy resource, the cost-effective management of its use and the development of new and renewable technologies with the tools and expertise that will be required as the world moves towards a sustainable future’.

As the UK firms up on its long term commitments, with developments such as the Green Deal, Climate Change Levy, Emissions Trading, the Carbon Reduction Commitment Energy Efficiency Scheme, International Energy Management Standards such as ISO 50001 and Carbon Management generally, it has become clear that a new underpinning momentum for energy and environmental management has emerged. This momentum requires a new mix of skills, encompassing the more traditional technologies but aligned to the financial, economic and regulatory issues that currently play such an important part in the life of those responsible for the purchase and management of energy.
The Course is focused towards individuals and industries concerned with investment in energy and environmental technologies and services, the sustainable management of energy resources, conversion and use, or related research and development. It aims to provide a technical and economic framework within which the participants may develop the skills required by a successful industrial economy. This framework will include an examination of EU and UK government policies, commensurate strategies and their implications relative to global activities and the international market in energy resources.

Participants will therefore be well equipped with the technical, commercial and managerial skills that will be required to meet Europe’s international commitments.

**Duration of the Programme**
- **Full Time:** The Course has a duration of 12 months for full time study (36 months maximum).
- **Part Time:** The course duration is 24 months (minimum) to 60 months (maximum). Part Time students are required to take a minimum of 45 credits and a maximum of 90 credits per academic year.

**Programme Structure**
In order to gain an MSc in Energy and Environmental Technology and Economics, you are required to successfully complete 8 taught assessed modules (4 core and 4 elective) equating to 120 credits, together with a Dissertation worth 60 credits. The taught part of the MSc is structured into modules of 15 credits.

The 4 elective modules can be chosen from a list of available electives and are designed to allow you to weight your programme of study towards either ‘Energy’ or ‘Environment’ or take the modules required by accreditation as further learning for the CEng qualification.

Both core and elective modules are held approximately once a month at the University and involve three to four consecutive days of attendance normally Monday to Wednesday (twenty hours of contact study). Each module will comprise of lectures (some from academic members of staff, visiting industrialists, representatives of relevant organisations or energy management experts more generally), tutorials and/or discussion periods. Case studies will be evaluated. Seminar series and talks are conducted by visiting speakers.

The Dissertation provides a stimulating and challenging opportunity to apply knowledge and develop deep understanding in a specialised aspect of your choice. Dissertations can be University or Industry based and company sponsored students have the opportunity to develop their company’s future enterprise. Industrial projects often lead to the recruitment of students by the collaborating company.

In addition to its academic and intellectual content, the Course provides a number of challenges for participants. These include the ability to:

- Perform productive teamwork
- Write a succinct and clear report of a situation in a limited space of time
- Give a succinct verbal presentation at short notice
- Give a persuasive ‘formal’ presentation after due notice
- Read and analyse a report within a fixed time
- Negotiate successfully
- Relate the academic learning to the working environment.

City University Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Credits</th>
<th>Exam (%)</th>
<th>Coursework (%)</th>
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<tbody>
<tr>
<td>EPM721</td>
<td>Introduction to Energy and Environmental Issues</td>
<td>15</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>EPM722</td>
<td>Energy Policies and Economic Dimensions</td>
<td>15</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>EPM723</td>
<td>The Energy Market from the Purchaser’s Perspective</td>
<td>15</td>
<td>50</td>
<td>50</td>
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<tr>
<td>EPM724</td>
<td>Corporate Energy Management</td>
<td>15</td>
<td>50</td>
<td>50</td>
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<tr>
<td>EPM930</td>
<td>Dissertation</td>
<td>60</td>
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Elective Modules

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Credits</th>
<th>Exam (%)</th>
<th>Coursework (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPM725</td>
<td>Energy, Consumer Goods and the Home</td>
<td>15</td>
<td>n/a</td>
<td>100</td>
</tr>
<tr>
<td>EPM727</td>
<td>Energy in Industry and Built Environment</td>
<td>15</td>
<td>n/a</td>
<td>100</td>
</tr>
<tr>
<td>EPM729</td>
<td>Emissions Trading</td>
<td>15</td>
<td>n/a</td>
<td>100</td>
</tr>
<tr>
<td>EPM730</td>
<td>Renewable Energy and Sustainability</td>
<td>15</td>
<td>n/a</td>
<td>100</td>
</tr>
<tr>
<td>EPM733</td>
<td>Risk Management</td>
<td>15</td>
<td>n/a</td>
<td>100</td>
</tr>
<tr>
<td>EPM738</td>
<td>Transport Energy and Emissions</td>
<td>15</td>
<td>n/a</td>
<td>100</td>
</tr>
</tbody>
</table>

*Please note that Elective Modules chosen by less than 5 students will not be run.

Credits
Credit is gained for the successful completion of the specified learning outcomes of a module of study. Normally, ten notional study hours are associated with one credit. Those notional study hours incorporate all the time you have dedicated to the achievement of the specified learning outcomes, including contact time, private study time and time spent preparing for and undertaking assessments. Information about the credits for your programme is contained in the programme and module specifications. You can also refer to the University’s Credit Framework Policy: [http://www.city.ac.uk/__data/assets/pdf_file/0010/68941/credit_framework.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0010/68941/credit_framework.pdf)

Assessment
Each core module will be assessed by Post-Module Assessment report (coursework) and Examination. The Post-Module Assessment will be in the form of a report (approximately 2000 words) based on the issues discussed during the module and student’s own research.

Each elective module will be assessed by Post-Module Assessment report (coursework) only. The Post-Module Assessment will be in the form of a report (approximately 3500 to 4000 words) again based on the issues discussed during the module and student’s own research.
The Dissertation will be assessed by a formal report (details can be found in the project handbook) and a viva voce examination which you will present, to your supervisor, co-examiner and other relevant people involved in the project, after the submission deadline.

**Degree classifications and awards**

You have to obtain the following number of credits to receive one of the following named awards:

- **MSc degree**: 180 credits
- **Postgraduate Diploma**: 120 credits (from taught modules)
- **Postgraduate Certificate**: 60 credits (from taught modules)

The Award of the Master’s degree shall be calculated on the basis of the overall aggregate of the module marks, including the Project dissertation, weighted accordingly to their credit value. The classification shall be determined as follows:

- **With Distinction**: minimum 70% aggregate in taught modules and a minimum mark of 70% in the dissertation
- **With Merit**: minimum 60% aggregate in taught modules and a minimum mark of 60% in the dissertation
- **Without classification**: minimum 50% aggregate in taught modules and a minimum mark of 50% in the dissertation

**University of Surrey Collaboration**

City University students may choose to attend modules run the Centre for Environmental Strategy at the University of Surrey. A maximum of 2 University of Surrey modules may be attended for credits.

**University of Surrey Module Selection**

Please refer to University of Surrey’s MSc programme handbook.

**Accreditation**

The Course is accredited by the Energy Institute for both Membership of the Institute and as a Matching Section for Chartered Engineer.

**CEng Qualification and requirements**

**Modules**

At least three of the following modules must be taken for Further Learning for CEng.

- EPM724 Corporate Energy management
- EPM727 Energy in Industry and Built Environment
- EPM730 Renewable Energy and Sustainability
- EPM733 Risk Management
- EPM738 Transport Energy and Emissions

**Project**

The project needs to include engineering analysis elements in order to qualify for CEng registration. You will need to discuss the nature and content of the project with your potential supervisor in order to ensure that the project has all necessary components for such accreditation.
CEM Qualification
The Course is currently under consideration as meeting the educational requirements for Chartered Energy Manager with the Energy Institute.

Practitioners Support

- The Fuellers Charles St G. Stephenson Clarke Memorial Prize presented to students
- The BNES Masters Project Prize presented to students on the basis of their Dissertation
- The Steering Committee Membership Stakeholders that ensure the industrial relevance and quality of the Course.

The Fuellers Charles St G. Stephenson Clarke Prize
This prize, in memory of the Founder Master, has been awarded by the Court of the Worshipful Company of Fuellers and has the blessing of Mrs Clarke and her family.

The prize will be presented to an MSc student undertaking the Energy and Environmental Technology and Economics Programme at the School of Engineering and Mathematical Sciences, City University London.

