Faculty of Science and Engineering

MSc Oil and Gas Management

COURSE GUIDE 2016/7
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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 Student Charter; the University’s Policies and Regulations and the University Assessment Handbook 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 Faculty Office or local Student Centre on the details included below.

| Please enter the contact details for your Personal Tutor for your future reference: | The name of your Personal Tutor will be given to you at the beginning of your course and can be checked via e:Vision |
| Your local Academic Faculty Office is: | Faculty of Science and Engineering MI154, Wulfruna Campus, 01902 322129 |
| Your Student Centre is: | MI024, MI Building, Wulfruna Campus Or log a call on e:Vision |

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 at 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.

You will need to demonstrate good time management skills, independent learning, flexibility and discipline in order to achieve a study-work-life balance. 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.

Brian Shiplee, Course Leader

Course Management and Staff Involved with the Course
As Course Leader, Brian Shiplee can be contacted via email at B.Shiplee@ wlv.ac.uk or 01902 322134.

If you are interested in becoming a Student Representative for your course or faculty please contact the Student Support team in MI155, by email FSEStudentSupport@wlv.ac.uk or telephone 01902 322129.

For programme advice and help with University procedures, please contact Student Support team in MI155, by email FSEStudentSupport@wlv.ac.uk or telephone 01902 322129.

Faculty Enabling Tutor – Anthony Hatfield – A.Hatfield@wlv.ac.uk ext 8581
Placement Coordinator – Ellie Goodall - Ellie.Goodall@wlv.ac.uk, ext 1847

Course Structure for Postgraduate Courses
Students will study:
**Full-time:** normally modules worth 180 credits (a full masters course may be completed over one calendar year)
**Part-time:** normally modules worth no more than 80 credits each academic year.

Enter module codes only in the following tables to reflect the proposed structure for your course. Please shade in the semesters in which your students will undertake the masters dissertation.

<table>
<thead>
<tr>
<th>Full-time delivery</th>
<th>Semester 1 level 7</th>
<th>Semester 2 level 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core or option Module code</td>
<td>Module title</td>
<td>Credits</td>
</tr>
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</table>

4
### Module Information

**7EA018**  
**The Future of the Oil and Gas Industry**

<table>
<thead>
<tr>
<th>Credit value</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-requisites</td>
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Module description

Despite numerous predictions that the world has reached ‘Peak Oil’, this has not yet come to pass. The first reference to Peak Oil having been reached was made in 1919, and many subsequent predictions have failed to materialise in the near century since this statement was made.

On 1 January 2011, estimated world reserves stood at 1,478,974 million barrels, an increase since 1995, when reserves stood at an estimated 1,146,388 million barrels (http://www.eni.com/world-oil-gas-review/allegati/wogr-2011.pdf). At current usage, the 2011 reserves have an estimated lifespan of at least 45 years.

Shale gas has become a game-changer, with colossal deposits recently proven worldwide. At the end of 2010, worldwide reserves are estimated at 22,600 trillion cubic feet (http://geology.com/energy/world-shale-gas/), with further discoveries increasing the likely reserve (e.g. the UK in the previous source states that the UK has a reserve of 20 Tft3, but recent estimates suggest that there may be 200 Tft3 under Lancashire alone – an under-estimate by an order of magnitude (http://www.guardian.co.uk/business/2011/sep/23/blackpool-shale-gas-cuadrilla), and one which the British Geological Survey is currently working to correct (http://www.bgs.ac.uk/research/energy/shaleGas/howMuch.html). Recent reports from the Chinese and American Governments have suggested that there is in excess of 200 years supply in each of their territories (http://www.telegraph.co.uk/finance/china-business/9117072/China-claims-worlds-biggest-shale-gas-reserves.html).

Clearly, Oil and Gas will continue to be a vital commodity for at least the next five decades and beyond. However, one of the clearly identified risks for the petroleum sector is the ‘human capital deficit’ – although the estimates vary, it is likely that up to 40% of the worldwide workforce will retire in the next decade, but the production of qualified staff from Universities lags behind – there may be a 15 year lag (http://c1wsolutions.wordpress.com/2012/02/06/thrive-during-great-crew-change-tips-companies-professional-workforce/) meaning that there is an increasing demand for graduates of oil and gas programmes at a time when insufficient are being produced.

