

ENGINEERING AND DESIGN

Postgraduate Taught Handbook 2018/2019

MSc Robotics and Autonomous Systems
and

MSc Robotics and Autonomous Systems
(with a Masters industrial placement)

and

MSc Robotics and Autonomous Systems
(with an industrial placement year)



MSc Robotics and Autonomous Systems



Welcome to the Department of Engineering and Design. You are joining a vibrant and friendly community in which both teaching and research are highly valued. We aim to help you settle into it as quickly as smoothly as possible, with the support of your academic advisors, current student reps and mentors, and the staff in the School Office. Please get to know them as soon as you can.

I very much hope that you will enjoy your time at Sussex, join in with the activities of the Department and benefit greatly from your studies. I look forward to getting to know you.

Professor Maziar Nekovee
Head of Department



Course Convenor

Dr Bao Kha Nguyen

b.k.nguyen@sussex.ac.uk

Welcome to the MSc Robotics and Autonomous Systems degree course and to its industrial placement variants. Robotics and Autonomous Systems are playing more and more of an important role in society, from things we do at home to the way we move from one place to another. This MSc aims to enhance both your theoretical knowledge and practical skills in areas such as mechanisms of robots, programming and CAD, embedded systems, industrial automation mechatronics, robotics applications and autonomous systems.

Project work for the major dissertation may be undertaken in conjunction with active researchers working on autonomous systems and robotics applications. It may take the form of practical work in the research labs or computational modelling, or indeed a combination of both. The combination of taught modules and project work provides an excellent platform to further your career in robotics, mechatronics and autonomous systems.

I am available throughout your course to answer questions about how the degree is constructed, what is expected of you, and to deal with any whole course issues. We are continually improving the delivery of our courses, based on feedback from students, so make sure that you communicate ideas and comments either directly to me or through your student reps.

Aim and Contents

This handbook will give you some useful information about the Department of Engineering & Design at the University of Sussex – where to find things, who does what, who you can speak to about various issues. The information given here, and a lot more detail, can be found on the Engineering & Informatics website: www.sussex.ac.uk/ei/internal/forstudents.

You will find that you can access most information about your courses and modules through [Sussex Direct](#) and [Canvas](#), online systems designed to give you easy access to the information you will need as a student.

CONTENTS **Page**

Welcome	2
Aims and Contents	3

SECTION ONE: Academic information

Term dates	5
Communication	5
What we expect from you	5
Courses & Modules	7
Credit System	7
Timetabling	7
Assessment – what you need to know	8
Health & Safety	9
Academic Misconduct	9
MSc Project	9
Beyond Your Degree	9

SECTION TWO: General Advice and Other Information

Where to get advice & support	12
Student Life Centre	13
Making your voice heard	13
Frequently Asked Questions	14

SECTION THREE: Course specific information

Course aims and outcomes	16
Placements	16

Further information is provided in the Student Handbook published by the Student Services Division, and available online at <http://www.sussex.ac.uk/studenthandbook/>

Another good source of general information and support resources for students can be found at: www.sussex.ac.uk/students/support/

SECTION ONE: Academic information

Term Dates – 2018-19

Arrivals weekend (new undergraduate students)	15 September 2018
Freshers' week (new undergraduate students)	17 September 2018
Autumn term	24 September to 14 December 2018
Christmas vacation	15 December 2017 to 6 January 2018
Private study period	8-10 January 2019
Mid-year assessment period	10-25 January 2019
Inter-session week	26 January to 4 February 2019
Spring term	4 February to 10 May 2019
Easter teaching break and spring vacation	24 March to 8 April 2019
Private study period	13-15 May 2019
Summer term (year-end assessment period)	16 May to 14 June 2019
Summer vacation	starts 15 June 2019
Summer vacation assessment period	19 August to 6 September 2019

Students should consult their assessment information on Sussex Direct. Please note that exams may be scheduled during evenings and on Saturdays and Bank Holidays. For future term dates and University closure days see: www.sussex.ac.uk/aboutus/keydates

Communication

We will need to communicate with you for various purposes. **Sussex email** is the main mode of communication within the University so it is very important that you check your Sussex email account, every day if at all possible. University emails will be sent automatically to this account and not to any other personal email accounts. You can obtain details of your email account from IT Services.

There will be some informal sessions to meet with the course convener where various matters regarding the course can be discussed. These will take place on Wednesdays from 1 to 2pm; in Term 1 on weeks 5, 7, 9 and 11; and in Term 2 on weeks 3, 5 and 7. The purpose of these meetings is to exchange opinions regarding the subjects, work load, other concerns, or just a catch up about the course. Tea and coffee will be provided.

