BEng (Hons) Civil Engineering International

OFF CAMPUS COURSE GUIDE 2016/7

This Course is delivered in partnership with Victoria University College, Myanmar at the University of Wolverhampton
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About this guide

This Course Guide has been designed to help you plan your course. You are encouraged to read this Guide through now. It will be a considerable advantage to you to be familiar from the outset with the various aspects of your studies that are described. It may be that the relevance of some of the sections will not be immediately obvious. Keep it somewhere accessible, so that you can refer to it as needed.

Obviously even in a document like this we have not covered every query and problem that you might have about the course. The Course Guide should be read in conjunction with the Undergraduate Student Guide / Postgraduate Student Guide; the TNE Student Charter; the University’s Policies and Regulations and the University Assessment Handbook. These documents should provide you with all the basic information that we think you will need for your period of study here.

If you find that there is something you need to know, please contact your Academic Team Office or Student Centre on the details included below.

<table>
<thead>
<tr>
<th>Please enter the contact details for your Personal Tutor for your future reference:</th>
<th>The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your local Academic Team Office is:</td>
<td>Victoria University College 166 Upper Pansodan Street, MTNT Township 11221 Yangon Myanmar(Burma) +951250150</td>
</tr>
<tr>
<td>Your University of Wolverhampton Academic Team Office is:</td>
<td>Faculty of Science and Engineering, MI155, MI Building, City Campus South</td>
</tr>
<tr>
<td>Your local Student Centre is:</td>
<td>Student Affairs Office Victoria University College Campus 4, No.11 (A),U Tun Myat Street, Tarmwe Tsp, Yangon, Myanmar Ph: +95 (1) 549515, +95 (1) 556389</td>
</tr>
<tr>
<td>Your University of Wolverhampton Student Centre is:</td>
<td>Faculty of Science and Engineering, MI154, MI Building, City Campus South <a href="mailto:fsepartnerships@wlv.ac.uk">fsepartnerships@wlv.ac.uk</a></td>
</tr>
<tr>
<td>TNE = S.T.a.R Office</td>
<td>S.T.A.R Office MX108, City Campus North or log a call via e: Vision</td>
</tr>
</tbody>
</table>
Please note that in order to develop and improve the Course, it may be necessary on occasions to amend or revise the details given in this Course Guide. We are pleased to hear your views and welcome suggestions for ways of improving the operation of the Course.

Welcome
On behalf of the Course Management Team I should like to extend to you a very warm welcome and wish you every success in your studies with the University of Wolverhampton.

The University experience and academic success is all about the effort you put into learning and making the most of the wide range of opportunities available to you. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive job market.

This course is delivered in partnership with Victoria University College, Myanmar. As you will be studying at a distance from the University you will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. But remember, we are here to support you even if you never have to come on to a University of Wolverhampton campus - see www.wlv.ac.uk/distance for further details.

We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We are, therefore, keen to hear your views and would welcome any suggestions that you may have about ways of improving any aspect of your course and/or the student experience here at the University.

Dr Phyo Thuzar Thein
Course Tutor
Victoria University College, Myanmar

Course Management and Staff Involved with the Course

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Phyo Thuzar Thein</td>
<td>Course Tutor, Victoria University College, Myanmar</td>
<td><a href="mailto:drptzt@vucedu.com">drptzt@vucedu.com</a></td>
</tr>
<tr>
<td>Naing Thaung Htaik</td>
<td>Programme Manager, Victoria University College, Myanmar</td>
<td><a href="mailto:naing@vucedu.com">naing@vucedu.com</a></td>
</tr>
<tr>
<td>Aye Aye Htun</td>
<td>Administrator, Victoria University College, Myanmar</td>
<td><a href="mailto:mswhitelie@gmail.com">mswhitelie@gmail.com</a></td>
</tr>
<tr>
<td>Yin Mon Ko</td>
<td>Student Affairs Administrator, VUC, Myanmar</td>
<td><a href="mailto:yinmon777@gmail.com">yinmon777@gmail.com</a></td>
</tr>
</tbody>
</table>

Contact at University of Wolverhampton

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Rizwana Shah</td>
<td>Partnerships Administrator, Faculty of Science and Engineering, University of Wolverhampton</td>
<td>Tel: +441902 322539 <a href="mailto:R.R.Shah@wlv.ac.uk">R.R.Shah@wlv.ac.uk</a></td>
</tr>
</tbody>
</table>
Course Structure for Undergraduate courses

Students will study:
**Full-time**: normally modules worth 120 credits each academic year
**Part-time**: normally modules worth no more than 80 credits each academic year.

