Course Specification

MSc Advanced Engineering Management

MSAEM

2020/21

Postgraduate Material Information
IMPORTANT INFORMATION FOR APPLICANTS/PROSPECTIVE STUDENTS

Version date: July 2020

<u>Postgraduate Material Course Information Summary</u>

Revised Course Structure and Delivery Information for Academic Year 2020/21 in Response to Coronavirus Covid-19 and Associated Public Health England Guidance as at 3 July 2020

PART 1 of 2: Important General Information about Course Delivery for Leeds Beckett University Awards in 2020/21 (Information Specific to Your Course is Provided in PART 2)

Introduction

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning – a mix of face-to-face, on-campus, online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

How we will communicate with you

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at: https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2.

Key terms and conditions

Further important information for applicants and students is available on our web site: https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/ . This includes information about the student contract, fees and funding, your rights of cancellation, the student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will

form the contract between you and the University upon accepting an offer and information about how to make a complaint.

Start dates

Our academic year will begin at the normal time. Start dates will be notified to direct applicants via their offer letter or for UCAS applicants, via UCAS Track. The length of the course is confirmed in the information about your course in Part 2 of this document below.

Location of delivery

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary Covid-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning will be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities'**.

Information on the delivery of placements and other off-campus learning opportunities is provided in a subsequent section of this document entitled '**Placements and Other Off-Campus Learning Opportunities'**

Course Fees

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below.

Timetable Information

This course will be scheduled using a teaching block/semester-based delivery and will be specified in timetable information.

The 2020/21 academic calendar and term dates are available on our web site at: https://www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en

The academic year 2020/21 will start on the dates notified to you.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, depending on your course, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

1. The Student Portal (MyBeckett)
2. The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

Policies, Standards and Regulations (www.leedsbeckett.ac.uk/public-information)

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which

University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

Professional Accreditation or Recognition Associated with the Course

We will prioritise face-to-face teaching and practical teaching to meet any requirements of relevant professional, statutory and regulatory bodies (PSRB) if your course includes these elements. This will ensure that your course retains its full professional status.

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

Teaching and Learning Activities

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this is a mix of face-to-face, on campus online, and digital content, teaching and learning.

We are working within the government 2 metre social distancing measures for Teaching Block 1 so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions). There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School and via the School.

Students will be kept up to date with new information when this is available via this University web site.

Learning Support

Our approach to delivering student support in 2020/21

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

Access to Library support in 2020/21

The Library offers access to thousands of resources via MyBeckett or the Library website (http://libguides.leedsbeckett.ac.uk/home) which also provides full details of all our services.

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): http://libguides.leedsbeckett.ac.uk/contact_us
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials available on the Library's YouTube channel:
https://www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ

Support from your School

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

Student Advice and Support

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/. This is where contact details for all specialist support services can also be found. You can also email the team at studentadvicehub@leedsbeckett.ac.uk.

Range of Support Services Available

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are disabilityadvice@leedsbeckett.ac.uk or telephone 0113 812 5831. Students who are

classed at Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at https://www.leedsbeckett.ac.uk/studenthub/student-support/. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

Part 2: Important Information Specific to MSc Advanced Engineering Management for 2020/21

Award	Master of Science Advanced Engineering Management
Contained Awards	Post Graduate Diploma Advanced Engineering Management
	Post Graduate Certificate Advanced Engineering Management
Awarding Body	Leeds Beckett University
Level of Qualification & Credits	Level 7 180 Credits

Course Lengths & Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 1 year (full time, campus based)

Timetable Information

This course will be taught in two Semesters of 14 weeks, including two weeks of assessment. Details of on campus and other scheduled sessions will be confirmed in your timetable.

Further information on learning and teaching activities and your modules is provided in a later section of this document.

Policies, Standards and Regulations (www.leedsbeckett.ac.uk/public-information)

There are no additional or non-standard regulations which relate to your course.

Key Contacts

Your Course Director   Dr. David Love (david.love@leedsbeckett.ac.uk)

Your Academic Advisor   Your Academic Advisor will be allocated to you at induction

Your Course Administrator   Helen Turpin. Email: H.Turpin@leedsbeckett.ac.uk

Professional Accreditation or Recognition Associated with the Course

The Institute of Engineering and Technology (IET)

Evidence of Level 7 study is essential for many senior roles and individual applications for advanced professional membership.

Course Overview:

This course is aimed at students who wish to undertake a study that has a strong focus on technical engineering and applied management. Most of those students on this award are expected to either have, or to be seeking eventual recognition as Professional Engineers, through the standards set by one or more of the Professional Engineering Institutes and the guidance of the UK Engineering Council.

As with all engineering courses aiming to produce graduates capable of professional registration, an academic course can only satisfy part of the requirements for that registration. In addition the rules for professional recognition and registration vary around the world, and so the course aims to align with the current and near-future requirements professional engineers.

Aims

1. Engineering must be able to apply their skills in the areas of both management and engineering to solve complex problems, requiring effective communication, information retrieval, teamwork and the use of specialist and general IT facilities.
2. They must develop and demonstrate self-learning and skills of critical reflection to improve performance, as the foundation for lifelong learning and continuing professional development (CPD).
3. They must monitor and adjust a significant personal programme of work on an on-going basis and to defined goals.
4. They must exercise initiative and personal responsibility, which may be as a team member or team leader.

Course Learning Outcomes

At the end of the course, students will be able to:

1	Demonstrate a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of it at, or informed by, the forefront of the Engineering and Technology field of study and professional practice.
2	Demonstrate a comprehensive understanding of techniques applicable to your own research or advanced scholarship.