Official University communications are sometimes sent to you by post, so it is vital that you keep your term-time address and contact details up to date on [Sussex Direct](#). Paper-based communications are also sent via student pigeonholes, so you will need to check yours regularly. The Engineering and Design Postgraduate pigeonholes are located at the boundary between the Chichester 1 and Chichester 2 buildings on level 2 (on the 2nd floor, just off the photocopier room).

Please look at the noticeboards in the Engineering & Informatics School Office foyer area in Chichester 1 for information on examinations, student reps, student mentors, careers and placements, competitions etc.

Teaching faculty are encouraged to use an automated text messaging facility to issue emergency messages to class groups in cases of cancellation of classes, e.g. due to staff illness. This is another good reason for keeping your mobile phone details accurate on [Sussex Direct](#)

What we expect from you

Being a student carries obligations as well as rights, especially at Sussex where there is so much emphasis placed on group teaching and project work.

Therefore, attendance at your taught sessions is a requirement and is not optional - this is monitored by the School. We expect all our students to attend at least 80% of their timetabled teaching sessions. These include lectures, laboratory sessions, workshops and seminars where a register is taken. If you are unable to attend, you should let the tutor for the session know in advance, if possible. If you are away from

teaching for more than 2-3 days (due to illness, for example), you should send an email to: enginf-attendance@sussex.ac.uk – please give details of your absence and expected return date. Any unexplained or persistent absences will be noticed and you may be required to attend a meeting of the School Student Progress Committee who may then recommend that you be required to withdraw from the University, either temporarily or permanently.

Prepare for teaching sessions. Just turning up is obviously not enough. You need to have done any specified work in advance and be prepared for the session. This is particularly important for labs, where the time for practical work is limited and cannot be wasted in reading the lab script to find out what you should be doing.

Observe deadlines. Being able to organise your time and to plan ahead to meet deadlines is an important skill. So we insist that you meet deadlines for all formal assessments and other written work. Penalties will be imposed for submissions that do not meet specified deadlines and for which there are no Exceptional Circumstances (formerly known as Mitigating Evidence).

Co-operate with your fellow students. You are not in a competition! Doing well does not necessarily mean doing better than others. You can learn a lot and help each other by sharing resources, such as reading material and notes. In some cases you will be working in pairs or teams and need to work co-operatively to achieve the objectives of the assignment. Students often set up their own study and revision groups nearer exam time and there are plenty of places for you to work together, including Labs 1 & 2 in Chichester 1 and the mezzanine space in John Clifford West. However, be careful to avoid plagiarism/collusion – see the section on Academic Misconduct for further information.

Use the Library. Sussex has one of the best University libraries in the country, and it is especially good in its support for postgraduate teaching. To get the best from the Library, you should arrange to attend one of the introductory tours on offer during Induction.

Use the resources on [Canvas](#) where you will find teaching materials and discussion forums.

School Policy on Unacceptable Behaviour

The University of Sussex is committed to creating a learning environment free of harassment, discrimination, victimisation or bullying, where every person is treated with dignity and respect. All students have the right to work and study in an environment which encourages harmonious relationships.

For further advice and University procedures in the event of prejudice, harassment or bullying, please visit our dedicated website page: <http://www.sussex.ac.uk/wellbeing/studentlife/harassment>

Conduct in the Future Technologies Labs. The school has provided a suite of state of the art computer labs. These labs are available for you to work in 24 hours a day, 7 days a week, provided they are not occupied at full capacity with students attending classes. Please note, the PCs in the labs are maintained by IT Services, and any problems should be reported to the IT Services helpdesk in Shawcross in the first instance. These are shared labs across the departments of Informatics, Engineering and Product Design, and to ensure harmony, you must abide by the following rules:

- You must respect other users.
- When teaching is taking place in the lab, the teacher and the students in these classes have priority. You must keep noise to a minimum, and you may be asked to move to a different part of the lab or a different lab.
- The computer labs are maintained by the university's Information Technology Services (ITS), and you are responsible for reading and abiding by ITS rules about behaviour in the computer labs.
- University policy allows the lab machines to be used for personal computing projects, and we encourage the exploration of modern computing developments such as cryptocurrencies. However, the school views any use of university computing resources for direct financial reward, such as continuous BitCoin mining, as misconduct, and will be processed through the appropriate disciplinary procedures.