<table>
<thead>
<tr>
<th>Level 6 (3)</th>
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<tbody>
<tr>
<td>Year long</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>6CV002 Civil Engineering Dissertation 40</td>
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</table>

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>6CV014</td>
<td>6CV017</td>
</tr>
<tr>
<td>International Geotechnical Design</td>
<td>Sustainable Water Resources</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>6CV016</td>
<td>6CV015</td>
</tr>
<tr>
<td>Structural Engineering Analysis</td>
<td>Infrastructure Design Project</td>
</tr>
<tr>
<td>20</td>
<td>20</td>
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</tbody>
</table>

Note: Victoria University College, Yangon, Myanmar – Validated for Direct Entry at level 6 Only

**Module Code:** 6CV014  **Module Title:** International Geotechnical Design

<table>
<thead>
<tr>
<th>Credit value</th>
<th>20</th>
</tr>
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<tbody>
<tr>
<td>Pre-requisites</td>
<td>None</td>
</tr>
<tr>
<td>Co-requisites</td>
<td>None</td>
</tr>
<tr>
<td>Prohibited combinations</td>
<td>None</td>
</tr>
<tr>
<td>Module Tutor</td>
<td>Dr. KyawKyaw</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Kyaw.u.kyaw@gmail.com">Kyaw.u.kyaw@gmail.com</a></td>
</tr>
</tbody>
</table>

**Module description**
The principal aim of this module is to extend your knowledge of the relevant theory and practical applications of geotechnical principles in ground engineering, in particular with regard to ground and structure support. The module will cover traditional approaches and techniques integrated with the use of computer programs and numerical modelling. Designs are intended to be undertaken within the international context of the module delivery.

**Assessment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Coursework</td>
</tr>
<tr>
<td>2</td>
<td>Examination</td>
</tr>
</tbody>
</table>

**Module Code:** 6CV015  **Module Title:** Infrastructure Design Project

| Credit value | 20 |
**Module description**
The overall intention is to provide you with experience of being a member of a team undertaking a realistic infrastructure design project. By so doing you will enhance your design skills (in a particular Civil Engineering area) and will also appreciate the practicalities and difficulties of integrating a variety of topic areas to arrive at a working solution for a complex infrastructure problem. The module will also develop awareness of the Civil Engineer’s contribution and obligations to society, when he/she undertakes project work in any part of the world.

**Assessment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting or Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Report</td>
<td>25%</td>
</tr>
<tr>
<td>2 Group Work</td>
<td>75%</td>
</tr>
</tbody>
</table>

**Module Code: 6CV016  Module Title: Structural Engineering Analysis**

- **Credit value**: 20
- **Pre-requisites**
  - None
- **Co-requisites**
  - None
- **Prohibited combinations**
  - None
- **Module Tutor**: Daw Wuit Yi
- **Email**: wuityiwinhtut@gmail.com

**Module description**
This module aims to provide the students with tools for the analysis of advanced structural systems, such as indeterminate structures of continuous beams, portal frames, sub-frames, etc. The intention is to cover the theoretical aspects of topics and approaches directly relevant to current international structural engineering practice.

**Assessment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting or Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Coursework</td>
<td>40%</td>
</tr>
<tr>
<td>2 Examination</td>
<td>60%</td>
</tr>
</tbody>
</table>

**Module Code: 6CV017  Module Title: Sustainable Water Resources**

- **Credit value**: 20

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6
Module description
The principal aim of this module is to develop an understanding of the engineering and environmental principles underlying the collection and treatment of water, river and coastal flooding within an international context. Students will be made aware of the impact that Civil Engineering has on the hydrological environment.