This module examines how the future of the oil and gas industry will be influenced, by a range of factors, including global economic, environmental and technological trends. The module will consider the effect of government policies designed to mitigate climate change, the expansion of renewable resources (especially biofuels), the approach to a plateau of production and export availability for oil, and the geographical and resource shifts of the international oil and gas industry.

Assessment

<table>
<thead>
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<th>Weighting or Pass/Fail</th>
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<tr>
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<tr>
<td>2 Oral Presentation</td>
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</table>

Module Code 7EA017

Module Title Operational Risk and Incident Management for Oil and Gas

Credit value 20
Pre-requisites None
Co-requisites None
Module description
This module addresses geological, safety, environmental and commercial factors which must be considered in bringing a petroleum discovery to commercial production. Techniques and issues for appraising, developing and producing hydrocarbons will be explored. You will gain awareness of responsibilities for safety towards yourself, colleagues and others affected by work activities; become aware of potential problems in any environment and develop strategies for prevention or remediation.

Assessment

<table>
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<td>2 Case Study</td>
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**Module Code** 7LW002  **International Commercial Awareness**

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<td>Pre-requisites</td>
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<tr>
<td>Prohibited combinations</td>
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</tr>
<tr>
<td>Module Leader</td>
<td>Lorrain Houlton</td>
</tr>
<tr>
<td>Telephone</td>
<td>1557</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:L.Houlton@wlv.ac.uk">L.Houlton@wlv.ac.uk</a></td>
</tr>
<tr>
<td>Staff Room Number</td>
<td>MC307</td>
</tr>
</tbody>
</table>

**Module description**
The module will highlight the key principles of Commercial Awareness and the inter-relationship between the commercial and legal aspects of enterprise and innovation; to highlight and minimise risk associated with the efficient exploitation of ideas with commercial potential and afford greater protection in a global setting.

**Assessment**

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<tbody>
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**Module Code** 7BE002  **Module Title** Strategic Management

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<td>Prohibited combinations</td>
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<tr>
<td>Module Leader</td>
<td>Dr Shaukat ALi</td>
</tr>
<tr>
<td>Telephone</td>
<td>3940</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Shaukat.Ali@wlv.ac.uk">Shaukat.Ali@wlv.ac.uk</a></td>
</tr>
<tr>
<td>Staff Room Number</td>
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</tr>
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</table>

**Module description**
This module provides a vehicle to integrate the knowledge and skills developed in previously studied functional modules. The module introduces practical techniques for identifying emerging trends in the business environment, both in a national and international context. It encourages the use of conceptual frameworks and practical tools and techniques to improve the quality of strategic decision-making, and develops the insights and competencies needed to present strategies and business plans in a persuasive manner.

**Assessment**

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<tr>
<th>Description</th>
<th>Weighting or Pass/Fail</th>
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<tbody>
<tr>
<td>1 Portfolio</td>
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### Module Code  7EA006  Environmental Management Systems

| Credit value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Module Leader | Brian Shiplee |
| Telephone | 01902 322134 |
| Email | B.Shiplee@wlv.ac.uk |
| Staff Room Number | MA 205 |

**Module description**

This module is concerned with state of the art developments within the field of environmental management. The following tools and concepts will be considered by means of key-note lectures and case-studies; Environmental Management Systems (i.e. the International Standard Organisation’s 14001 system and the European Eco-Audit and Management Scheme); Environmental Audits and Life Cycle Analysis/Assessment, Eco-labelling and Carbon Footprints. In addition, students will undertake a field visit to a company which has received numerous awards in recognition of being at the forefront of environmental improvements and corporate social responsibility.