The Prize shall be:
- An annual award of £1,000, and a runner up prize of £250.
- Based on the quality of the Project presented as an overview.
- Also, based on a Proposal as to how the Prize money shall be spent, which must relate to the course and its outcomes.

A Prize Award Panel will be composed of:
- The Master of the Fuellers,
- The School Associate Dean,
- The Course Leader,
- Another as appropriate to be decided by the Dean and the Master.

The Prize Competition procedure will be announced during the Introductory Module.

BNES Masters Project Prize
The British Nuclear Energy Society awards a £250 cheque together with a certificate. The conditions of the award are:

1) that the project shall have a predominantly nuclear content
2) that the student submitting the project shall have been exposed to the equivalent of at least 30 taught postgraduate credits of a predominantly nuclear nature (typically at least two out of eight taught modules forming part of an MSc course).
3) that a one-page summary of the HEI’s recommended project shall be supplied to the BNES Education and Training Committee for final ratification of the prize.
The author of the winning project will be encouraged to present a paper based on the project at the next Universities Nuclear Technology Forum, held in the Easter vacation each year.

**Employment Opportunities**

The Energy story is now part of the day-to-day debate. Climate change drives the international agenda. In the UK, there are additional energy supply issues, through the decline of existing nuclear capacity, growing imports of fossil fuels and challenging medium term targets for renewables and low carbon supply.

To meet these challenges, there is a need for skilled practitioners across a range of disciplines. These include:

- Technical and engineering expertise for new nuclear, renewables and clean coal supplies, along with other technologies such as fuel cells
- Economic and market based skills to run the new world of carbon trading
- Technical, engineering and change management skills to deliver demand reduction targets. These skills can be divided as follows:
  - Scoping and / or delivery of technical / managerial solutions for energy users and government programmes
  - Scoping and / or delivery of change management and people based solutions for the same groups
  - Provision of financial and economic solutions to the incorporation of energy and carbon management into business and public sector financial accounting

Views from the energy industry suggest that there will be increasing demand across all these skills into the foreseeable future.

**Good Academic Practice, Plagiarism Prevention and Referencing**

Guidance regarding Good Academic Practice, Plagiarism Prevention and Referencing is provided at the end of the handbook. Students should also visit the StudyWell pages provided by our Learning Enhancement & Development team ([http://www.city.ac.uk/about/education/lead/resources/studywell](http://www.city.ac.uk/about/education/lead/resources/studywell)).

**Research integrity**

We expect our staff and students to seek to maintain the highest achievable standards in their research conduct. Guidance regarding research integrity is provided at the end of this handbook.

**Student copyright and intellectual property right**

Copyright and other intellectual property in a student’s work normally lies with the student, although there are some exceptions which are detailed in the City University London IP Policy. The student may refuse to allow others access to their work, although requirements for completing the programme must be met. It is standard academic practice for student research projects or dissertations to be available for inspection by others within the library. However, students should be mindful of the risks of placing their works in the public domain, particularly where disclosure may affect intellectual property protection or commercial value. Where a taught student has developed intellectual
property (IP) that may have commercial value, they may choose to take advantage of the support provided by the University Enterprise Office.

For more information on the IP Policy and the support available for commercialisation, contact the City University Enterprise Office (http://www.city.ac.uk/for-business/about-us).

Learning Resources

- Library, including any local arrangements
- Online resources – including Moodle
- Other programme/discipline-specific resources that will be presented during the taught modules
5. Module Syllabus

EPM721 Introduction to Energy and Environmental Issues

Aims
Setting the scene for the Course, this module will consider the world’s environmental agenda and its energy scene in technical, economic and political terms. These will be related to the UK’s position.

Learning Outcomes
An outline knowledge of the technologies for energy production from fossil fuels, nuclear and renewables. Knowledge of the economic factors affecting energy production and supply, and of the economics governing consumer use and effective energy management. In addition, students will gain an understanding of the environmental effects of energy, as well as of the technologies for reducing environmental impact and their economics, moving towards major carbon emissions reduction by 2050.

Summary of Content
- Climate change, world CO₂ targets, the Rio and post-Kyoto commitments. Anticipated outcome of UK/EU Climate Change Programmes towards 2050 targets.
- The environmental agenda: natural resources, life cycle costs and the culture of sustainability
- Global fossil fuel: supply, reserves trade and use
- The oil depletion debate
- Energy markets: international, EU and UK issues
- The nuclear industry: its role in the present and future
- European perspective on energy, priorities and research programmes
- The UK Government perspective – the Climate Change Committee and 2020 targets.
- Scenario modelling as part of national strategic planning
- The role of renewables and new technologies
- Energy efficiency, management and use in the industrial, commercial, domestic and the public sectors, carbon strategy.
- International Energy Management Standards
- Transport policy and energy
- The management of programmes and projects for energy efficiency investment
- Energy conversion technologies.
- Case study examples

Module Leader: Prof. Martin Fry

Contributors: Prof Philip Thomas, World Energy Council, Association for the Conservation of Energy. Combined Heat and Power Association and a number of others

Course Reading Material: see reference list
Aims
To examine critically energy economics and markets, in particular supply and demand issues in the new deregulated markets, seen from UK, EU, OECD/IEA and a Global perspective

Learning Outcomes
On completion of this Module, participants will have skills in the area of the market and political and macroeconomics required to develop a professional role in the energy sector. Students will gain knowledge of the economic factors affecting energy production and supply and of the economics governing consumer use and purchase of energy. Students will also obtain understanding of the philosophy of regulation for safety, environmental impact and economics.

Summary of Content
- The new imperatives: liberalisation and deregulation. The environment and supply security
- Energy demand trends and energy efficiency
- Supply strategies: oil and gas, coal and nuclear
- Supply strategies: the ESI, the Pool, towards multi-utilities and energy services
- Supply strategies: CHP and renewables; towards a more distributed future?
- Energy R&D and energy technology (for demand and supply sides)
- Policy instruments: e.g. the changing regulatory regimes; NFFO, levies, taxes, and the new flexibility instruments (e.g. carbon trading, permits, etc)
- Joint implementation through multi-national partnerships

Module Leader: Prof. Gordon MacKerron, Director, Sussex Energy Group, SPRU, University of Sussex.
Mr. James Brittain, The Discovery Mill Ltd.

Contributors: Dr. Jim Watson, Sussex Energy Group and Tyndall Centre, SPRU, University of Sussex.

Course Reading Material: see reference list.
Aims
To critically examine the energy supply market in the UK / EU, with emphasis on the purchaser’s perspective

Learning Outcomes
On completion of this Module, participants will have skills in the area of the energy markets and related purchasing issues required to develop a professional role in the energy sector.

Summary of Content
- Market operation, including the role of meter operators
- Issues faced by the supply industries: grid/network reinforcement
- The purchase of energy from the industrial and commercial perspective, tendering
- Accuracy of bills
- Local authority perspectives
- Demand side management
- Energy Service Companies

Module Leader: Prof Martin Fry

Contributors: , David Stuppes, City University, EnergyQuote, Wood Mackenzie and other industry representatives, Karen Shaw City of London Corporation.

Course Reading Material: see reference list.
EPM724 Corporate Energy Management

Aims
To investigate good practice in energy management, in both the industrial and built environments. A number of case studies will be used.
To assess financial appraisal techniques for energy projects and programmes.

Learning Outcomes
On completion of this Module, participants will have acquired a knowledge of the economic factors governing consumer use of energy and its effective management. The students would also gain an understanding of the environmental effects of energy and an overview of the technologies for reducing environmental impact and their economics.

Summary of Content
- Energy as part of a wider corporate environmental agenda
- The new generation of international energy management standards
- Corporate policy and strategy
- The principles of energy and carbon management
- Monitoring and targeting including expert system techniques
- IT, data handling and analysis, information systems
- Involvement of staff - the people issues.
- The energy audit as a tool for improvement
- Energy as part of a culture of sustainability
- Financial appraisal and project management for energy efficiency projects and programmes. Life cycle costing. The effects of legislation
- Corporate value of investment.

Module Leader: Prof. Martin Fry


Course Reading Material: see reference list.
EPM725  Energy, Consumer Goods and the Home

Aims
To describe how design and marketing of domestic and related commercial goods are influenced by energy issues. Projected impacts on energy demand.

Learning Outcomes
The student will have acquired skills in the area of the critical technologies and their design implications, as required to develop a professional role in the commercial energy sector.