Assessment

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting or Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Portfolio</td>
<td>50%</td>
</tr>
<tr>
<td>2 Report</td>
<td>50%</td>
</tr>
</tbody>
</table>

Module Code: 6CV002  Module Title: Civil Engineering Dissertation

Credit value 40
Pre-requisites None
Co-requisites None
Prohibited combinations None
Module Leader Kyaw Kyaw
Email Kyaw.u.kyaw@gmail.com

Module description
This module aims to develop your ability to create and complete a programme of in-depth investigation, research and analysis. The programme of work will concern new and emergent technology and will require extensive review of current knowledge, assimilation of relevant theory, generation of original data, critical analysis and innovation to arrive at logical conclusions. The nature of projects will be experimental, computational or novel design or a mixture thereof. You will also be required to discuss the interaction between their topic and sustainable Civil Engineering practice.

Assessment

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting or Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Portfolio</td>
<td>20%</td>
</tr>
<tr>
<td>2 Report</td>
<td>80%</td>
</tr>
</tbody>
</table>
About the Course
This Guide outlines the modules which are available, teaching and learning activities and assessment tasks. If there is anything you need to discuss further, please contact Dr Phyo Thuzar Thein, Course Tutor.

The educational aims of the course are: The BEng (Hons) Civil Engineering (International) course is intended as your first step towards becoming a Chartered Civil Engineer and practitioner delivering projects in the international community. Chartered Engineers are variously engaged in technical and commercial leadership and possess effective interpersonal skills as well as digital literacy.

Civil Engineers are responsible for the design, management and construction of major infrastructure projects in diverse regions of the world. Infrastructure projects may include dams, reservoirs, transportation projects, bridges, major buildings, water supply, sewage, harbours and sea defences. The aim of the course is to develop graduates who are characterised by their ability to develop appropriate solutions to global engineering challenges by using new or existing technologies, through innovation, creativity and change. Thus the course will:

- provide you with a broadly based education in civil engineering, with particular application to projects in various international markets, allowing scope for continued development into a wide range of disciplines within the civil engineering and construction related areas.
- address increasing industry demand for graduates who can understand the principles of civil engineering, and apply them to infrastructure and construction projects in a variety of international contexts, whilst simultaneously demonstrating an awareness of the cultural, religious, ethical, social, environmental and economic business aspects of projects.
- enable you to pursue professional careers in international civil engineering organisations at a level which requires the exercise of sound judgement, initiative, local sensitivities and the ability to make informed decisions in complex circumstances that reflect a responsible, ethical and socially aware outlook.
- furnish you with a detailed understanding of the principles of civil engineering, enabling the rational selection of the most appropriate materials for a particular region of the world and an appreciation of variety of systems to solve civil engineering problems.
- require you to participate in a group design project where the project team members will each have a specific area of civil engineering to focus on, and will all be responsible for combining the various aspects to produce a compatible solution.
- develop your ability to research a civil engineering subject, assess the available literature from a variety of international sources, apply appropriate research methods and critically analyse the results obtained.
- develop your ability to communicate effectively, formally, informally, written and oral.
The course learning outcomes are: At the end of level 6 you, the student, will be able to:
1. Demonstrate knowledge and understanding of geotechnical, engineering, structural analysis and design, including material properties that are appropriate within a variety of international environments.
2. Apply knowledge and understanding of civil engineering to group and individual project work, taking account of cultural, religious, social, ethical, environmental and economic business issues at both the project planning and implementation stages, including an understanding of various international considerations.
3. Propose and evaluate a range of solutions to civil engineering problems, drawn from a detailed understanding of civil engineering principles demonstrating creativity and innovation.
4. Evaluate and apply appropriate mathematical methods to solve civil engineering problems.
5. Critically appraise the results from appropriate software packages for the analysis, design and management of civil engineering projects.
6. Demonstrate relevant personal and interpersonal skills, and thinking critically and creatively during problem solving especially when faced with engineering challenges.