3	Demonstrate originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the engineering and management domains.
4	Demonstrate a conceptual understanding that enables them to evaluate critically current research and advanced scholarship in the engineering and management field and evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses

Teaching and Learning Activities and Your Modules

The course will be delivered via a blended approach that includes online teaching and learning. Where possible we will provide on-site contact sessions for each module, typically at a minimum of the equivalent of one hour per module per student per week. However, some modules may be delivered mostly or entirely online.

In all cases, the overall teaching hours will be met via a mix of onsite and off-site learning, and all module teaching could use a combination of the following delivery methods:

- Live online Lectures via suitable VoIP software (e.g. MS Teams, Adobe Connect)
- Face-to-face support session in class (when safe and where possible)
- Cloud-based remote lab sessions
- Q&A sessions
- Recorded Lectures
- Live online Demos
- Online tutorials

In the event of a further government lock-down in response to COVID-19, we will prioritise remote delivery and support to enable students to continue with their studies and meet all expected learning outcomes though their assessment. The aim of the assessment process is not only to assess the level and depth of understanding achieved but also to reinforce the learning process through the application of their studies. Assessment may be both formative and summative and will assist both tutors and students in diagnosing learning needs and in monitoring progress.

We will deliver teaching, learning and assessment activities which are informed by government guidance on COVID-19 requirements and the need for social distancing. Government COVID-19 guidance continues to change and this may mean that during the academic year, arrangements for teaching, learning and use of the campus may need to change.

Your Modules

This information is correct for students progressing through the programme within standard timescales. Students who are required to undertake repeat study may be taught alternate modules which meet the overall course learning outcomes. Details of module delivery will be provided in your timetable but will be organised into two Semesters of 12-weeks, followed by two weeks of assessment. For students entering in September the two Semesters will run sequentially, and for students entering in February there will be a break between the first and second Semester. Students

who are completing the *Dissertation* module would normally schedule the completion of the module (and award) across the inter-Semester gap.

Level 7 All Core Modules

- Dissertation (Triple Module)
- Eco Engineering
- Lean and Agile Engineering
- Project Management
- Research Practice
- Simulation and Modelling
- Engineering Systems Control

Level 7	
Semester 1	**Core (Y/N)**
Eco Engineering	Y
Simulation and Modelling	Y
Research Practice	Y
Semester 2	**Core (Y/N)**
Engineering Systems Control	N
Robotics	N
Lean and Agile Engineering	Y
Project Management	Y
Summer	
Dissertation	Y

Assessment Balance and Scheduled Learning and Teaching Activities by Level

The assessment balance and overall workload associated with this course are calculated from core modules and a sample of option module choices undertaken by a typical student. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, which may be comprised of teaching, learning and assessment, placement activities and independent study. Sandwich placement years

spent out of the University are not be included in the calculation unless they are credit bearing and attributed to a level of the course. Modules may have more than 1 component of assessment.

Level 7 is assessed by a combination of coursework, practical and examinations

Overall Workload	Level 7
Teaching, Learning and Assessment	600 hours
Independent Study	1200 hours
Placement	N/A

Learning Support Arrangements

Where possible, access to specialist software and facilities will be provided remotely. Licences for software which can be installed on your own personal devices will also be provided as part of the standard course fees; including access to Office 365 in addition to specialist engineering applications.

You are advised to consider purchasing or renting a laptop or other device to access the online provision of your course. If a further lockdown is necessary, then delivery will be also continued and supported via online and digital learning; for which again a laptop or other device will be needed. Our recommended specifications for such a device are

- **Processor:** AMD Ryzen 5 or Intel Core i5
- **Memory:** 8GB minimum (16GB preferred)
- **Storage:** 256GB minimum (512GB preferred)
- **Screen Size:** 13" minimum (15" or larger preferred)
- **Operating System:** Windows 10 Home minimum (Windows 10 Professional with Linux access through Virtual Machines, WSL2 or dual-boot preferred)

Please Note: Although Microsoft Office 365 supports Apple OS X/11, most of the specialist engineering software which we use does not and will *only* run on Windows 10. Similarly, for machines running Linux, there is some specialist software which will only run on Windows 10. Therefore, some access to Windows 10 through dual-boot (Bootcamp) or a virtual machine is strongly recommended. You will need to ensure that you have an appropriate licence for Windows 10, as this is not part of the standard University license package.

The cost of a laptop meeting the minimum recommended specification is in the region of £400 to £500, with desktop machines usually at the lower end of that range. Most of the packages used for your course are memory intensive, rather than processor intensive, and whilst a dedicated graphics card would be useful for the modules *Robotics and Automation, Advanced Manufacturing Technologies,* and *Engineering Simulation* it is not strictly required.

The University's wide range of student support services available for students also includes a laptop loans scheme. The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will be able to get support from Academic Advisors and the Course Director by face-to-face means or online meetings and telephone.

Students can also contact Course Administration team who will be able to direct queries to the relevant member of staff or office.

It is expected that academics provide live support during their session delivery.

Extra time can also be allocated for students to discuss module specific issues with the tutor. Tutors will be available to support students with queries about the module content, in addition to offering guidance with assessment preparation and feedback.

To support the on-site delivery of labs and practical sessions, social distancing and other measures are required to be adhered to in keeping with the government guidelines. These may include masks, gloves, individual responsibility for cleaning workstations and one-way systems around buildings. Students will be informed of the requirements in the course Health and Safety Induction, and any changes via email and MyBeckett.