Summary of Content
- Energy use by brown and white consumer goods. One day of the module is based at the Intertek laboratory in Milton Keynes.
- Product design for energy efficiency
- The intelligent home
- Energy labelling
- The role of the Energy Savings Trust
- Energy management in the home linked to supply side initiatives
- Micro-CHP

Module Leader: Prof Martin Fry


Course Reading Material: see reference list.
Aims
To analyse the energy implications of industrial and commercial facilities. A number of case studies will be used.

Learning Outcomes
On completion of this Module, participants will have gained knowledge of best practices for energy efficient building management. Students will also benefit from obtaining a knowledge of the technologies for optimal energy use to provide the services required by industry and commerce.

Summary of Content
- Energy services: boilers, air conditioning, refrigeration (including absorption plant), compressed air, electrical power and power factor correction, including combined heat and power
- Energy effective lighting for industry and commerce
- Steam systems, including water treatment, conservation and management
- Energy use by industry with examples (selected from cement, brewing, frozen food, water supply)
- Energy use and efficiency in the built environment, with examples (selected from hospitals, hotels, airports, offices, commercial and local authority buildings, etc)
- Sustainability in industry and commerce

Module Leader: Prof. Martin Fry

Contributors: industry representatives including, Transport of London, Spirax Sarco, Lighting Enterprises Consultancy, British Pump Manufacturers’ Association

Course Reading Material: see reference list.
EPM729  Emissions Trading

Aims
To consider the basic principles of emissions trading, globally, the opportunities for UK business and the City of London.

Learning Outcomes
Participants will gain knowledge of National and International policies governing emissions trading. They will also become familiar with the market mechanisms for trading permits for carbon and other emissions.

Summary of Content
- International protocols, post Kyoto
- The design of the EU Emissions Trading scheme and its operation since January 2005
- The UK role of the Emissions Trading Group and UK government policy
- Feedback from pilot projects.
- Clean Development Mechanisms
- The market-trading role as envisaged by the City of London.

Module Leader: Prof. Martin Fry

Contributors: Traders and industry specialists

Course Reading Material: see reference list

*** This module will not be offered next year. Students who would like to attend it should attend it this year.
This Module is partly run at the CEREB centre at London South Bank University, which is described on page 11 of this document.

**Aims**
To become familiar with the basic principles of the main renewable energy supplies, as presented by organisations engaged in providing advice and services along with case study examples based on a wide range of successful applications.

**Learning Outcomes**
On completion of this Module, participants will have witnessed and experienced the practical application and everyday use of renewable energy. The main examples are solar thermal and photovoltaic energy electricity generation from wind and small-scale hydro. Biomass and biofuel applications are also addressed. These provide knowledge and motivation to support a professional career in renewable energy.

**Summary of Content**
- Renewable Energy resources in the environment.
- Abatement of climate change emissions.
- Larger scale generation through wind and hydro schemes
- Smaller scale embedded generation
- Biomass and biofuels
- Planning and financing issues
- The legal perspectives
- A range of case studies presented by the implementing organisations

**Module Leader:** Prof. Martin Fry

**Contributors:** including, Parsons Brinkerhoff, Solar Century, Renewables UK and the Eden Project.

*Course Reading Material: see reference list*
Aims
To explore the identification and understanding of hazards leading to a mathematically defined concept of risk. Focused on the Nuclear industry, to understand how risk analysis is used to improve the protection against health and safety hazards and satisfy regulatory standards in the environmental field.

Learning Outcomes
At the end of the module the student will have acquired:
(i) a knowledge of systematic methods for identifying hazards
(ii) an understanding of the mathematical concept of risk
(iii) an appreciation of the techniques of probabilistic risk assessment
(iv) a familiarity with examples of how such techniques may be used to understand and manage risk so as to satisfy the requirements of a regulator and of the general public.

Summary of Content
- The identification and understanding of hazards.
- Logical and probabilistic descriptions of risk.
- Quantified risk versus perceived risk.
- Comparing risks and setting disparate risks in context.
- Culture, ethics and public tolerability.
- Regulatory standards.
- Risk management.
- Case studies.

Module Leader: Prof. P. J. Thomas.

Contributors: Visiting lecturers from industry

Course Reading Material: see reference list
Aims
To develop fundamental and specialist knowledge on types and levels of energy used and emissions produced in the transport sector and transport modes and related policies, regulations, standards, technologies with a view to professionally support environmental protection, energy conservation, energy security and improved air quality. Also supporting low carbon transport activities and mitigating climate change.

Summary of Content
- The below bullets show the main topics to be covered:
  - Introduction to module: Learning objectives, module structure, learning to learn aspects
  - Energy sustainable transport: Sustainable development, sustainable energy, sustainable transport, local and global impacts, key features of energy use in a sustainable transport
  - Energy in Transport – Policies and regulations: Global perspective, sectoral significance, local and global impacts, regional and global initiatives and regulations (e.g. Kyoto Protocol)
  - Energy and emissions in road transport: The industry, statistics, policies, regulations, technologies and future trends
  - Energy and emissions in marine transport: The industry, statistics, policies, regulations, technologies and future trends
  - Energy and emissions in air transport: The industry, statistics, policies, regulations, technologies and future trends
  - Energy and emissions in rail transport: The industry, statistics, policies, regulations, technologies and future trends
  - Transport fuels: Conventional fuels, alternative fuels, fuel-related emissions factors, fuel supply chain emissions
  - Emissions measurement, quantification and forecasting: Activity forecasting, transport efficiency, energy intensity and emissions factors, case studies
  - Energy management in transport sector: Traffic management, fleet management, energy management and energy rating standards, energy conservation projects’ planning, implementation and monitoring, benchmarking, role of management
  - Clean (zero emission) vehicles: Vehicle technology, hybrid vehicles, fuel cells, etc
  - Integration to manage energy: Interactions between modes in transport planning; intelligent vehicle/highway systems, personal rapid transit and energy consequences
  - Economics of energy efficiency and emissions abatement: Energy saving economics, emissions costs, energy efficient and clean technologies, energy saving projects, energy saving technologies, economic assessment of projects in a carbon constraint business environment, marginal abatement cost for various transport technologies

Module Leader: , Dr. Zabi Bazari

Course Reading Material: see reference list.
6. Coursework

Coursework is an integral part of your degree and counts towards the final assessment. It is a means of continuous assessment that provides information about your progress both to yourself and to your lecturers. Furthermore, coursework is an effective means to prepare for the final examination for modules which include both means of assessment. Coursework requirements will be set by the lecturer teaching each module or module component at the start of each module together with anticipated submission dates.

Submission of Coursework

You must adhere to the following instructions for all coursework submissions to the Postgraduate Courses Office.

(i) All coursework is to be submitted via the grey coursework drop-in box located outside room C105.

(ii) A Postgraduate coursework cover sheet must be attached to all submissions.
- The coversheet is available from the grey coursework drop-in box or Moodle.
- 1 coversheet per piece of coursework.
- Your coursework will not be accepted or marked without a fully completed and signed coversheet.
- Students must refer to their programme handbook for all module information required to complete the cover sheet.

(iii) All coursework must be submitted by 5pm on the day of the deadline (unless an alternative time has been set by the module leader).
- Late or missing coursework may not be marked and may be given a mark of zero.
- PC or other equipment failure or problems of access to this equipment due to demand will NOT be sufficient grounds for not submitting coursework on time. It is your responsibility to take reasonable precautions against equipment failure.
- Any deadline extensions agreed must also be notified to the courses officer. Failure to do so will result in the coursework being marked as Late.
- If you believe that due to unforeseen circumstances you will be unable to submit coursework by the set deadline you are required to submit an Extenuating Circumstances (EC) form with evidence supporting your claim. See the EC Policy and Form on Moodle for further details.
- The EC form is to be submitted prior to the deadline. It cannot be accepted retrospectively for late submission of coursework.

(iv) Marked coursework will be ready for collection from the relevant trays for MSc courses in C105. You must bring your student ID with you when collecting as checks take place to ensure that you only pick up your own work.
- Lecturers will provide feedback in the form of written comments on the coversheet and/or within the main body of your submission, as appropriate.

Important note: You are expected to keep a back-up copy of your coursework so that should a piece of coursework be mislaid then you have evidence of having completed the work. Failure to keep a backup will mean that you will have no evidence that the coursework was completed to the required standard even if the department has a record
of receipt of the coursework. It is therefore essential to keep a copy of your submitted coursework as proof.