These will be achieved through the following learning activities:
- Attending, taking notes and asking questions in lectures,
- Using audio-visual learning materials
- Carrying out supervised practical work
- Discussing with fellow students and academic staff in seminars and workshops
- Discussing with academic staff in tutorials
- Reading articles, chapters and books
- Accessing appropriate sites on the internet
- Field trips to towns or cities, visiting buildings, construction sites and observing work in progress
- Interact with industry and industry professionals
- Interaction with the professional body
- Preparing appropriate documentation, to industry standards, including plans, specifications, cost information, based on realistic construction projects
- Performing group exercises and projects
- Making oral presentations
- Preparation of professional standard reports
- Supervised practical work such as surveying and laboratory tests
- Engaging in discussion with academic staff and fellow students in seminars, workshops and tutorials
- Preparing for examinations
- Using computer software for analysis and design
- Problem solving exercises, closed and open ended problems
- Information retrieval from articles, books and journals for assessment
- Critical examination of data.

The course is accredited, endorsed or approved (depending on the professional body requirements)
Not applicable.
**Contact Hours**
At University, the term ‘contact hours’ is used very broadly to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course. This time provides you with support in developing your subject knowledge and skills, and provides opportunities to develop and reflect on your own, independent learning.

Your **University Academic Calendar** for the year is available to you through your Course Leader.

**Timetables**
Timetabling information is available to you through your course leader for the modules that you have registered for.

**Student Voice**
The Student Voice is a partnership between the University and the Students’ Union, put in place to make sure students opinions/feedback are heard at every level of university governance, from course level to the University’s governing body.

The main positions within the Student Voice are Course Reps, who are volunteer students on every course. They have meetings with lecturers on a regular basis, highlighting both positive and negative feedback to Course Management and Tutors within their course.

If you ever wanted to get involved with the student voice, or need more information please contact the Engagement Team in the Students’ Union – **Student Voice**

For independent advice and guidance on all matters related to being a student, contact the Students’ Union’s Advice and Support Centre by telephone or e-mail **Advice and Support**.

**Responding to Student Feedback “You said/We did”**
We are always trying to improve our services and as such we welcome your suggestions and opinions. You will be given many opportunities throughout your study to feedback on your course and modules which will enable us to make improvements to your course. This will benefit not only you, but future students.

**Student Charter**
The University’s **TNE Student Charter** has been developed primarily by the Students’ Union and informed by student views. The Charter is not a contract, nor is it intended to be legally binding; it is a set of shared expectations which establishes the values and standards we are seeking to promote across all of our learning community. The Charter seeks to apply to all students on all courses and reflect our normal expectations of your experience at University. On occasions different types of study and interactions will mean necessary variations from time to time. However, what is important to us is that, whatever you are studying, your experience is a great one.

**Engagement**
The University recognises that you have made a significant investment in both time and money in choosing to study for a degree. The University is committed to helping you fulfil your potential. Your engagement with the study materials, and participation in the
sessions, activities and assessment tasks are very important in ensuring that you are able to do so.

Your engagement will help you to:
- Understand the subject area you are studying;
- Acquire and develop the skills and knowledge needed to ensure success;
- Prepare for assessment tasks;
- Learn from and with your fellow students;
- Receive feedback from your tutors on your progress;
- Fully participate in sessions, forums, seminars and other activities;
- Develop your communication skills.

If you are unable to participate in any of the activities or sessions please let your tutor know that you are unable to do so. He/she will then be able to give you advice on what was dealt with during the session or activity, and what you need to do to catch up. Please do remember how important engagement and participation is to your success. You are encouraged to engage with the University’s Virtual Learning Environment (VLE) and Student Management System, further details of how to access these can be found here.

Contact time with teaching and associated staff is available to help shape and guide your studies. The term ‘contact hours’ refers to the amount of time that you spend learning in contact with teaching or associated staff, when studying your chosen course. The number of contact hours on a course is influenced by the subject, as well as how and where you are studying.

