FOREWORD

On behalf of all staff, I welcome all new and returning students in the Department of Mechanical and Manufacturing Engineering.

The Department is firmly committed to high standards in education, research and outreach.

The Department’s goals are to:

- Educate engineers who will be the future Industry Managers and Leaders in the Caribbean,
- Carry out research to respond to the needs of the Caribbean Society, and
- Provide effective professional and public service.

The discipline of Mechanical / Industrial Engineering is very wide and connects with other areas of engineering. Broadly stated, Mechanical / Industrial Engineers are the professionals who design, manufacture, install, operate and improve components, devices, products and systems that are beneficial to society. The work of the Mechanical / Industrial Engineer is multi-disciplinary. Professional opportunities for Graduate Engineers of the Department are listed later in this Guide. Our alumni have attained prominence not only in engineering practice, but also as corporate leaders as well as in the legal profession, accounting, politics and other fields of endeavour.

Our competent and dedicated staff in the Department are ready and willing to facilitate your journey towards becoming a professional engineer.

This Guide has been compiled to enable you to quickly access and understand some of the rules and regulations that you must adhere to throughout your stay in the Department. Web-Links are also provided to documents which contain the complete set of rules and regulations.

Whichever programme you are pursuing, I wish that you would have a fulfilling and productive experience in the Department.

BOPPANA V. CHOWDARY
Professor and Head
Department of Mechanical and Manufacturing Engineering
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THE VISION & MISSION OF THE DEPARTMENT

“Our vision is to become an internationally acclaimed Academic Department recognised for its high quality education, research and outreach programmes”.

“Our mission is to provide a sound education in Mechanical, Manufacturing, Industrial, and Biosystems Engineering, encouraging entrepreneurship, innovation, and development to improve the quality of life of our people”.

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1. INTRODUCTION

Mechanical Engineering is concerned with the design, manufacture, testing, operation and maintenance of various types of components, machinery, structures and industrial plants as well as the executive management of industries. There are several broad areas of Mechanical Engineering practice. These include design, fabrication/construction, manufacturing, aeronautics and provision of utilities/services such as water, electricity, air-conditioning, transportation, etc.

The Department offers several postgraduate programmes. These include:

**M.Sc. programmes in:**
- Production Engineering and Management  
  (See Appendix A for details)
- Production Management  
  (See Appendix A for details)
- Engineering Management  
  (See Appendix A for details)
- Manufacturing Engineering and Management  
  (See Appendix A for details)
- Engineering Asset Management  
  (See Appendix A for details)

M.Phil. and Ph.D. research programmes are available.

*Please refer to the following link for more information: [http://sta.uwi.edu/faculty-booklet-archive](http://sta.uwi.edu/faculty-booklet-archive)*

**ALL GRADUATES** of the Department of Mechanical and Manufacturing Engineering should be able to:
- Understand the importance of the human element and teamwork in design, analysis, execution and management,
- Collect, evaluate and present data and clearly communicate results, ideas, conclusions/recommendations and instructions orally and in writing,
- Demonstrate professional, ethical, environmental and societal responsibilities, and
- Recognise the need for life-long learning and professional development.
2. STUDENT’S RESPONSIBILITIES

It is the responsibility of each student to:

1. **READ THE POSTGRADUATE STUDENTS’ GUIDE** and **ENGINEERING FACULTY BOOKLET – Postgraduate Regulations & Syllabuses** – in addition to other relevant documents (available at the University’s website: [http://sta.uwi.edu/](http://sta.uwi.edu/)) thoroughly. These publications are intended to provide details of University regulations and other useful information for compliance and success at the University.

2. Bring any issues as they arise, to the attention of relevant person – tutors, lecturers or the Head of Department, as the case may be.

3. Be aware of and engage the various facilities of the Student Support Services as illustrated in Section 3 (pp.4).

4. **IT IS INCUMBENT ON EACH STUDENT TO READ THE NOTICE BOARDS AND LOGIN TO THE MYELEARNING PORTAL regularly** to access information regarding class and laboratory schedules; in-course examinations; assignment deadlines; examination timetables; consultations with staff and other information, including changes necessary for the proper conduct of the academic programmes.

5. Adhere to appropriate codes of conduct particularly in classrooms and laboratories (a code of conduct is displayed in each lab).