**Submission Dates for Coursework**
An initial deadline is given for submission of each coursework.

**Coursework Failure**
If you fail to achieve the coursework(s) pass mark (50%) you may be referred to the Assessment Board. You are warned that this usually involves considerable extra work involving the submission of “resit” coursework(s).

Resit work is assessed as either a pass or a fail. The mark is capped at 50%. Failure to achieve the required pass(es) in referred coursework may result in the Assessment Board requiring you to withdraw from the programme.

**The Use of IT in Preparing Coursework**
All coursework must be word processed. Equipment failure or problems of access to this equipment due to demand will NOT be sufficient grounds for not submitting coursework on time. It is your responsibility to take reasonable precautions against equipment failure.

**Disclosure of Coursework Results**
Coursework marks will be released to you on return of marked work. Please be aware that these marks are provisional and that final marks can only be agreed at the meeting of the Assessment Board.

**Coursework Charter**

*Students’ Rights*

(i) **Coursework Assessment**
At the start of each module you will be given the following information by the module leader:

- The planned schedule for coursework, the deadline for submission and the name of the lecturer responsible for each module or part of a module.
- The weighting of each piece of coursework in the final mark for that module.
- The procedures for submission and collection of work.

(ii) **The Setting and Marking of Assignments**
The lecturer for each module or part of a module is responsible for adhering to the schedule and will carry out the following:

- Defining the assignments to be completed in writing and clearly indicating the work that is to be done and by when.
- Advising on availability of books, journals and computer software necessary for its completion.
- Indicating the distribution of marks when the assignment has multiple parts.
- Setting work that reflects the content of the module, although this may include topics not covered in the formal lectures requiring to be studied by individual reference.
- Providing feedback in writing on the coversheet where appropriate so you understand why the mark has been given.
(iii) The Submission and Return of Assignments

The University places a lot of importance on high quality assessment and feedback. These are integral to the provision of high quality learning and teaching and successful student achievement. Assessment and feedback are managed in accordance with the Assessment Regulations and Assessment and Feedback Policy (see the Academic Policies and Regulations website: [http://www.city.ac.uk/about/education/adu/academic-policies-and-regulation/assessment/assessment-and-feedback](http://www.city.ac.uk/about/education/adu/academic-policies-and-regulation/assessment/assessment-and-feedback)).

We hope that assessment and feedback support your ongoing learning and development and enable you to achieve your programme or module learning outcomes.

You will normally be provided with feedback within three weeks of the submission deadline or assessment date. This will include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an end of module project) feedback will normally be provided within four weeks; again, this will include a provisional grade or mark.

**Students’ Obligations**

(i) Quality

- Submitted work must be well presented, legible and in good UK English standard. Use of word processing and spell checking MUST always be applied and are considered as norm.
- The use of ANY sources whether published or unpublished, oral or written, paper or electronic must be recorded in the bibliography and fully referenced. Referencing and plagiarism are discussed in detail in the School handbook and in the project Handbook.

(ii) Self Protection

- Ensure you understand the requirements of the coursework and if not, resolve any problem or ambiguities with the lecturer well in advance of the submission deadline.
- Plan your work in advance and ensure that you allow sufficient time to complete assignments, allowing for problem situations.
- You must retain a copy of the submitted assignments.
- If coursework cannot be submitted by the deadline for valid reasons, an Extenuating Circumstances form must be completed and submitted to the Postgraduate Office by the required deadline along with evidence.

(iii) Assignment Coversheet

- All coursework must be submitted to the Postgraduate courses office by the deadline.
- All coursework must be submitted with the appropriate coversheet attached to the front.
- You must sign the declaration at the front of the coversheet. The declaration specifies that the work is entirely your own and has not been plagiarised.
7. Student Guide to Assessment & Feedback

Introduction
The University places a lot of importance on high quality assessment and feedback. These are integral to the provision of high quality learning and teaching and successful student achievement. Assessment and feedback are managed in accordance with the Assessment Regulations and Assessment and Feedback Policy (see the Quality Manual: http://www.city.ac.uk/__data/assets/pdf_file/0008/68921/assessment_and_feedback_policy.pdf)

We hope that assessment and feedback support your ongoing learning and development and enable you to achieve your programme or module learning outcomes. Students will normally be provided with feedback within three weeks of the submission deadline or assessment date. This will include a provisional grade or mark. For end of module examinations or an equivalent significant task (e.g. an end of module project) feedback will normally be provided within four weeks; again, this will include a provisional grade or mark.

Feed-forward may also be used. This comprises information which is similar to feedback but is provided in advance of an assessment task to support student learning and development prior to completion of the assessment. Feed-forward is considered to be an important mechanism for supporting student learning. Your Programme and Module Specifications include information on the types of assessment you will complete and the feedback you will be given in your programme. They also include information on resit opportunities.

Please ensure that you visit the Examinations Office web page http://www.city.ac.uk/about/student-administration/exams which includes helpful information including FAQs, special examination arrangements and anxiety support.

If you have any concerns with regard to your assessment results you should discuss these with the module leader in the first instance. You can also refer to the Assessment Regulations (http://www.city.ac.uk/about/city-information/governance/constitution/senate-regulations) and the Appeals web pages (http://www.city.ac.uk/student-administration/if-things-go-wrong/academic-appeals).

Examination Scheduling
The University runs two main examination periods, one in January (for two weeks) and one in April/May (for four weeks). Some programmes may have slightly different examination periods, which are listed in the Academic Year (http://www.city.ac.uk/study/postgraduate/why-choose-city/student-support/student-centre/academic-year).

We run an institution-wide examination schedule, which means that all examinations are scheduled together. This is to help ensure that we can make the best use of the space available and can provide appropriate support to all the University’s examinations.

The Exams Office tries hard to provide a friendly examination schedule for all students. At the same time, there are a number of factors that impact on our examination timetable. The University holds a large volume of examinations and has only limited appropriate space for examinations. In addition, some programme structures are very complex, whilst
others allow a lot of elective choice. This may mean that some students may have
examinations in the evening or on Saturdays or that you may have more than one
examination in a short period of time. The University has a policy on examination load
which details the maximum number of examinations you may be expected to sit in a
particular time period (e.g. on the same day or in the same week). If your timetable does
not meet the policy, you should speak to your Course Director or Course Officer to see if it
can be changed.

Because of space constraints, we sometimes use split venues for exams. This means
that the same exam is held in more than one venue. Where this happens, this will be
labelled clearly on the Exam Timetable, including information on which students should go
to which room. The exam paper and the support and invigilation will be the same in all
split venues.

We know that you like to plan your revision and your travel arrangements in advance and
aim to publish an examination timetable as early as possible. At the same time, please
remember that students are expected to be available throughout the whole of the
examination period if required. The date by which the examination timetable will be
published will be available on the Exams website: http://www.city.ac.uk/about/student-
administration/exams

You must bring your student ID card to all examinations. **You will not be permitted to enter an examination without your card.** Please consult the School handbook for more
detailed information on the examinations guidelines and regulations.

**What happens next?**
Following the completion of an assessment, the assessment will be marked in accordance
with the principles set out in the Assessment and Feedback Policy. The following is an
extract from the Policy; the full policy can be found on the Student and Academic Services
website

**Marking and Moderation**
Marking may take various forms, including the use of anonymous marking and double or
second marking. Double marking usually means that markers do not see each others’
comments or marks whilst for second marking these may be made available to the second
marker.
Moderation is used to ensure that an assessment outcome is fair and reliable. Moderation
can also take various forms including sampling, additional marking of borderline cases or
statistical review of marks.
The University requires that:
1. In addition to external examining requirements, more than one member of staff is
   normally involved in marking and moderation processes. This should ensure that no
   module mark is finalised on the basis on only one internal assessor’s decision.
   Boards of Studies are required to determine appropriate marking and moderating
   mechanisms and the criteria for the identification of samples to be considered through
   the moderation process.
2. Marking of examination scripts is anonymous. This is considered to be an appropriate
   means of avoiding claims of bias and demonstrating a commitment to equal
   opportunities and equality and diversity policies.
3. Second marking or moderation of all dissertations or equivalent assessment tasks
   takes place.
The University also considers that the use of anonymous marking for forms of assessment other than examinations should be encouraged where this is appropriate to the assessment type. The use of a statistical analysis of the distributions of marks both within and between modules, including their centre and their spread, is also to be encouraged. If you would like more information on the processes used to mark your work, please ask your Course Officer or Programme Director.