The Wolverhampton Graduate
The experience of studying at University is about much more than just gaining knowledge and understanding of a subject(s), it is also about developing additional skills and capabilities that you can take with you into a wide range of different settings. Sometimes it can be difficult to explain to others what you have done and achieved. The following Graduate Attributes will help you think about the knowledge and skills you have gained and how these can be presented to prospective employers and/or other interested parties. This is not an exhaustive list and you will need to reflect on what you can personally demonstrate that is appropriate for different settings and contexts such as job interviews. You will also have formed your own opinion about what going to university means to you and how you think you have developed.

While at university you will have the opportunity to:
1. acquire, generate, interrogate and apply knowledge from a wide range of sources,
2. develop research skills to enable analysis, synthesis, understanding and evaluation of data and information.
3. demonstrate self-discipline and organizational skills by meeting deadlines, and taking responsibility for your own development and learning
4. present ideas clearly in an informed and persuasive manner to a variety of audiences.
5. be innovative, creative and enterprising work collaboratively, whilst acknowledging, respecting and engaging with the views of others in a constructive and empathetic manner.
6. draw on professional advice and feedback to reflect on and improve your own learning and professional practice;
7. prepare for the world of work through engagement with real life situations, briefs and problems
8. engage with new ideas and ways of working as an active member of the communities in which you study, live and work.

External Examiners
Professor Geoff Cook, University of Reading
External Examiners play a key role in helping the University to ensure that our standards are comparable with other institutions in the sector and are consistent over the years and that our assessment processes and regulations treat all students fairly and equitably. It is not part of their remit to communicate with individual students (it is to be noted that students are given access to External Examiner reports in their entirety via the Modules and Programmes page on e-vision in line with the HEFCE Publication 06/45 and some students may have the opportunity to meet with externals if they visit placement areas or attend for planned meetings or assessment). Students are therefore reminded that they must not make direct contact with External Examiners in respect of their assessed work or performance. Any student issues should be relayed either directly to the Module or Course Leader.

Academic Regulations
This course follows the University’s academic regulations. A full version of these regulations can be found on the University web page for Policies and Regulations. These regulations govern your course and will be binding on you. It is, therefore, important that you read and become familiar with them. If you have any questions regarding the regulations you should raise your query by logging an e:Vision Helpdesk call.

Exam Regulations
The University also have regulations that specifically cover examinations. Examination Regulations

The maximum period over which an award may be studied is detailed in the regulations appropriate to your course. Typically these are:

Top-Up Honours Degrees

<table>
<thead>
<tr>
<th></th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honours degree (180 credits)</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Honours degree (120 credits)</td>
<td>1 year</td>
<td>2 years</td>
</tr>
<tr>
<td>Ordinary degree</td>
<td>1 year</td>
<td>2 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honours degree (180 credits)</td>
<td>3 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Honours degree (120 credits)</td>
<td>2 year</td>
<td>4 years</td>
</tr>
<tr>
<td>Ordinary degree</td>
<td>2 years</td>
<td>4 years</td>
</tr>
</tbody>
</table>

The above maximum registration periods do not include time away from study approved under the Leave of Absence procedure.
Registration periods for students admitted with Recognition of Prior Learning and for students who choose to amend their mode of attendance, will be calculated pro-rata.

Please be aware that to be eligible to continue on your course you must pass at least one module in your first year of study.

Course Information
Reference points
- Engineering Council UK-Spec 2008
- Joint Board of Moderators Accreditation Guidance and Documentation
- QAA National Qualifications Framework
- QAA Subject Benchmark Statement for Engineering
- Faculty E&D policy
- Equality Act (2010)

Blended Learning
The course adopts a variety of learning and teaching methods, as appropriate to the nature and content of the individual modules, with the principle contact modes of delivery being: lecture/tutorial and practical/laboratory periods.

All such face-to-face sessions are interactive, with the VUC lecturer providing guidance on formative exercises and/or conducting discussions on prominent module-specific topics and issues.

All modules that comprise this course are supported by Wolf topics where UoW and VUC Lecturer-produced material is uploaded, in addition to formative exercises in various formats, with assessment feedback through in-class tutorials and/or electronic feedback.