Attendance Etiquette:

As a courtesy to your lecturer and fellow students, the School asks that you abide by the following guidance for attendance at all timetabled sessions:

- Arrive in good time for the start of the session. If you are unavoidably late please enter the room with minimum disturbance and do not interrupt the proceedings.
- Mobile phones should be OFF - or at least on silent if you need to be contacted.
- Do not engage in private conversations during sessions.
- Do not pack-up and/or leave before the session AND questions are finished.

All of the above are very distracting for the lecturer and your fellow students and will affect the teaching experience.

- If you need to record lectures then you should inform the lecturer at the start of the module. Such recordings are for your own personal use and should not be circulated.
- As outlined above, attendance at timetabled sessions is compulsory and the best learning experience comes from being there as it happens. However, if you have a period of absence, try to catch up quickly. The materials (including lecture notes) posted on **Canvas** should help you do this.

Courses & Modules

Course syllabus information, including learning outcomes and curriculum details, and information about your modules, can be viewed via the Department web pages:

<http://www.sussex.ac.uk/ei/internal/coursesandmodules/engineeringdesign/pgcourses>

Sussex Direct is your personalised online gateway to University information. The system will help you track your marks and attendance and ensure that these are accurate. Behind the scenes, Sussex Direct helps your Academic Advisor, and Student Advisors, to support your studies.

You will find:

- Syllabus Information
- Module descriptions
- Assessment information
- Module evaluations

Canvas is the web resource used to support every module taught at the University. Both the Engineering and Design web pages and Sussex Direct link to Canvas. It is used by Module Convenors to upload teaching materials and it also contains forums for you to discuss the module and other interactive activities.

Credit System

Degree courses at Sussex are modular, with each academic year being a largely 'self-contained' unit of study. Full-time students are expected to put in a 40-hour average working week over the three term academic year - a grand total of at least 1,800 study-hours per year (full time). Sussex, like other Universities, uses a measure called "credit" which reflects this input of time. In the system used here, each postgraduate course contains at least 180 credits where a credit is equivalent to 10 hours of student effort. These credits are divided amongst the different modules. The majority of modules are worth 15 credits which equates to 150 hours of study for the duration of the module. The Masters project equates to 60 credits. The total hours per module can include time spent on many relevant learning activities such as reading background material, preparing and writing assessments, attending lectures, labs, seminars and workshops, undertaking your Masters project and revision for exams.

Timetabling

The University timetable is released in stages throughout the academic year. You can view your timetable on your Study Pages on Sussex Direct. **Please check your timetable every week and make sure you are allocated to the right modules and that you have no timetable clashes.** You must attend the teaching session you have been timetabled for (this applies to grouped activities such as labs and workshops). Any requests for changes to the teaching session you have been allocated to will be considered if possible, but

please do not assume that this will be the case as in many instances sessions will already be full, leaving little scope for change.

Assessment: What You Need to Know

The essential source of all information about examination and assessment matters is the 'Examination and Assessment Handbook' which will be issued online in the Autumn Term. Please refer to <http://www.sussex.ac.uk/adqe/standards/examsandassessment>

In order to achieve a postgraduate Master's degree, you have to be awarded all 180 credits (or 240 for the 'with Masters industrial placement' or 300 credits for the 'with an industrial placement year' degrees). Every module is assessed by one or more assignments, each of which is assigned a weighting. The total mark for the module is calculated by adding the weighted assignment marks. In order to be awarded the credits for that module you have to achieve at least the pass mark of 50% for level 7 (Masters) modules.

A variety of assessment methods are used to develop and test different types of knowledge, skills and aptitudes. Coursework, which is described in detail for each module in the module handbook, forms an integral part of assessment at all levels. This will include exercises as appropriate to the module and the skills that you are being expected to develop.

In addition, the assessment in your degree course will include unseen examinations, which vary in format, and include questions on both general knowledge of the subject and specific points. Postgraduate examinations in particular focus strongly on your ability to use your knowledge of the subject, rather than simply testing your memory for facts.

For all modules, sample papers or past examination papers, are available on our website.

Handing in assessed coursework ('submission')

It is important that you are quite sure about where and when work must be handed in, in order to avoid late penalties (see below). You will find instructions for coursework submission on [Sussex Direct](#) in your Assessment Deadlines & Exam Timetable. All work submitted to the Engineering & Informatics School Office must have a completed Coursework Submissions Cover Sheet attached - these are available in advance from the foyer in front of the School Office in Chichester 1, and on the School of Engineering & Informatics website: <http://www.sussex.ac.uk/ei/internal/forstudents/courseworksubmission>. Some assignments may be submitted electronically through Study Direct, instead of on paper. In such cases, the module lecturer will provide instructions.