**Assessment Boards**

Once work has been marked, the provisional results will be considered by the Assessment Board. Any marks that have been given to students during the year are provisional until they are ratified by an Assessment Board. The Assessment Board is convened to make recommendations on student progression, award, award of credit or withdrawal from a programme of study as a result of academic failure. It makes such recommendations through its consideration of student results. The Assessment Board also considers the findings of any Extenuating Circumstances Panels and Academic Misconduct Panels. The duties of and processes for running Assessment Boards are outlined in the Assessment Regulations.

After the Assessment Board the results and decisions of the Board are checked and signed off. No results can be disclosed until after this process has taken place. You will be informed individually of all your marks and the decision of the Assessment Board. If you have failed, the possibility of resitting and/or appealing will be drawn to your attention. **Results cannot be given over the telephone or via email.**

**Provisional marks**

It is likely that you will receive marks for work undertaken throughout the term, before the end of the Academic Year. It is important to remember that these marks are provisional until they are confirmed by the Assessment Board. This means that they may be amended following discussion at the Assessment Board. You should also be aware that you cannot appeal against a provisional mark; appeals can only be lodged after the mark has been approved by an Assessment Board.

Some programmes hold Interim Assessment Boards. These Boards can only make recommendations to the Assessment Board; marks considered by an Interim Assessment Board are also only provisional.

**External Examiners**

External Examiners play a critical role in supporting the maintenance of academic standards and overseeing the assessment process. The University appoints External Examiners for all provision that leads to a City University London award.

External Examiners ensure that assessments have been carried out fairly and consistently and that standards are in line with other UK higher education institutions and/or with relevant professional body standards. The External Examiner(s) undertake a number of tasks which are outlined in the Assessment Regulations. These include approving assessments compiled by Internal Examiners, reviewing a sample of assessment material, reviewing a sample of assessed work and approving the recommendations made by the Assessment Board. External Examiner(s) also provide a written report on the assessment process and on the standards of student attainment. Programme
Committees and Boards of Studies, which have student representatives, consider the External Examiners’ reports and respond to issues raised.

Resit Examinations
In case of failing in the examination part of a module you will be given one more opportunity to resit the examination. Unless otherwise instructed, resit examination marks are capped to the pass mark (50%). In case of failure in a resit examination, completion of the corresponding module will not be possible in any other way and zero credits will be assigned for this module.
8. Student Feedback

Introduction
A key element in the design of Programmes and in making essential academic changes is based on feedback information provided by students. Constructive comments and criticisms are welcome both informally and through formal consultative procedures.

Informal
Comments on the programmes are welcome at any time. This will most naturally be in discussion with your Programme Director but comments could equally be made to any member of academic staff. However, when there are views or concerns held by a significant number of students in a group, it is more appropriate to use the formal procedures described below.

Student Feedback Questionnaires
All students are invited to undertake an evaluation of their experience at the end of each module, normally in the final lecture. This process aims to elicit a high volume of anonymous information to identify strengths of a module and areas for development so as to maintain a continuous cycle of improvement. The University operates a common question set for module evaluation so as to ensure consistency of approach and measurement across all provision.

Postgraduate Taught Experience Survey (PTES)
The Postgraduate Taught Experience Survey (PTES) is a sector-wide questionnaire, conducted online, which enable the University to collect feedback from postgraduate students. This survey is conducted in alternate years. The results will be used to support internal enhancement activity at a University and programme-level.

Staff-Student Liaison Committees (SSLCs)
SSLCs are responsible to a Programme Committee for engaging with students; considering their views on the quality of the programme; seeking views on strengths, areas for improvement and responding to issues raised.
9. Dissertation (Project)

Please refer to separate School of Engineering and Mathematical Sciences MSc Project Guidelines

10. Additional Info

Academic support
Our Student Contact with Teaching Staff policy outlines what you can expect from interaction with academic staff beyond formal learning opportunities including personal tutoring, academic tutorials and responses to queries:
http://www.city.ac.uk/__data/assets/pdf_file/0009/68994/policy_on_student_contact_with_teaching_staff.pdf

Academic support is provided by the Program Director, Course Leader and Module leaders

Student Centre

The Student Centre at Northampton Square is City University London’s “one stop shop” for students to visit with any kind of problem or query and receive a resolution straight away, or be linked up with the correct department to get the appropriate answer. It provides a range of specialist support services to enhance your student experience and to help you succeed at University.

Services that are provided include:

- Student Adviser team – general enquiries on any aspect of University life
- International Student Advice – visa’s and immigration
- Accommodation – Halls of Residence and private sector accommodation
- Financial Support – student loans, bursaries and scholarships

Other services that are linked with the Student Centre are:

- Student Health Service
- CitySport
- Chaplaincy Service

The Student Centre is located on Level 2 of the University Building. Contact details are:

- studentcentre@city.ac.uk / http://www.city.ac.uk/studentcentre/
- Tel: +44 (0) 20 7040 7040; Fax: +44 (0) 20 7040 6030

Learning Success Team

The Learning Success Team provides a range of specialist services aimed at enhancing the learning experience for students across the University. These services include:

- Disability Services
- Dyslexia Support
- Student Mental Health and Wellbeing
- Academic Learning Support.

The Team is located in the Student Centre. Contact details are:
disability@city.ac.uk or dyslexia@city.ac.uk / http://www.city.ac.uk/study/undergraduate/why-choose-city/student-support/learning-support

Tel: +44 (0)20 7040 0246; Fax: +44 (0)20 7040 6030; Textphone: +44 (0)20 7040 5080

Careers, Student Development & Outreach team

The Careers, Student Development & Outreach team offers advice, guidance and support on careers-related activities. Services include:

- One on one careers guidance interviews, CV checks, mock interviews and practice psychometric tests.
- The Buddy Scheme, which connects incoming first years to second year students on their course to help them integrate into university life.
- A range of skills workshops, many of which are delivered in partnership with employers, along with tailored activities including a community volunteering programme, the Professional Mentoring Scheme, and Snapshot – our insight into industry.
- Advice on how to use extracurricular activities to develop the skills and competencies that employers look for.
- A comprehensive vacancy board for placements, internships and graduate jobs.
- Unitemps, City’s in-house temping agency which offers part time paid temporary work in and around the University.
- City’s Widening Participation activities, which include opportunities for students to work as WP Ambassadors, promoting the benefits of Higher Education to young people from underrepresented backgrounds.

[insert information on School or programme-specific careers information].

The Service is located on Level 1 of the Drysdale Building. Contact details are:

- Tel: + 44 (0) 207 040 8093
- careers@city.ac.uk / http://www.city.ac.uk/careers

City University London Students’ Union (CULSU)

The Students’ Union is run by students for students. It is led by student Officers elected by City University London students each year, who represent students’ views to the University and beyond. The ‘Union Support Service’ within the SU provides advice and advocacy for students on a range of issues including external circumstances, academic appeals, complaints and housing. The Union also runs a large number of student societies which any student can join, and runs an annual programme of events. The Students’ Union is located in front of the main University building in Northampton Square. Contact details are:

- Tel: 020 7040 5600; Fax: 020 7040 5601
- studentsunion@city.ac.uk / http://www.culsu.co.uk/

Student Portal

During academic year 2014/15, City University London will be introducing a student portal on its website:

The student portal will become the home for University information about all aspects of your student life, including:
- Student services;
- IT systems that you will access regularly, e.g. University email, Moodle (academic module information), library and reading lists, etc.;
- Teaching, learning and assessment;
- Extenuating circumstances (or what to do if you experience problems during your studies);
- Social and community activities;
- University administration;
- University policy & regulation affecting your studies.

The project is expected to launch during academic year 2014/15 (exact date is being finalised). You will start to see changes on the University website around the time that the portal is implemented. More information will available as the project progresses.