An important part of the learning process is discussion with other students in the cohort. Recognising that this requirement extends outside classroom face-to-face sessions, Wolf topics include a forum and students are encouraged to use this facility to enhance their learning experience and benefit from the pooling and discussion of ideas with their peers.

List of blended learning entitlements (reference section 15);
1. have access to a digital copy of all lecturer-produced course documents
2. have formative assessment opportunities on line with meaningful electronic assessment feedback
3. collaborate on line with others in their learning cohort
4. participate in ePDP
5. submit all (appropriate) assessments online
   (note: this entitlement will be adopted as and when University IT and Registry systems permit)
6. engage in interactive learning during all face to face sessions.
Assessment methods

- Computer aided assessment tasks (CAA)
- Work based competence assessments where appropriate
- Round table discussions, in groups
- Laboratory work and Laboratory reports
- Written assignments (including drawings)
- Presentations
- Examinations
- Individual research dissertation
- Group design project
- Practical work
- Essays
- Formal seen, unseen or open book examinations
- Problem-solving exercises
- Oral presentations.

Support for Learning
Enhanced learning support is provided in the following areas by both University of Wolverhampton and Victoria University College.

1. Support for mathematics and analytic-based modules via the Mathletics software package
2. Face-to-face tutorial sessions in mathematics
3. Report writing and oral/presentation communications skills
4. Learning centre tutorials – literature searches and information searches
5. Practical/lab/experimental activities and reporting
6. Research for project work (major individual project, plus group assignments at L6)
7. Promotion of independent learning during tutorials, face-to-face sessions.

Distinctive features of the course
The BEng (Hons) Civil Engineering (International) reflects a growing trend within the global civil engineering industry to produce graduates with a detailed understanding of the principles of civil engineering as well as competent high level analytical skills. In addition, graduates from the BEng course will have the ability to manage international projects taking into consideration regional cultural, religious, ethical, social and environmental issues.

Your final year group design project will culminate in the production of a working design for a given international civil engineering project within your region of study. The design will require the consideration of various options, the analysis of the chosen option and the production of an integrated solution covering structural, geotechnical and environmental aspects as well as a detailed programme of works and anticipated costs.

Your final year individual dissertation will pull together the information retrieval skills that have been developed from previous study on civil engineering. You will produce a research report containing original data and be expected to critically analyse the results obtained. A formal written document will be produced as well as an oral presentation.

The BEng (Hons) Civil Engineering (International) may be used during application for accreditation, by different professional bodies around the world within the civil engineering
community. This will enable graduates to work towards becoming Chartered Civil Engineers.

Lecturers on this course are a blend of respected local academics and experienced professionals, supported by highly respected UK academics.

The UK civil engineering team of support academic staff have excellent links with various engineering companies as well as the local branches of the UK Civil Engineering professional bodies, particularly the Institution of Civil Engineers and the Institution of Structural Engineers.
Personal Tutor
When you join the University you will be given a Personal Tutor. This information can be found in your e-vision homepage. Your personal tutor is someone who can offer you guidance and advice, this could be about your course, and any other aspects that affect your study. In order for personal tutoring to be a beneficial and meaningful relationship for you, you need to communicate with your personal tutor.

Academic Misconduct
We take pride in the academic integrity of our staff and students but when academic misconduct is suspected the University will take action. The University considers seriously all acts of academic misconduct, which by definition are dishonest and in direct opposition to the values of a learning community. If not challenged, academic misconduct will ultimately devalue our academic standards and undermines the honest efforts on the part of our staff and students.

Academic misconduct includes plagiarism, collusion and cheating and may be deliberate or unintentional. Whatever form it takes, it will be thoroughly investigated and penalties will be applied if proven.

Support for Students
The University and the Students’ Union believe that many incidents of academic misconduct can be avoided by increasing students’ knowledge and skill.

A variety of support mechanisms are in place to help students succeed and avoid academic misconduct:

- Visit our study skills support website at www.wlv.ac.uk/skills. See the section on tackling academic misconduct.
- Download the Students’ Union guide to Avoiding Academic Misconduct (“Write Right”) - available from the Student’s Union website.
- Book a Skype appointment with study skills adviser or join the online chat service ASSIST - through the Learning Centre “Skills for Learning” website.
- Contact your personal tutor or module leader.