All of your written submissions must be anonymous and identified only by your candidate number and degree course (not your name).

Late Submissions Policy

Late submission of assessments can have serious consequences for your academic success. You should therefore be familiar with the rules governing this. These are published each year in the 'Postgraduate Examination Handbook' linked at the head of this section.

Giving you feedback and returning work to you.

Subject to certain conditions, feedback on coursework whether in the form of comments and/or grades, should normally be communicated to you within 15 working days of the submission deadline. Work submitted to the School Office will be returned to you via the coloured filing cabinets outside the Engineering and Informatics School Office. The School Office will email you when your work is available to collect and it is your responsibility to pick it up and read any feedback comments. In some cases, such as where laboratory logbooks have been submitted, they will be returned by the tutor in a teaching group.

Feedback on your progress may take many forms and is not confined to the mark you receive. It may include generic feedback to the class, for example via Canvas, provision of model solutions in lectures and/or on Canvas so that you can check your understanding, and individual comments on your work or on Sussex Direct. It is your responsibility to take note of, and integrate, all of this information. If you require additional feedback on a specific piece of work, you should contact the module convenor in the first instance.

Grades/Marks

You will get provisional grades/marks on your coursework as part of the feedback arrangement outlined above, and via Sussex Direct, but **PLEASE NOTE THAT ALL MARKS ARE PROVISIONAL UNTIL THEY ARE RATIFIED BY AN EXAM BOARD.** This includes the marks for exams taken in January. At the end of each academic year, after the meeting of the relevant Examination Board, details of your course results, including examination results, will be confirmed on Sussex Direct.

Information on Examination and Assessment Performance

There will be some **informal sessions** (details in communication section) where you can discuss examination and assessment performance and other matters. Please make sure you attend at least one meeting each term, and get involved by raising any concerns or opinion.

Assessment marking criteria

Assessment marking criteria for submitted work is provided in the module documentation and normally published on the module Canvas site.

Health and Safety

You must familiarise yourself with the Health & Safety information which can be found on the School website at: <http://www.sussex.ac.uk/ei/internal/general/healthsafety>

Academic Misconduct

Plagiarism, Collusion, Cheating in Unseen Exams

Don't do it! We take all forms of academic misconduct very seriously and have systems in place to detect when it happens. Misconduct penalties will be applied if you are found in breach of the rules. Many students commit academic misconduct without fully understanding why they have done something wrong. To counteract this, a website has been developed to offer guidance and advice to students and staff about issues relating to collusion and plagiarism:

<http://www.sussex.ac.uk/adqe/standards/academicmisconduct>

It is important that you understand what constitutes collusion and plagiarism so that you can avoid them. The full University rules on academic misconduct are set out in the Examination and Assessment Regulations Handbook.

MSc project

Your MSc project is a major part of your course, contributing 60 of the total credits required for the degree; it will affect your final overall mark proportionately. The project starts in the Spring term but the bulk of the work is undertaken between May and the end of August. You must therefore plan to remain at the University over this period. Details of how to select and undertake the project are provided on the Department web pages, see

<http://www.sussex.ac.uk/ei/internal/forstudents/engineeringdesign/masters/mscprojects>

Beyond Your Degree

Careers

Don't leave it too late. You should start thinking about your career early on, and then plan for it. You may want to think about what else you could do while you are here which will strengthen your CV and maybe give you an edge in getting the job you want.

[The Careers and Employability Centre](http://www.sussex.ac.uk/careers/) is located in The Library or go to: <http://www.sussex.ac.uk/careers/>

They can help you to:

- Explore career options
- Build your skills
- Develop your employability
- Gain the experience employers look for
- Construct your own webfolio to encompass all of your University experience and enhance your CV.

Opportunities specifically aimed at students in our School are also often highlighted on the School's Facebook page (linked from the website at <http://www.sussex.ac.uk/ei/internal/>)

Volunteering

There are many opportunities available in a wide variety of locally based organisations and community projects, as well as for the Student Union. If you are interested in volunteering please email Project V at projectv@sussex.ac.uk or see the Students' union website at <http://www.sussexstudent.com/volunteering>.

Being a Student Ambassador. Our current students are the University's best ambassadors and there are several central University offices which take on current students every year to be involved in paid recruitment work, both on campus and via external visits to schools and colleges. This sometimes has a particular focus on talking about university life to potential applicants from other countries. If this sounds like something you would be interested in, look out for these opportunities, which are usually advertised via [student web pages](#).

Become a student rep or student mentor

There are many ways to help out your fellow students and enhance your own experience and CV. See the information about the student representative scheme in Section Two, or contact the Head of Department if you are interested in becoming a mentor.