In the meantime, information is available on the University’s student intranet:  
http://www.city.ac.uk/current-students

If you require help in accessing information, please contact [name, contact details]

In an emergency

If you face an emergency and need to contact someone at the University, you should contact your School in the first instance, during working hours. The contact details are:

In extreme cases, such as the death of a student, the University does have a Duty Manager who can be reached out of hours on +44(0) 20 7040 3333

Student Guide to good academic practice, plagiarism prevention and referencing

Introduction
This section provides important guidance about good academic practice, plagiarism prevention and writing appropriately in assignments. If there are any aspects of the information below that you do not understand or would like some further assistance on, please contact your Programme Director or Personal Tutor. This guidance should be considered in conjunction with the Assessment Regulations and the Assessment and Feedback Policy, which can be found on the Student and Academic Services website. To accompany the information provided here, staff at the University have developed a website called StudyWell (http://www.city.ac.uk/about/education/lead/resources/studywell). This website provides additional guidance, videos, quizzes and case studies on many of the issues raised here. It includes information about understanding what plagiarism and other forms of academic misconduct are and how to avoid them, as well as advice about referencing. Additional advice is also available through the Student Centre and the University Library.

Understanding Academic Misconduct, including plagiarism
There are various types of academic misconduct, of which plagiarism is one and arguably the most well-known form. It represents a serious issue in education, so it is
important that it is understood and avoided. The University takes very seriously any form of academic misconduct. Information on academic misconduct can be found in the Academic Misconduct section of this Handbook, in the Assessment Regulations and in the Assessment and Feedback Policy. In addition, you are required to follow your individual Department or School guidelines on the avoidance of academic misconduct.

You might find it useful to look at the StudyWell website (http://www.city.ac.uk/about/education/lead/resources/studywell) to find out more about what academic misconduct is. Additional general information on academic misconduct be found at http://www.indiana.edu/~istd/ (Indiana University, What is Plagiarism and how to recognise it).

**How to avoid Academic Misconduct, including plagiarism**

Whatever type of subject you are studying or whatever level of research you are doing, it is important that the work you submit is your own. Of course, while you're studying you will be encouraged to familiarise yourself with other peoples' opinions. You might also discuss ideas about your subject in class with other students and your lecturer too. In fact, you will learn more if you actively seek out the ideas and opinions of others. However, when you mention other people's thoughts, ideas or concepts, you must acknowledge where these came from. If you don’t reference others’ ideas, then you could be accused of academic misconduct.

Whilst completing written work at University you will make use of a variety of sources of information, including the work of other authors. You will gain higher marks if you use other people’s work as a basis for your own critical thought and not simply to show that you have read relevant material. You must therefore distinguish carefully between the work of others and your own work by accurate referencing.

Some guidelines for ensuring that work is indebted to the original source are:

- Be clear and explicit about all your sources. Never copy anything without explicit acknowledgement. This includes copying the work of other students.
- Quoting directly from a book or paper is acceptable provided that it is referenced properly (see below – citations). But you should also ask yourself whether you need to use the exact quote, or whether it would be better to cite the idea and then express it in your own words or terms.
- Make sure that you reference a publication properly every time you cite it in your work. It is not enough to cite it just once and then continue to refer to it in the rest of the work without proper referencing.
- When paraphrasing, do not copy whole sentences or phrases and replace some words with others of similar meaning as this is a form of academic misconduct. Paraphrasing means grasping someone else’s idea or argument and then putting it into your own words. Paraphrasing should be acknowledged, normally in every paragraph, e.g.: "Smith goes on to argue that ..." or "Smith provides further proof that ...". Full details of the source used must be given at some point in the work (see below – citations).
- Show clearly when you are citing someone else, e.g.
  - Smith (2001, p.27) acknowledges that ....
  - As Smith (2001, p.27) states in ....
  - According to Smith (2001, p.27) ....
- If you are drawing ideas heavily from a few sources (general indebtedness) you should err on the side of caution, referencing the sources and stating if the ordering of evidence and argument or the organisation of material reflects one particular source. When in doubt, you should seek advice from your tutor to ensure that the presentation of your work is in line with University requirements.
You do not need to refer to a specific reference where something is common knowledge. Common knowledge usually refers to facts or information that are known by most people, for example capital cities. However, referring to specific statistics or facts or to someone's interpretation of a statistic or fact would not be classed as common knowledge and would require a reference.

Citations
You must ensure that you cite works correctly. Articles in leading academic journals and books by well known academic writers will provide examples of good practice. Different disciplines have different citation conventions and EETE gives you the following options:

**Harvard system**

*Citations in the text*
- Reference by author and date (and by page number if precise text cited).
- If there are two authors, cite both names followed by the date (and page number if precise text cited).
- If there are more than two authors, refer to the first author et al followed by the date (and page number if precise text cited).
- If there are no authors, use anon followed by the date (and page number if precise text cited).
- If the reference you wish to use is one which was cited in another work mention both authors followed by the date (and page number if precise text cited): X author (date), as cited by Y (date) (page).
- Quotations should be in inverted commas.
- References are listed in a bibliography or reference section at the end of the work.
- This system is used, for example, in arts publications.

Examples:
- In this pioneering work on the epidemiology of cholera, Snow (1855) stated ‘on proceeding to the spot I found that nearly all of the deaths had taken place within a short distance of the pump’ (Snow, 1855, pp.39-40).
- Many researchers have identified error as being the most significant problem in handling spatial data (e.g. Hunter and Goodchild, 1995).
- Zhang et al (1990) examined ways in which drainage basins could be found automatically from computer-based models.
- It was not until the widespread popularisation of fractals by Benoit Mandelbrot (Mandelbrot, 1982), that alternative approaches to spatial geometry were given serious thought by those in the GIS industry.
- Strahler (1964) suggested that the topological characteristics of these stream connections can themselves be quantified.
- Increasingly, business applications are turning to XML as a mechanism for sharing information on line (Sun Microsystems, 2000).

*Citations in the bibliography or reference section*
References are listed in alphabetical order of authors. Where more than two authors have been used you should list all the authors given in the order in which they are listed by the publication. If the reference used was one which was cited in another work you should list only the publication you read.

Examples (NB – please note the conventions for using italics in different contexts):
- Article or paper in a periodical:
  - Zhang, M.C., Campbell, J.B. and Haralick, R.M. (1990). Automatic delineation of

**Book**

**Contributions in an edited work**

**Websites**

**Electronic discussion lists**
- Author, (date), subject of message, *Discussion list*, [type of medium] Available e-mail: discussion list@e-mail address [access date].

**Numerical system using a bibliography (no footnotes)**
- Each reference is assigned a number which is enclosed in square brackets and placed in the text at the relevant point.
- The references are numbered in the order in which they appear in the text.
- Once a source has been cited, the same number is used in all subsequent references.
- It is not necessary to mention the author(s) or the date of the reference unless it is relevant.
- Quotations should be in double inverted commas.
- When citing more than one source at a time it is preferable to list each reference number separately with a comma or dash between each reference. It is also possible to list all reference numbers in the same square brackets, separated by commas.
- References are listed in a bibliography or reference section at the end of the work.
- This system is used, for example, in engineering, electronics, telecommunications, computer science and IT publications.

**Examples:**
- In this pioneering work on the epidemiology of cholera, Snow stated "on proceeding to the spot I found that nearly all of the deaths had taken place within a short distance of the pump [1]."
- Many researchers have identified error as being the most significant problem in handling spatial data [2].
- It was not until the widespread popularisation of fractals quoted in [3] that alternative approaches to spatial geometry were given serious thought by those in the GIS industry.
- It is believed that the communication of data error can take many forms [2].

**Citations in the bibliography or reference section**
References are listed in order of citation with the number included in square brackets at the beginning of the citation.

The conventions for citing references are the same as under the Harvard system.

For example:
Numerical system using footnotes (no bibliography)

- Each reference is assigned a number which is added into the text.
- The first time a publication is used it is cited as a footnote as follows: Author, Title, Date, Publisher, Place of publication, page number if precise text cited.
- Where the next citation is to the same publication are the one immediately preceding a new number is assigned and the footnote for the later citation will read: ibid, (page number).
- Where the same publication is cited more than once but a different publication has been cited in between, a new number is assigned and the footnote for the later citation will read: Author, supra n. X (where X is the number assigned to the first time the publication was cited), page number.
- Quotations should be in inverted commas.
- No bibliography or reference section is used.
- This system is used, for example, in law and social sciences publications.