Remember – there is help available if you need it.

Defining Academic Misconduct
Cheating
Cheating is defined as any attempt to gain unfair advantage in an assessment by dishonest means, and includes, for example, all breaches of examination room rules, impersonating another student, falsifying data, and obtaining an examination paper in advance of its authorised release. Cheating attracts the University’s most severe penalties.

Other common examples of cheating would include –
- Being in possession of “revision notes” during an examination
- The purchase or commission of assignments from others
- Theft of other students’ work
- Prohibited communication during an examination

**Plagiarism**
Plagiarism is the act of taking someone else’s work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others. It is important to cite all sources whose work has been drawn on and reference them fully in accordance with the referencing standard used in each academic School/Institute or Faculty.

The most common forms of plagiarism are –
- Cut or copied and pasted materials from websites
- Copying the work of another student (past or present) including essays available through “essay bank" websites – or other data.
- Copying material from a text book or journal

When you’re using other people’s work or ideas it is important to engage with their work critically. You can quote, paraphrase, summarise or critically review – but you must always provide appropriate references.

**Collusion**
Collusion is when two or more people combine to produce a piece of work for assessment that is passed off as the work of one student alone. The work may be so alike in content, wording and structure that the similarity goes beyond what might have been coincidence. For example – where one student has copied the work of another, or where a joint effort has taken place in producing what should have been an individual effort.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas and group work to complete assignments (where this is specifically authorised).

**Plagiarism Detection**
In concert with the skills and experiences of academic staff the University will utilise electronic tools such as Turnitin to detect plagiarism. Turnitin is the software currently subscribed to by the University.

At Undergraduate level the University will require that all final year projects and dissertations are submitted to Turnitin for analysis. At postgraduate level the University will require that all dissertations (or similar) are submitted to Turnitin for analysis.

Students are required, where appropriate, to make a declaration as the authenticity and originality of any submitted piece of work. This declaration also authorises the University to request and require students to provide and electronic version of any submitted assessment for checking work via Turnitin where plagiarism is suspected.

**Penalties**
Where an offence is admitted, or a panel decides that cheating, plagiarism or collusion has occurred, a penalty will be imposed. There is a cumulative range of penalties which will be applied to any continuous period of registration for study with the University. The severity of the penalty will vary according to the nature of the offence and the number of previous
offences. Penalties range from failure of the assignment under investigation to exclusion from the University.

Full details about the University's policy on Academic Misconduct, regulations and procedures, investigation of academic misconduct or to make an appeal or a complaint are available on the Conduct and Appeals website.

Where to get help with your course

Local Student Support.
Student Affairs Office
Victoria University College
Campus 4, No.11 (A), U Tun Myat Street, Tarmwe Tsp, Yangon, Myanmar
Ph: +95 (1) 549515, +95 (1) 556389
University Student Support
If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.

Administration queries:
enrolment
extensions
extenuating circumstances
Leave of Absence
Course transfer, etc
Your Local S.T.a.R Office
eVision helpdesk

Academic and Course related queries
Personal Tutor
Course Leader
(by email)

Module related queries
Module guide (on WOLF)
Module Leader
or Tutor

Support for Study Skills
W: www.wlv.ac.uk/skills
E: skills@wlv.ac.uk
and local partner based support

Who to Contact for help

Financial advice:
www.wlv.ac.uk/moneymatters
E: money@wlv.ac.uk
Your Local Student Office
S.T.a.R Office

IT Problems
W: www.wlv.ac.uk/ITServices
E: ITSupport@wlv.ac.uk

Special Needs (Students with disabilities)
Special Needs Tutor or Student Enabling Centre
or your local student office at the partner institution
W: www.wlv.ac.uk/sec

Personal Issues (UK)
Personal Tutor (see eVision for details)
University Counselling Service
W: www.wlv.ac.uk/counselling
E: counsellingservices@wlv.ac.uk

Careers & Employment Centre
Local Partner Centre

General queries
eVision helpdesk
or
www.wlv.ac.uk/distance
or your local Student Office
Extensions, Extenuating Circumstances and Leave of Absence

The University wants all students to do their best. You are expected to take responsibility for your own learning and we know students perform best if they participate in all activities associated with their modules.