Get involved in the Students' Union (USSU). There are plenty of opportunities to get involved in the clubs, societies and the political processes of USSU. Visit their website at: <http://www.sussexstudent.com/>

School of Engineering and Informatics based Societies:



We are an active society of students from the school of Informatics, Design and Engineering. We meet twice a month - locations announced on our Facebook page.

The society aims to enhance the experience of students from the School, both undergraduate and postgraduate by:

- Providing social opportunities for students to meet each other and learn about each other's subject areas;
- Providing opportunities to visit relevant companies, organisations and events;
- Hearing from various speakers at our social events including lecturers and industry professionals.

Get involved to take part to group projects, trips and activities on and off-campus!



This society has been set up to act as a chapter of Robogals www.robogals.org. This is a multi-national, student run organisation in which the committee, and student volunteers, aim to promote female participation in engineering by conducting fun workshops for local students.

<https://en-gb.facebook.com/robogalssussex/>

The aim of this society is to engage Brighton and Hove based pupils into science and engineering. The current female participation in Engineering, throughout the country, is around 11%, and Sussex's own statistics don't fare too well. We want to promote engineering as a discipline that is as much for females as males. We will do so by engaging volunteers across all disciplines to get involved in our fun workshops, which are run for local schools to engage in.



HackSussex would like to welcome you to a society about building computer based projects. Whether you like developing apps, building websites, constructing databases or just plain programming, we are the society for you. Our primary goal is to build a community of like-minded individuals who all have one thing in common, and that is creativity on the computing front. We're open to novices and experts alike and we hope to drive forward a collective knowledge base here at Sussex. <https://hacksussex.co.uk/>
We're generally referred to as "Hackers", but before you jump to conclusions, we're the code builders not code destroyers. We come together to construct cool programs and build interesting code for fun or with purpose and we'd like you to join us, get involved and start building both projects you like and a community you can count on.



We aim to help encourage girls in nearby schools to study STEM subjects. We organise talks from elite engineering firms such as ARUP, GE, Dyson, Rolls Royce, etc. and encouraging them to hire more Sussex students. We have sessions with PhD students every fortnight to explain difficult topics to students in a more casual, and potentially easier to understand, way. eiE@societies.sussexstudent.com
General aim: improving career prospects for Engineering students and helping the community.

SECTION TWO: General advice and other information

Where to get advice and support

The School Office

The Engineering and Informatics School Office is the first point of contact for general enquiries. The office staff will probably be able to give you an answer or, if not, point you in the right direction. You will soon get to know them.

Location: Ground Floor, Front of Chichester 1 Building, Room C1-002
Open: Monday – Friday, 09:00 – 17:00
Tel: 01273 678048 or 01273 678195
Email: enquiries@enginf.sussex.ac.uk

Your Academic Advisor

Your Academic Advisor is one of the teaching faculty on your course and their role is to oversee your general academic progress and development through your studies. You can make an appointment to see your Academic Advisor if you have any academic queries throughout your time at Sussex; their details (including their student consultation times) can be found on your study pages of [Sussex Direct](#). Your Academic Advisor is the person you should consult about general academic progress and skills issues, whereas if you have a query more specific to a module it is better to see the module convenor. (Note: for this course, your Academic Advisor is the same person as your Course Convenor)

Your Course Convenor

Each degree course is overseen by a Course Convenor who deals with issues concerning the whole course. Queries about your progress and any particular problems you may have should be directed initially to your Academic Advisor. However, if you wish to raise a broader issue about the whole degree course, then please discuss it with your Course Convenor. They are also here, along with your Academic Advisor, to offer advice and information on careers associated with your chosen degree.

Module Convenors

Each individual module has a member of faculty who acts as the Convenor. It is their job to ensure that everything about the module – the teaching, the module documentation, supporting teaching materials, etc. – runs smoothly. If you have a problem with a module you should contact the Module Convenor. Their details (including their student consultation times) can be found on your study pages of [Sussex Direct](#).

Module Tutors

Modules which include practical work, problem classes or seminars are also often delivered by a team which includes Associate Tutors. These are usually research postgraduates who are paid by the Department to support the teaching. Being closer to you in age, and familiar with the types of problems you encounter, they can be a very helpful resource. You must remember that they are also studying for their PhD's, so check their consultation times, or ask when it is convenient to see them, and do not expect them to be available outside of those times.