**Assessment**

<table>
<thead>
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<th>Description</th>
<th>Weighting or Pass/Fail</th>
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<tr>
<td>2 Examination</td>
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</table>

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### Module Code  7CM002  Project Management Tools and Techniques

| Credit value | 20 |
| Pre-requisites | None |
| Co-requisites | None |
| Prohibited combinations | None |
| Module Leader | Wael Abdou |
| Telephone | 1746 |
| Email | W.Abdou@wlv.ac.uk |
| Staff Room Number | SC017 – Telford Campus |

**Module description**

Effective Project Management is fundamental to ensuring that the full potential of key business processes are realised. This module examines how effective Project Management may be applied to two major aspects of modern manufacturing generic to the majority of industry e.g. Quality and New Product Development. Often entwined these key specialism’s contribute significantly to the success of the enterprise.

**Assessment**

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<th>Description</th>
<th>Weighting or Pass/Fail</th>
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<td>1 Portfolio</td>
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</table>
### Module description

This module examines the chemistry of oil and gas and examines the consequences of this chemistry for its utilisation and refining. It will also examine issues around environmental and economic sustainability.

Crude oil contains petroleum with different combinations of molecules depending on the source conditions. Petroleum is a mixture of different hydrocarbons:

- The unsaturated branched or linear alkanes (also known as paraffins which contain only hydrogen and carbon).
- The cycloalkanes (also known as napthenes). The napthenes are classed as a saturated form of hydrocarbon that display almost identical properties to paraffins but have a much higher point of combustion.
- The unsaturated aromatic hydrocarbons which contain benzene rings, with atoms of hydrogen attached to them and which tend to produce far more emissions when combusted.

The composition directly affects the colouration and viscosity of the petroleum and influences the final product. The module will examine refining techniques, where the crude petroleum is separated, converted and treated to produce useful products. This will be demonstrated in the laboratory and in an industrial setting.

### Assessment

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting or Pass/Fail</th>
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<tr>
<td>2 Report</td>
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</table>
**Module description**

The production of a piece of original work based on independent research is an essential part of study at Masters level. Students will utilise knowledge and skills developed in this module in the completion of this project. For the award of a Masters degree, students must present a project demonstrating a range of intellectual and practical skills, using and synthesising information carrying out an application-oriented research project within a business and management context, and identifying the implications of the findings. Active, effective citizens and employees need to be capable of basing their decision-making on information and knowledge derived from research, and so the skills acquired in the course of producing the project will contribute to the student's effectiveness throughout his or her career.

**Assessment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting or Pass/Fail</th>
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</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 Brian Shiplee via email at B.Shiplee@wlv.ac.uk or 01902 322134.

The educational aims of the course are:

The MSc in Oil and Gas Management provides a broad training in oil industry matters. It is specifically designed for those who plan a professional or managerial career in the application of science, engineering or business in the oil and gas industry. The course will develop expertise in commercialisation, economics and law (specifically contracts), in addition to a detailed understanding of how science and engineering can be applied throughout the Oil and Gas Industry. The primary target audience are geologists, engineers and business managers working in the oil and gas sector, including Ministries, but the course is just as suitable for graduates and professionals seeking to increase their knowledge, skills and qualifications of this vibrant industry. The course will assimilate information and draw conclusions from current research findings in the Oil and Gas area allowing you to develop the conceptual and empirical knowledge, analytical skills and understanding of the business development process.

The MSc develop a comprehensive understanding of the Oil and Gas industry and appreciate the current limitations and problems with the techniques in current practice, covering areas such as innovation and entrepreneurship, geology, engineering disciplines, contracts, presentation skills, petroleum economics, risk assessment, safety engineering and environmental sciences.
There is an emphasis on critical and current awareness of recent developments within the Oil and Gas industry, for example shale gas, biofuels and other renewables. You will also undertake postgraduate research work into topic relevant to your interest or future career plans. You will demonstrate the ability to apply knowledge and understanding of business and management to complex issues, both systematically and creatively, to improve business and management practice in the Oil and Gas industry.