Examples:

- In this pioneering work on the epidemiology of cholera, Snow\(^{(1)}\) stated 'on proceeding to the spot I found that nearly all of the deaths had taken place within a short distance of the pump'\(^{(2)}\).
- Many researchers have identified error as being the most significant problem in handling spatial data\(^{(3)}\).
- It was not until the widespread popularisation of fractals by Benoit Mandelbrot\(^{(4)}\) that alternative approaches to spatial geometry were given serious thought by those in the GIS industry.
- It is believed that the communication of data error can take many forms\(^{(5)}\).

Footnotes


\(^{(2)}\) ibid


\(^{(5)}\) Hunter, G and Goodchild, M, *supra* n.3, at p529.

NB – the conventions, for example the use of italics, in the footnotes generally follow the same conventions as those used for the bibliography in the Harvard system.

Correct and incorrect ways of referencing – an example

The following is taken from an editorial by David Rhind in the *Journal of Information Science*, 2002:

Information Science is an inter-discipline. The corollary of that is that we need to establish good communication at the individual, research group and departmental level with specialists in other disciplines. This is a strong feature of Information Science at City, especially in health, pharmaceutical, legal and geographic sectors (Rhind (2002, p.1).

<table>
<thead>
<tr>
<th>Example</th>
<th>Verdict</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhind (2002) states we need to establish good &quot;communication at the individual, research group and departmental level&quot;.</td>
<td>Misplaced citation</td>
<td>This would constitute plagiarism. The quotation marks should begin with the word “we”. You should check all citations carefully. The page number is missing.</td>
</tr>
<tr>
<td>The Department of Information Science at City has excellent communication at many levels,</td>
<td>Paraphrasing with no reference</td>
<td>This would constitute plagiarism. You must acknowledge your sources when you paraphrase.</td>
</tr>
</tbody>
</table>
individually, through research groups and at the departmental level.

Rhind (2002, p. 1) argues that "We need to establish good communication at the individual, research group and departmental level". Correct The citation is correctly referenced.

It has been argued that Information Science is a subject area that covers a number of different domains; therefore excellent communication is needed over a number of levels - at the individual level, within research groupings and at a departmental level (Rhind, 2002). Acceptable The paraphrase correctly refers to the article and therefore would not constitute plagiarism. However, an essay composed extensively of paraphrasing will not demonstrate any critical thinking and will not achieve high marks.

Consequences of poor academic practice or academic misconduct
If a student fails to achieve good academic practice they may become guilty of either poor academic practice or academic misconduct. Further information can be found in the Conduct and Behaviour section of the handbook. If academic misconduct occurs, the issue of whether a student intended to commit academic misconduct or whether it occurred by accident is not relevant. However, intentional and accidental misconduct may be dealt with in different ways, for example via varying sanctions or processes. Once again, the advice is to always check the explanations and regulations on academic misconduct for your own programme, and if there is anything you do not understand, please seek the advice of a tutor.

Research Integrity
We expect our staff and students to seek to maintain the highest achievable standards in their research conduct. If you are undertaking a research project as part of your course, then you need to familiarise yourself with the City University Framework for Good Practice in Research. The framework applies to all staff and students who are engaged in or support research activity and is intended to assist the University in achieving its commitment to academic excellence. It can be found here: http://www.city.ac.uk/__data/assets/pdf_file/0004/66181/ResearchGoodPracticeFramework.pdf

The framework has been designed to:
- Establish and promote a code of good practice in the conduct of all aspects of research whether this be funded, non-funded, project-based or individually led
- Encourage members of the University to maintain the highest achievable standards in their research conduct
- Ensure that the quality of research conducted by members of the University is safeguarded and to document the procedure for investigating allegations of misconduct.

Research Ethics
All research involving human participants or identifiable personal information has some ethical implications. ‘Human participation’ covers direct data collection from people, for
example surveys, interviews, focus groups, observations and physiological measurements. It also includes retrieving data from individual records such as case notes. It is important that you consider the ethical implications of your research. Even if the research is low risk, issues such as data protection, confidentiality and anonymity may need to be considered. You will need to discuss any such ethical issues with your supervisor, before beginning your work and before collecting data or making contact with participants. He or she will be able to advise you on what issues are likely to arise. Remember that you are responsible for ensuring that you obtain the appropriate and required ethical approval before you begin your research. Ethical approval must be obtained before any research involving human participants is undertaken. If you do not have approval in place before you start you will not be covered by the University’s indemnity insurance if anything should go wrong. Failure to follow University procedures may also in some cases result in disciplinary procedures being instigated. Further guidance is available on the research ethics webpages: http://www.city.ac.uk/research/research/support-for-staff/research-ethics You can also contact Anna Ramberg [Anna.Ramberg.1@city.ac.uk] for help and advice.
Your Voice
City University London considers that all students have a valuable role to play in informing the development of programmes and shaping all aspects of the learning experience offered to both current and future students. The views of students are vital in helping to ensure that the University provides students with the highest quality of education and these contributions directly inform the development of relevant strategies and action plans, including the University’s Education and Student Strategy.
To this end, the University in conjunction with the Students’ Union, actively seeks to encourage students to share their views and is committed to considering and responding to feedback fully.
Two important ways in which students can engage with the development of their programme is to provide feedback via questionnaires and the representation system.

Student Feedback Questionnaires
Your feedback plays a vital part in shaping your experience, and the experience of future students. We would encourage you to use all the opportunities available to you to feedback on your experience and will keep you informed of developments made in response to your feedback through student committees, your representatives, and published information.

Module Evaluation
All students are invited to undertake an evaluation of their experience at the end of each module, normally in the final lecture. This process aims to elicit a high volume of anonymous information to identify strengths of a module and areas for development so as to maintain a continuous cycle of improvement. The University operates a common question set for module evaluation so as to ensure consistency of approach and measurement across all provision.

Survey dates 2014-2015
The survey dates for 2014-15 will be confirmed in October 2014. They are likely to take place between January and May 2015.
The University, Programme Teams and the Students’ Union work together to ensure that we receive a good response rate to all surveys, as the data collected is vital in supporting City in ongoing work to enhance the student experience.

Your Voice, Our Action
Feedback from students is essential to inform the development of the University’s courses and to help shape all aspects of the learning experience. We actively seek and encourage you to give us your views and online surveys are one of the main ways that we do this. Your Voice, Our Action is the University’s feedback campaign that runs throughout the year. In order to complete the feedback loop City understand that we should communicate back to students on how we use their feedback. The results of surveys and other forms of feedback from students are used to support planning work that will enhance the student experience. The University and your Programme Team will keep you informed of actions that are taken to respond to your views and will explain when it is not possible to resolve an issue.

Student Committees and Representation
The University and Students’ Union are jointly committed to operating and supporting an effective system of student representation throughout all levels of University governance. Key roles include:
Programme Representatives
- Each programme must have a representative, elected by their peers, to represent the views of the students on that course. The number of representatives is dependent on the size of the cohort.

Students’ Union Part-Time Officers
Each School has one School Representation Officer (SRO) who acts as a link between programme representatives and the Students’ Union. SROs also attend relevant Student Experience Forums to represent the views of students in their School. This position is filled via Students’ Union elections and all students are eligible to stand and to vote.

In addition to the SROs there are also four Liberation Officers and an International Officer. Liberation Officers represent the views of minority or under-represented groups. The International Students’ Officer represents a particular group of students present at City who have very specific concerns. These positions are filled via Students’ Union elections and all students are eligible to stand and to vote.

Students’ Union Full-Time Officers
Each year three Sabbatical Officers are elected by students via Students’ Union elections to represent their views at University level. Students elect a President, Vice President Education and Vice President Activities and Development. They participate in a range of committees and strategic project groups including Council, Senate, Education Committee and the Student Experience Committees.

The Students’ Union provides a range of support to all students undertaking any form of representation. Further information can be found here: http://www.culsu.co.uk

Transcripts, Certificates and Diploma Supplements
At the end of your programme of study, you will receive a Certificate, Transcript and a Diploma Supplement. You will also receive an interim transcript at regular points throughout your programme; for example, at the end of each year of a full time undergraduate programme.

- The Transcript is a statement of your academic performance on your programme of study at City University London. It confirms that you are or were a registered student at the University and includes the following information:
  - Student details
  - Programme of study
  - Qualification and final result achieved for your programme of study (for a Final Transcript)
  - Record of learning and achievement including a list of modules that you have taken, together with the marks and credits achieved
  - Information signifying it is an official transcript, for example the University stamp.