Very occasionally something may happen suddenly which is beyond your control and this will prevent you from attending an examination (or other test) or completing an assessment by the due date. Common reasons for needing additional help are poor health or a death in the family – although other reasons may apply.

**Extensions** - for some assessments there may be the option to apply for a short term (maximum 7 days) extension if you are experiencing difficulties in completing your work on time. You should apply for the extension via your e:Vision account on or before your assessment date and provide supporting evidence to your Student Centre. On receipt of the evidence your claim will be assessed and you will be notified by e-mail if your extension has been approved and your revised submission date. Further details can be found [here](#).

**Extenuating Circumstances** – claims for extenuating circumstances are also submitted via your e: Vision account on or before your assessment date and again evidence to support your claim must be provided to your Student Centre. Claims for Extenuating Circumstances tend to be for more serious matters and if your claim is accepted then it enables you to take the assessment at the next available opportunity without penalty. If you have any queries regarding either of these processes then please log a call on the e:Vision helpdesk.

**Leave of Absence** - in more extreme cases of potential prolonged absence you might consider a temporary leave of absence. Students may temporarily suspend their studies a semester at a time (and up to a maximum of four semesters). You can apply for a Leave of Absence via e:Vision but we would strongly recommend that you get advice from your Personal Tutor, your Student Centre or the Students’ Union, particularly regarding the financial implications, before taking this step.
If you are an international student we take into account the fact that you will have paid a non-refundable deposit and your fee liability points will be at the start of the first term and third term (remainder of fee). We recommend you seek guidance on this from the International Student Support team in MX Student Centre.

TNE Students contact is via e:Vision

**Health & Safety issues**

**Health and Wellbeing whilst using your computer**
As a student you will be using a computer for the majority of your study. The guidelines below are to promote good health and wellbeing in relation to your computer use.

**Set-up and space**
Ensure you have a comfortable working area where you can have adequate space for your keyboard, mouse, monitor or laptop/mobile device and that you are in a comfortable seated position. Try to prevent eye strain by ensuring you have good lighting, adjusting your monitor to prevent glare and by cleaning your monitor regularly. If you are using a laptop for any extended length of time try to use an external mouse to prevent continued use of a laptop mouse pad which can cause strain injuries.

**Taking a break**
You should take regular breaks away from the screen. One to two minutes away every thirty minutes can be most effective, with regular longer breaks every couple of hours. Physically moving away from the screen and working area will also allow for important stretching and increasing circulation as well as reducing eye strain from looking at the screen.

**Progression for Further Study**
Civil Engineering is all about creating, improving and protecting the sophisticated environment that supports communities around the world. Civil Engineers design and build infrastructure that can last for hundreds of years and can withstand a diverse variety of natural forces, geological and atmospheric conditions in different regions of the world. Infrastructure projects may involve tall buildings and large structures together with bridges, roads, railways and tunnels etc.

There are many significant employment opportunities in Civil Engineering with graduates working for contractors, consultants, local authorities, government and public bodies, the armed forces, and academic and research establishments. This Civil Engineering course is designed to allow you to work both on a national and international basis on a variety of exciting infrastructure projects. Graduates may wish to continue their studies at Masters or Doctorate level. This may either be in a technical context or a more broadening context such as project management or construction law.

The BEng (Hons) Civil Engineering (international) course also provides a sound basis from which graduates may work towards membership of a relevant international professional body in various regions of the world.
Alumni

*We’re proud of your success. Be proud of your connection with us.*

Once you complete your studies you will continue to be part of the University of Wolverhampton academic community as one of our ever growing alumni community. The WLV Alumni Association is a university-wide association bringing together Wolverhampton graduates.

For further information on Graduation and Alumni please visit our [Alumni](#) website.

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