The course learning outcomes are:

### Postgraduate Certificate

At the end of 60 credits at **level 7** you, the student, will be able to:

1. Demonstrate a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of your academic discipline, field of study or area of professional practice with a conceptual understanding that enables the student:
   - to evaluate critically current research and advanced scholarship in the discipline
   - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

2. Demonstrate a comprehensive understanding of techniques applicable to your own research or advanced scholarship and ability to continue to advance your knowledge and understanding, and to develop new skills to a high level.

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 discipline.

4. Ability to deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate your conclusions clearly to specialist and non-specialist audiences.

5. Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.

6. Demonstrate the qualities and transferable skills necessary for employment requiring:
   - the exercise of initiative and personal responsibility
   - decision-making in complex and unpredictable situations
   - the independent learning ability required for continuing professional development.

### Postgraduate Diploma

At the end of 120 credits at **level 7** you, the student, will be able to:

1. Demonstrate a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of your academic discipline, field of study or area of professional practice with a conceptual understanding that enables the student:
   - to evaluate critically current research and advanced scholarship in the discipline
   - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

2. Demonstrate a comprehensive understanding of techniques applicable to your own research or advanced scholarship and ability to continue to advance your knowledge and understanding, and to develop new skills to a high level.

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 discipline.

4. Ability to deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate your conclusions clearly to specialist and non-specialist audiences.

5. Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.

6. Demonstrate the qualities and transferable skills necessary for employment requiring:
   - the exercise of initiative and personal responsibility
   - decision-making in complex and unpredictable situations
   - the independent learning ability required for continuing professional development.

Masters Degree

At the end of 180 credits at level 7 you, the student, will be able to:

1. Demonstrate in depth knowledge and understanding of specialist subject areas (e.g. hydrocarbon production and refining, contracts, risk) while placing that subject within the wider organisational and contextual framework of the oil and gas industry.

2. Apply a range of specialist skills relevant to the context of the Oil and Gas industry, in which they may operate.

3. Collect, analyse, synthesise and critically appraise relevant information across a range of scientific, legal and managerial areas as they pertain to oil and gas and, evaluate decision alternatives.

4. Demonstrate relevant personal and interpersonal skills, including: thinking critically and being creative; being able to solve complex problems and make decisions; conduct research either individually or as part of a team and an ability to recognise and address ethical dilemmas and corporate social responsibility issues.

5. 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 discipline.

These will be achieved through the following learning activities:
This is a Masters-level course and so there is an emphasis on Independent learning which is at the leading edge of the discipline. You will prepared for this independent learning in a number of ways, which include:

- Lectures to provide research and practice-based comprehension of the major areas of Oil and Gas Management to an advanced level.
- Tutorials to focus understanding gained in lectures on research or case-based issues and to underpin this understanding by making it relevant to industrial situations.
- Seminars to allow exchange of ideas and knowledge with peers and with tutors and to present an opportunity to share student experiences of the industry.
- Workshops to develop practical skills such as information and data-handling.
- Research project to enhance practical research skills, problem-solving abilities and competencies to analyse, evaluate and present research.
• Guest lectures from Industrial experts in Wolverhampton: and the students will also be strongly encouraged to join and attend meetings of bodies such as: the Petroleum Exploration Society GB, Oil and Gas UK, OPITO etc.

Industrial visits to sites, where relevant to the course.

The course is accredited, endorsed or approved (depending on the professional body requirements)

**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.

Contact time on this course will be based on your interaction with staff in some or all of the following situations: lectures, seminars, tutorials, demonstrations, practical classes and workshops, project supervisions, fieldwork, external visits, one-to-one sessions and discussions, interaction by email and other electronic or virtual media and situations where feedback is given on assessed work.

During your study this interaction takes place with academic (teaching and research) staff, teaching assistants, technical and specialist support staff, employers and others.

Alongside contact time, private and independent study is therefore very significant. This is the time that you spend learning without direct supervision from, or contact with, a member of staff. Your independent study time will include background reading, preparation for seminars or tutorials, follow-up work, wider practice, the completion of assignments, revision and others.