Some other useful contacts:

Director of Student Experience

Within the School, one member of faculty has the responsibility of overseeing and co-ordinating those aspects of student life which are part of the academic life of the School in general. This is currently **Dr Paul Newbury** (contact details below). He works with Student Representatives and Heads of Department to improve communication between students and faculty. You are welcome to contact him with any concerns you have about these matters. In addition, Dr Newbury has responsibility for monitoring student attendance, but he hopes that he will not need to contact any of you about this! Although Dr Newbury has a formal role with respect to Exceptional Circumstances he cannot talk to you about specific issues, but is happy to try and give general advice where he can. You should go to the Student Life Centre (see below) if you need to discuss specific issues.

Dr Paul Newbury
E: P.Newbury@sussex.ac.uk
T: +44 1273 872615

Director of Teaching & Learning

Dr Sharon Wood - (to be contacted if you want to change your course)

E: S.Wood@sussex.ac.uk

T: +44 1273 678857

School Administrator

Marc Williams

E: M.Williams@sussex.ac.uk

T: +44 1273 678361

Student Life Centre

The Student Life Centre provides information, advice and guidance on a broad range of subjects. Based on the ground floor at the front of Bramber House, there are a number of ways to access the service. You can come to our information desk, which is open from 9.00 am to 5.00 pm Monday to Friday, call us on 01273 876767 or email studentlifecentre@sussex.ac.uk. You can also make an appointment through Sussex Direct by clicking on your 'Study' tab and then on Student Life and Student Life Centre. We also offer drop-in sessions at core hours every day if you ever have urgent welfare concerns. The Student Life Centre offers you a supportive space to discuss your situation and to help you consider ways forward.

We can assist with:

- personal and welfare concerns affecting study progress or well-being;
- funding, money advice and budgeting support as well as information about financial resources
- sources of help to improve academic performance – identifying obstacles to learning
- progression, intermission and withdrawal processes - discussion and support;
- referrals to other professional services on and off campus;
- drop-ins for free condoms, drug and alcohol counselling and LGBT support.

If you don't know who to talk to or who to ask – start at the Student Life Centre. Seek help early and remember that we are here for YOU.

Because we are also a proactive service you may be contacted directly by the Student Life Centre if we hear that you might be in difficulty so we can support you. This may be, for example, in response to concern from your School about your attendance, participation or engagement with your course.

For more information go to:

www.sussex.ac.uk/studentlifecentre/.

Making your voice heard

We want you to tell us about your experience of studying at the University. Here's how you can give us feedback.

Suggestion boxes

There are suggestion boxes in key locations around the School. School Office staff check the boxes weekly and forward the suggestions to an appropriate member of staff for comment and action if appropriate. Progress and final outcomes are reported back to the originator, and a selection of these are advertised next to the boxes.

School Student Representatives

The Student Representative Scheme is run jointly by the Students' Union (USSU) and the University. Student Reps provide an essential link between students, the School, the University and the Students' Union. Because Reps are themselves students, fellow students are happy to seek assistance from them when they have concerns or opinions about their education and experience at the University. Being a Student Rep gives an opportunity to learn and practice new life skills that can improve your employability.

There is a Student Rep for each level of study. Elections are held at the beginning of the Autumn Term. Full details of the scheme are online at <http://www.sussexstudent.com/student-reps/> including how to become a Rep yourself and the electoral process.

Frequently Asked Questions

What do I need to provide and pay for to support my studies?

You should aim to start your studies with a basic set of equipment and materials, including notebooks and other stationery, and one or more memory sticks to back up your work.

Look at the reading lists in advance and consider whether you wish to buy any of the textbooks. Note that the Library will stock the editions specified and, as far as possible, e-textbooks will be available.

Many students find it useful to bring their own laptop, notebook, computer or smartphone, but we do not assume you have any of these. There are many PCs around campus accessible 24 hours a day.

All engineering students must purchase a hardbound logbook in which to record their experimental work. These are typically A4 size and suitable logbooks can be purchased for about £3 from the University Bookshop (in the Library building) or the Union shop.

You will need to budget for printing your work, and note that a number of assignments require two copies to be submitted. As a guide, a 12-page A4 report, printed single sided and black and white, would cost 60p at current University printing prices.

Finally, a few assignments require you to submit a CD or memory stick of data or computer programs and some final year project students choose to submit an appendix of data on CD or memory stick.

Where can I find lecture or seminar notes and lecture recordings?

These can be found on [Canvas](#). To access these sites you will need to use your normal University log-in and passwords.

Where can I get a letter that confirms that I am a student?