To verify the contents of the transcript, or obtain duplicate copies, contact your Programme Officer.

- Your Degree Certificate will usually be presented to you at your Graduation Ceremony or, if you are unable to attend, it will be posted to you. It is an official document which formally certifies your final award. You can find more information here: http://www.city.ac.uk/about/student-administration/graduation/degree-certificates

- The Diploma Supplement is a European Commission initiative which aims to promote transparency in higher education and fair and informed judgments about qualifications across Europe. It is effectively a European version of your transcript and also contains some additional information. You can find more information about this here: http://ec.europa.eu/education/lifelong-learning-policy/ds_en.htm
Conduct, behaviour and what to do if things go wrong

You should conduct yourself in a professional way at all times. Our Student Charter lays out our mutual responsibilities and aspirations. The University is committed to acting in accordance with its Equal Opportunities and Equality and Diversity Policies. It is intended that all students should receive equal treatment irrespective of political belief, gender, sexual orientation, age disability, marital status, race, nationality, ethnic origin, religion or social background. Students are also expected to uphold these principles.

You should visit [http://www.city.ac.uk/student-administration/if-things-go-wrong](http://www.city.ac.uk/student-administration/if-things-go-wrong) for information about the following procedures:

- **Extenuating Circumstances** – these are circumstances which are unforeseen and outside your control and which can be shown to have had a direct and substantial impact on your academic results. There are strict deadlines for submitting a claim of extenuating circumstances (no more than 7 calendar days after the affected assessment) so please visit the web pages and seek advice as quickly as possible.

- **Academic appeals** - An Appeal is a request for a review of a decision about your assessment, progression or award and may be made only after a decision has been made by an Assessment Board.

- **Student Complaints** - A complaint can be made about any aspect of the student experience or the wider University, including educational aspects. A complaint is different to an appeal which covers decisions relating to assessment, progression or award.

- **Student conduct** – this includes information about expected behaviours laid out in our Student Charter and Bullying & Harassment Policy (as well as procedures for investigating misconduct and academic misconduct. Misconduct can be defined as improper interference, in the broadest sense, with the proper functioning or activities of the University or those who study or work in it; this includes actions which damage the University.

These pages also provide information about the Office of the Independent Adjudicator for Higher Education which operates an independent scheme for the review of student complaints which is free to students.

In case of appeals, complaints, extenuating circumstances, misconduct, academic misconduct, bullying & harassment please contact the Module Leader or your Program Director.

Professional conduct also involves behaving well in shared spaces, for example the Library and computer rooms. These spaces will have Codes of Conduct that should be followed; you should ask the Post Graduate Office if you do not know where to find information on these.
Tier 4 Student Visa Responsibilities: Important information for non-European Union nationals in the UK on a Tier 4 student visa

If you are coming to, or remaining in, the UK as a Tier 4 student under City University’s sponsorship you must:

**Visa**
Upload a copy of your current passport and valid visa/biometric ID card to the University’s e:vision system. For students at the University for more than one year, you must bring on an annual basis your original passport and valid visa/biometric ID card to the University to have it verified by a relevant member of staff.

**Contact Details**
Provide us with your UK contact details (address and mobile telephone number) and keep them up to date by noting any changes on your e:vision account.

**Registration**
Register for your programme on time each academic year.

**Attendance**
Attend lectures, seminars, tutorials and practical classes as this is an integral part of a student’s programme of study and students are expected to be regular and punctual in their attendance. Your attendance and engagement will be monitored by the University on a monthly basis by Student and Academic Services and your School. If concerns are raised regarding your absence you will be required to attend a meeting with a suitable academic from your Department in which you will be required to explain your absences and show that you are actively engaged with your course. Following this, if the concerns are upheld your case will be considered and if you are judged to not be actively engaging with your programme you will be withdrawn and the University’s sponsorship of your visa will cease. This will normally lead to your visa being curtailed by the Home Office and you will be required to return to your home country.

**Absence**
Ensure that you notify the University of any absences (medical or personal). Failure to do so could lead to further action and possible withdrawal.

**Change of Circumstance**
Follow normal University processes if you decide that you would like to defer or suspend your studies. Failure to do so could lead to further action and possible withdrawal.

**End of Sponsorship**
Return home if you defer or suspend your studies, withdraw from your programme or your programme is terminated.

**Any other Changes**
Inform the University of any changes to your circumstances that may affect your visa status in the UK.

As a University, we also have certain responsibilities:
- To fully comply with the UK Visas and Immigration (UKVI) Tier 4 of the Points Based System – Sponsor Guidance
- To take and keep copies of passports and visa/biometric ID cards for non-EEA nationals
• To keep students’ UK contact details up to date (and to keep a record of any changes of address)
• To report anyone who does not register with the University to UKVI
• To monitor student attendance and to report any unauthorised absences to the UKVI
• To monitor changes of student status and to report deferrals, suspensions, withdrawals and programme terminations to the UKVI
• To notify the UKVI of any significant changes in your circumstances (such as a change of programme or the successful completion of your programme where this is earlier than expected)

If you have any questions, please contact the International Student Advice Team in the Student Centre on visaadvice@city.ac.uk or 020 7040 7040.

Social facilities

Students’ Union
As a City University student, you automatically become a member of the Students’ Union. Your Students' Union is here to help make your time at City University London fun and fulfilling. As well as organising social events, the Students' Union is actively involved in student politics and can give you support and advice. Our Students' Union is affiliated to the National Union of Students (NUS).

The Union has facilities that include a shop, and the Saddler's Bar – the campus venue for student drinks, food and evening entertainment.

The Union has a diverse range of student-led clubs and societies on campus that are set up by like-minded individuals who want to meet to share a common interest. Society interests include anything from promoting different national cultures and history, music and drama, media and technology, politics and campaigning, and a range of special interests like mountaineering or motorsports. If you can’t find a society that meets your particular interest, the Union can also help to set up your own club or society.

For more information about the Students’ Union, its services, or the current list of clubs and societies, please see the website:
www.culsu.co.uk

Sports and Leisure Facilities

The University’s Sports and Leisure Service offers a range of classes, team sports and wellbeing programmes.

CitySport Facility - A new sports facility on Goswell Road, CitySport, is opening in autumn 2014. With over 3,000m² of floor space, CitySport will provide outstanding facilities and equipment for students, staff and the local community, whether their focus is on training for health and wellbeing, rehabilitation, improving sports performance or simply having fun. The facility will include six-court sports hall, a 100 station fitness area, improved and spacious changing facilities, four multi-purpose studios and separate team changing areas.

Campus Physical Activity Programme - Choose to stay healthy and fitter by attending
group exercise classes. Improve your social networking and have some fun at the same time.

**Represent City in Sport** - If you want to take part competitively in Sport, you can attend team trials, where you will have the opportunity to be chosen for the squad and represent your chosen team in the upcoming season. Many of our sports teams compete in either the British Universities & Colleges Sport (BUCS) or the new London Universities Sports league (LUSL), and play against teams from other universities on a Wednesday afternoon.

For more information about the City Sports and Leisure Service and its facilities, please see:  
[www.city.ac.uk/sport-and-leisure/](http://www.city.ac.uk/sport-and-leisure/)
## Appendix I
### Reference List

### Books

<table>
<thead>
<tr>
<th>Title</th>
<th>Author(s)</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy for Tomorrows World</td>
<td>World Energy Council</td>
<td>Kogan Page Publishing</td>
</tr>
<tr>
<td>Factor Four- Doubling Wealth, Halving Resources</td>
<td>Lovins et al</td>
<td>RMI</td>
</tr>
<tr>
<td></td>
<td>Boyle, G., Everett, R., Ramage, J.</td>
<td>Oxford</td>
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<tr>
<td></td>
<td>Tester, Drake, Driscoll, Golay and Peters</td>
<td>MIT Press</td>
</tr>
<tr>
<td>Energy Systems and Sustainability</td>
<td>Lovins et al</td>
<td>RMI</td>
</tr>
<tr>
<td>Sustainable Energy: Choosing among options</td>
<td>Lovins et al</td>
<td>RMI</td>
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<tr>
<td>Natural Capitalism</td>
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<td>Accounting and Finance for Non-Specialists</td>
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