**University Academic Calendar**
*University Academic Calendar.*

**Timetables**
Timetabling information is available to you through the following:

1) Using the teaching timetable where you can search for and view all modules online at [www.wlv.ac.uk/timetable](http://www.wlv.ac.uk/timetable).

2) Once you have completed your module registration, a more personalised timetable showing only those modules which you are studying will be available for you to view through your e:Vision page.

3) For more general information about timetabling and teaching rooms use the Central Timetabling Unit webpages at [www.wlv.ac.uk/ctu](http://www.wlv.ac.uk/ctu).

**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 Heads of Department or lecturers within their course.
Faculty Reps are elected during the Spring Elections and have meetings with Senior Management within their Faculty. They are an essential link between Course Reps, the Students’ Union and management within each Faculty. To find your Faculty Rep: Faculty Representatives

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 eg. academic, finance, and housing issues, 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 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 may be required to sign an attendance register at lectures so that we may monitor engagement. You are encouraged to engage with the University’s Virtual Learning Environment (VLE)
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. Academic staff should make it clear how many hours contact time you should receive, and what these hours are at the beginning of the course/module.

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
Dr David Favis-Mortlock of Oxford University is the External Examiner

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:

<table>
<thead>
<tr>
<th>Postgraduate and Masters Awards</th>
<th>Full Time Students</th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters Degree</td>
<td>1 year</td>
<td>2 years</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>1 year</td>
<td>2 years</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>1 year</td>
<td>1 year</td>
<td></td>
</tr>
<tr>
<td>Postgraduate Certificate in Education (M)</td>
<td>1 year</td>
<td>2 years</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Time Students</th>
<th>Normal</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters Degree</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>Postgraduate Diploma</td>
<td>2 year</td>
<td>3 years</td>
</tr>
<tr>
<td>Postgraduate Certificate</td>
<td>1 year</td>
<td>2 years</td>
</tr>
</tbody>
</table>

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.

The above maximum registration periods do not include time away from study approved under Leave of Absence procedure (see below)

Course Information
- Reference points
  3. The Equality Act (2010) and associated University of Wolverhampton policies and procedures– to ensure that the course requirements do not discriminate directly or indirectly against any applicant or student.
4. The University of Wolverhampton Assessment Handbook.
5. Section M of the University of Wolverhampton Academic Regulations – these are the Regulations under which this Course will operate.

- Blended learning

<table>
<thead>
<tr>
<th><strong>Students are entitled to:</strong></th>
<th><strong>Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. have access where possible to an electronic copy of all lecturer-produced course documents e.g. module guides, assessment briefs, presentations, handouts, and reading lists</td>
<td>All taught modules have lecture and supporting materials provided by through the University Virtual Learning Environment. The dissertation module will provide a range of further resources, sourced through the Learning Centre, aimed at helping students produce work of the correct standard.</td>
</tr>
<tr>
<td>2. formative assessment opportunities on line with appropriate meaningful electronic assessment feedback;</td>
<td>Modules will have opportunities for formative assessment – with answers and feedback. Discussion groups will be an important aspect for students to learn and receive feedback on recent literature.</td>
</tr>
<tr>
<td>3. have opportunities to collaborate on line with others in their learning cohort;</td>
<td>All modules will have a discussion topic based on the virtual learning environment. Additionally the modules will provide multiple opportunities for group work and in-class collaboration.</td>
</tr>
<tr>
<td>4. have the opportunity to participate in electronic Personal Development Planning (ePDP);</td>
<td>Students will be encouraged to maintain a personal development plan, recording the skills that they have gained, together with the meetings that they have attended. Students will be encouraged to attend relevant professional conferences, e.g. Petroleum Exploration Society of the UK, Geological Society special interest group.</td>
</tr>
<tr>
<td>5. submit all appropriate assessments online;</td>
<td>This facility will be available where appropriate throughout.</td>
</tr>
<tr>
<td>6. opportunities to engage in interactive learning during all face to face sessions.</td>
<td>Students will be expected to have undertaken pre-reading before the arrival at the relevant session. This pre-reading will form the basis of in-class discussion.</td>
</tr>
</tbody>
</table>

- Assessment methods

The assessment of this course reflects the level requirements of postgraduate study and are required to demonstrate critical appraisal of both practice and research findings. Students ill be expected to synthesis the knowledge and will be encouraged to develop new thinking based either on the work of others or through an original project.