Postgraduate students can get a 'To Whom It May Concern' (General Letter of Enrolment) letter from the [Student Systems and Records Office](#). This letter can be used by you to confirm your status as a student of the University of Sussex to landlords, government agencies, foreign governments, or any other organisation or person requiring proof beyond that of your student card. At least **24 hours' notice** is required for this service.

Where can I get a Council Tax Exemption letter?

The Student Systems and Records Office (SSRO) also deal with Council Tax exemptions – please see further details here: www.sussex.ac.uk/ssro/enquiries. Please note the regulations vary dependent upon where you are currently living.

Where can I find my candidate number? Why do I need it?

On your Study pages on [Sussex Direct](#): click to view your candidate number. This number is also shown on your University ID card. You will need both your candidate number and ID card for submitting work and when you sit exams.

What should I do if I lose my University ID card?

If you lose your card, or if you suspect it has been stolen, you should immediately report the loss to the Library: (library.membership@sussex.ac.uk). The Library will prevent your card being used by anyone else, but you are responsible for any borrowing undertaken up to the time when the card is reported lost.

To obtain a replacement card, which you will need to do if you want to benefit from University services, you must go to the [Print Unit](#) located in the **York House undercroft**. Access is via the York House car park, off Norwich House Road (not via York House main reception). Normal opening times for the ID card service are 9.30am-12.30pm and 2.30-4.30pm, Monday-Friday. Revised opening times apply during exam paper production periods. Lost or damaged ID cards will be charged at £10.00 per card, payable in cash or by credit/debit card. **Please note that the payment cannot be taken from your student account.** If your card has been stolen and you can provide a Crime Reference number from the police in support of this, you will not be charged for a new card.

When and where do I hand in my work?

You will find instructions for coursework submission on Sussex Direct in your Assessment Deadlines & Exam Timetable. All work submitted to the Engineering & Informatics School Office must have a cover sheet attached. You can download a cover sheet from the School's website:

<http://www.sussex.ac.uk/ei/internal/forstudents/courseworksubmission> or collect one from the foyer in front of the School Office.

How can I print my work?

The University provides a large number of networked printers which you can access using your log in (username and password). Details of how to do this, along with the printing charges, are given on the IT Services web pages at <http://www.sussex.ac.uk/its/services/clusterrooms/clusterprinting>. Please allow enough time to print your work prior to hand-in deadlines to avoid late penalties.

Where can I bind my work?

The majority of coursework does NOT need to be bound, but you do need to bind your dissertation project. Self-service facilities for comb and thermal binding are available at the Engineering & Informatics School Office. There is a small charge for the plastic covers/comb binders.

The Main University Library offers self-service comb binding and the Print Unit in the Hastings Building offers a thermal binding service (normal turnaround time for binding jobs is 24 hours). There are also a number of companies in the Brighton area that offer binding services.

Where do I collect my marked work from?

The School Office will email you when your work is available to collect. It will usually be available for collection from the feedback filing cabinets located in the foyer area of the Engineering & Informatics School Office. The filing cabinets are organised by department and year of study; your feedback will be filed in candidate number order.

What happens if I submit my work late?

Work submitted after the published deadline is penalised unless you have submitted an Exceptional Circumstances claim (see below). See the previous section 'Assessment: What you need to know' (Late Submissions Policy, page 8).

What happens if I miss an assessment deadline or submit my work late for medical reasons/mitigating circumstances?

If you have exceptional circumstances you would like to be taken into account, you can submit an exceptional circumstances claim. If you would like to discuss your circumstances before submitting your claim you should visit the **Student Life Centre** and speak to a Student Advisor. Claims are submitted through your Sussex Direct pages. Detailed instructions on how to submit a claim are available on the Student Life Centre webpages at: <http://www.sussex.ac.uk/studentlifecentre/circumstances>.

How do I find out if my exceptional circumstances claim has been accepted?

Decisions will be fed back to you via Sussex Direct, and those decisions are also passed on to the Exam Boards which consider your progression and final classification.

If you are required to provide more evidence, you will be emailed and you will be told when/where to submit additional documentation.

If the claim is rejected, you will be informed by email and given information about the appeals process. Appeals can only be made after the exam board has met.

Where can I get an official transcript of my marks?

All postgraduates who have completed their degree will receive a single copy of their transcript with their postgraduate degree certificate. If you require an Academic Record before completion, please contact the Student Systems and Records Office (SSRO) at: www.sussex.ac.uk/ssro/transcripts

Who do I ask for reference letters for jobs, etc.?

Your Academic Advisor is the best person to go to for a reference. You can also use your Masters project supervisor as a referee. Requests for references are not usually refused, but it is polite to ask the proposed referee before sending in the request.