Assessment methods will be varied and will examine knowledge and understanding in this area. Assessment will include: essays and technical reports; presentations; posters; abstracts and a formal masters-level dissertation. There are no formal examinations.

In order to address concerns around academic misconduct, students will be given datasets which are randomised within certain parameters; will have specific specialisms within portfolio work making it less likely that collusion can occur. in addition, students will attend a number of workshops regarding acceptable practice with regards to citations and academic misconduct in the form of plagiarism.
• Support for learning
    Students will have available to them the provisions of the Student Charter. This will include access to:
    • Academic and professional staff to support learning (e.g. academic subjects specialists, industrial experts, learning services expertise (particularly in academic and professional literature).
    • Pastoral and academic support services (e.g. access to the Student Offices for regulatory issues etc., to the Student Support Office, the Student Enabling Centre in addition to a named Personal Tutor.
    • The Student Voice is important to the provision of the course and students will be expected to have representation at the Course Committees, Student Council, etc.

This course is a multi- and inter-disciplinary course, bringing together expertise from a range of disciplines. As such there will be a wide variety of subject specific advice and assistance from across the University. This will be underpinned by the skills development throughout the Learning Centre. The Schools recognise that the students will have a multi- and inter-disciplinary approach to the studies and one that will involve a number of different academic conventions. In order to alleviate any potential issues surrounding this, the Course Team will convene an academics forum at least twice per year, where practices will be shared and moderated, particularly around the assessment on the course.

Students will be encouraged to attend relevant industrial and professional conferences.

• Distinctive features of the course
    The MSc in Oil and Gas Management provides a broad training in oil industry matters. It is specifically designed for those who plan a professional or managerial career in the application of science, engineering or business in the oil and gas industry. The course will develop expertise in commercialisation, economics and law (specifically contracts), in addition to a detailed understanding of how science and engineering can be applied throughout the Oil and Gas Industry.

    The primary target audience are geologists, engineers and business managers working in the oil and gas sector, including Ministries, but the course is just as to graduates and professionals seeking to increase their knowledge, skills and qualifications of this vibrant industry. The course will assimilate information and draw conclusions from current research findings in the Oil and Gas area allowing you to develop the conceptual and empirical knowledge, analytical skills and understanding of the business development process.

    The MSc develop a comprehensive understanding of the Oil and Gas industry and appreciate the current limitations and problems with the techniques in current practice, covering areas such as innovation and entrepreneurship, geology, engineering disciplines, contracts, presentation skills, petroleum economics, risk assessment, safety engineering and environmental sciences.

There is an emphasis on critical and current awareness of recent developments within the Oil and Gas industry, for example shale gas, biofuels and other renewables. You will also undertake postgraduate research work into topic relevant to your interest or future career plans. You will demonstrate the ability to apply knowledge and understanding of business
and management to complex issues, both systematically and creatively, to improve business and management practice in the Oil and Gas industry.

The course at Wolverhampton is a collaboration of subject experts, applying their research and knowledge to this dynamic industry.

**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 the Learning Centre or our study skills support website at [www.wlv.ac.uk/skills](http://www.wlv.ac.uk/skills)
- Download the Students’ Union guide to Avoiding Academic Misconduct ("Write Right") - available from the [Student’s Union website](http://www.wlv.ac.uk/skills);
- Book a Skype appointment with study skills adviser or join the online chat service ASSIST - through the [Learning Centre “Skills for Learning” website](http://www.wlv.ac.uk/skills);
- 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 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 an 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 [conductandappeals](#) website.

**Anonymous Marking**

Anonymous marking is the process undertaken to avoid the possibility of bias through the assessment and marking process. To this end, wherever possible, the identity of students should not be apparent to markers and work should only be identified by student number. Where the method of assessment does not allow anonymous marking, (e.g. dissertations, presentations, oral examinations, practical examinations), alternative methods of marking to mitigate the possible effect of bias will be explained to you.

When submitting assessments in hard copy, you are asked to use your personalised bar-coded coversheet and ensure that you record only your student number in the header or footer of your piece of work.

**Where to get help with your course**
**Student Support**

If you encounter any issues (personal or academic) the following diagram directs you to the appropriate department or staff member.

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**Administration queries:**
- enrolment
- extensions
- extenuating circumstances
- Leave of Absence
- Course transfer, etc

- eVision helpdesk or your Student Centre

**Academic and Course related queries**
- Personal Tutor
- Course Leader
- Head of Department (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
- T: 01902 32(2385)

**IT Problems**
- W: www.wlv.ac.uk/ITServices
- T: 01902 32(2000)

**Who to Contact for help when you are studying on campus**

**Financial advice**
- W: www.wlv.ac.uk/moneymatters
- E: money@wlv.ac.uk
- T: 01902 32(1070)

**Careers & Employment Centre**
- W: www.wlv.ac.uk/careers
- E: careers@wlv.ac.uk
- T: 01902 32(1414)

**Special Needs (Students with disabilities)**
- Special Needs Tutor or Student Enabling Centre
- W: www.wlv.ac.uk/sec
- E: sec@wlv.ac.uk
- T: 01902 32(1074)

**Personal Issues**
- Personal Tutor (see eVision for details)
- University Counselling Service
  - W: www.wlv.ac.uk/counselling
  - E: counsellingservices@wlv.ac.uk
  - T: 01902 32(2572)

**General queries**
- eVision helpdesk or your Student Centre

**Independent academic, financial, international and housing advice**
- Students’ Union Advice and Support Centre
  - W: www.wolvesunion.org/advice
  - E: advice.wolvesunion@wlv.ac.uk
  - T: 01902 32(2038)
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.

Taking a Leave of Absence can ensure that you have the time away from your studies you need, but it is important you understand all the implications. There are plenty of people who can advise you before you make your decision:

- Your Student Centre (either in person or you could log an e:Vision Helpdesk call).
- The Students’ Union Advice and Support Centre.
- Student Advisors in your Faculty.
- Your Personal Tutor.
- The International Support Team (based in MX Student Centre, City Campus).

Please consider before taking a Leave of Absence

- If you’re a full-time student, you could consider switching to part-time mode as an alternative.
- While on a Leave of Absence you won’t have access to University premises or resources or participate in any assessment.
- If you take a Leave of Absence after you have enrolled but before completing your module, any summative (graded) assessment submitted will be carried forward and will contribute to your assessment result for that module when you return, provided the same assessment requirements remain.
**Financial impact**
You should consider the implications of taking a Leave of Absence will have on your funding and finances. On approval of your Leave of Absence you must ensure that you are fully aware of the fee implications on your return to the course, as fees may be due again for the modules that you were studying when the leave of absence was agreed.

However, your individual circumstances will affect your right to funding so it is important that you seek advice from the Students’ Union Advice and Support Centre – who will also be able to advise you about the impact of any benefit entitlement.

You will not be entitled to Council Tax exemption whilst on a Leave of Absence.

**Your tuition fees**
In accordance with the University's fee liability policy, you will be liable for any fees due dependent on the date that you officially apply for Leave of Absence. If you are a full-time undergraduate UK student, tuition fees are due as follows:
- Attendance in Term 1 = 25% of the tuition fee is due.
- Attendance in Term 2 = 50% of the tuition fee is due.
- Attendance in Term 3 = 100% of the tuition fee is due.

If you are a part-time student, your fee liability is dependent on the number of modules registered in any period.

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.

**Health & Safety issues**
Students will have to comply with Health and Safety Regulations advised by the appropriate Associate Dean. Students may only enter workshops and laboratories under instruction and will comply with the instructions provided by the member of staff. Failure to do so could result in you not being allowed to complete your course.

**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**

**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.