SECTION THREE: Course specific information

Course aims and outcomes

Course aims

The aim of this course is to develop academic and professional excellence both for newly qualified and practising professionals from a wide range of areas who are looking for a transition to a career in engineering and wish to extend their professional expertise in the field of Robotics and Autonomous Systems. It aims to enhance both theoretical knowledge and practical skills in programming, computer aided design (CAD), prototyping, mechanisms of robots, control engineering, embedded systems, industrial automation mechatronics, robotics applications, and autonomous systems.

Learning outcomes

Graduates of this course will have shown that they:

- Demonstrate a systematic understanding of the principles of Robotics and Autonomous Systems.
- Have critical awareness of a range of specialist topics related to Robotics and Autonomous Systems, understanding current problems and emerging solutions which are at the forefront of the field of study.
- Apply analytical and practical techniques, both systematically and creatively, to complex issues in Robotics and Autonomous Systems.
- Acquire an in depth understanding of real engineering problems and solving them by applying engineering principles.
- Demonstrate the ability to make sound judgements in the absence of complete data, and in complex and unpredictable situations.
- Select and apply appropriate computational and analytical techniques to solve a given problem while using industry standard computational tools and packages.
- Acquire, analyse and interpret simulated and experimental data with a practical understanding of how established techniques of research are used to create and interpret knowledge in the field.
- Source, read and criticise scientific articles and technical reports. Present a written argument based on reading from a variety of sources.
- Act autonomously and within a team, as appropriate, in planning, conducting and reporting on tasks at a professional level.
- Apply a holistic approach to an engineering brief, applying professional judgments in terms of cost, market, environment, sustainability, safety, and ethics.
- Use laboratory equipment to generate data while executing experiments in a laboratory safely, and analysing, understanding and validating the experimental results using established research techniques.
- Develop, analyse and construct technical specifications and designs.
- Manage their own learning and conducting independent thinking and study. Hence exercise initiative and personal responsibility.
- Communicate technical information and findings clearly to specialist and non-specialist audiences in a variety of media.

Placements

Industrial Placements are a great opportunity for you to gain experience within a real working environment, where you will be able to develop and acquire technical and interpersonal skills. Additionally, it will give you an opportunity to apply the knowledge gained throughout your studies and increase your industrial contacts which could benefit you in the future.

We do not guarantee any placements, however together with the Career Development and Employability Centre we will help you to find a relevant placement; it is your responsibility to apply for it. The type of placement, duration and specifications depend on the type of course you registered in, details are below.

Masters' Industrial Placement (MSc Robotics and Autonomous Systems with a Masters' Industrial Placement)

This placement involves spending 12 weeks (minimum) in the employment of a company. It is incorporated as part of a 15 months (240 credit) Master's degree course to broaden your learning.

Learning outcomes

Graduates of this course will have shown that they can:

- Demonstrate experience of working within a commercial environment.
- Work within a company's procedural framework.
- Describe and evaluate company mechanisms for optimising resources, meeting customer expectations and ensuring sustainability.
- Apply knowledge, gained in an academic environment, to practical problems encountered in a commercial environment.
- Interpret and apply the standards and practices adopted by the Company.
- Communicate the placement learning experience to others.

These learning outcomes are specific to the placement, the learning outcomes for the course still apply.

Industrial Placement Year (MSc Robotics and autonomous Systems with an Industrial Placement Year)

The module involves spending 40 weeks (minimum) in the employment of a company. It is incorporated as part of a (300 credit) Master's degree course to broaden your learning.

Learning outcomes

Graduates of this course will have shown that they can:

- Demonstrate experience of working within a commercial environment.
- Work within a company's procedural framework.
- Demonstrate knowledge and understanding of company mechanisms for optimising resources, meeting customer expectations and ensuring sustainability.
- Work within a framework of company policies, including: confidentiality, Health and Safety, and behavioural standards.
- Apply knowledge, gained in an academic environment, to practical problems encountered in a commercial environment.
- Interpret and apply the standards and practices adopted by the Company.
- Demonstrate understanding of the financial rules, procedures and constraints, of the company.
- Communicate the placement learning experience to others.

These learning outcomes are specific to the placement, the learning outcomes for the course still apply.

Support for your placement

At the start of the academic year, you will be briefed on the industrial placement. While you are applying for placements, you will be supported by the Course Convenor and the Sussex Placements team in CEC. Once you have secured a placement, you will receive a pre-departure briefing, which will include information about the assessments you have to complete. You will also be assigned a Placement Tutor. This member of faculty will maintain contact with you through Study Direct and visit you in your place of work at least twice during the placement.