6. Endeavour to be present and on time for all classes, tutorials, examinations and laboratories sessions and submit all assignments by the stipulated deadline.

As the most important stakeholders of the University, students are expected to seek the welfare and advancement of the institution and to protect it from misuse, abuse and all other detrimental activities and influences.
3. ORGANISATIONAL STRUCTURE OF THE DIVISION OF STUDENT SERVICES AND DEVELOPMENT
4. DEPARTMENTAL SUPPORT COMMITTEES & SYSTEMS

There are also several committees formed and systems/mechanisms established for facilitating student learning and study. These include:

4.1 Head of Department (HOD)
   All students have access to the Head of Department if they have difficulties in resolving issues within the Department.

4.2 Student – Staff Liaison Committee
   The Student – Staff Liaison Committee meets at least once a semester and provides a platform for dialogue on matters of concern toward enhancing the delivery of the programmes within the Department. This committee comprises students and staff. *(Please refer to Appendix E for schedule)*

4.3 Industrial Liaison Committee
   The Industrial Liaison Committee serves to bridge the gap between the Department and the Industry with the aim of ensuring that our graduates are a credit to the profession and relevant to the society.

4.4 Engineering Students’ Society (ESS)
   Students in the Department, all belong to the Engineering Students’ Society, which organises special activities for students and represents their interests in Campus Academic Board, Faculty Boards and other Committees within the Campus and University.

4.5 myeLearning
   The myeLearning platform is available to all *registered* students.
   The myeLearning portal provides access to:
   - Course materials,
   - Class announcements and other important information,
   - Uploading of assignments,
   - Turnitin software, and
   - Other resources stipulated by individual course lecturers.
4.6 Mechanical Engineering Lab and Systems Lab

- All registered students in the Department have access to computers and software packages located in the Mechanical Engineering Lab and the Systems Lab during the hours of 8:30 a.m. and 4:30 p.m.
- These labs are also used for teaching purposes and are therefore restricted for use during such times (the lab schedule is posted in the lab).
- Students may access the required software packages for practice or assignment purposes by downloading trial/student licences or purchasing full versions at their own expense, from the developers’ websites. (Please refer to Appendix B for a list of these software packages and download instructions/purchase links)

4.7 Secretarial Support

There are secretaries assigned to each MSc programme (listed in Appendix F) who will provide appropriate guidance and support to MSc students as well as coordinate activities between students, lecturers, supervisors and programme coordinators.

4.8 Postgraduate Lounge

A specially designated room has been provided to all postgraduate students in the Faculty. This room is located in the Engineering Undercroft and is accessible to students between the hours of 4:30 – 9:30 p.m. during the semester.

Study Rooms are also available at the Alma Jordan Library (AJL).
See Section 4.10 for details.

4.9 Turnitin

The University has a strong policy against plagiarism. Please refer to Appendix 1 of the Regulations for Graduate Diplomas and Degrees

http://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf

At the Departmental level, student projects are processed through Turnitin software and results will be dealt with according to University policy on plagiarism.
4.10 Campus Library Services

The Campus has a Main Library (the Alma Jordan Library – AJL) which not only provides the required teaching books for the various courses in the programmes but also provides reading space, past examination papers, newspapers, databases, journals, e-Journals, as well as West Indiana and other Special Collections of academic materials required by students.

The Library also has a Postgraduate Commons - Rm 403 on the 4th Floor of the AJL. The room is open until 9:30 p.m. Mondays – Fridays and 4:30 p.m. on Saturdays (except Public Holidays). This room is available for individual and group study.

For group sessions, students are to request bookings via Mrs. Mariella Pilgrim (Mariella.Pilgrim@sta.uwi.edu) or the staff of the Social Sciences Division (Floor 4) either in person, by telephone (662-2002 ext. 83360) or by email (socscimail@sta.uwi.edu).

There is also a smaller room (Rm 221) on the Second Floor. Above guidelines also apply.

4.11 Student Feedback/Course Evaluation

Student feedback is integral to improving and enhancing the delivery of the programmes within the Department. In addition to having a voice at the Student-Staff Liaison Committee meetings, each student has the opportunity to provide feedback on the delivery of each course undertaken via a Student Feedback/Course Evaluation Form distributed at the end of each semester. These forms are analysed by The Centre for Excellence in Teaching and Learning (CETL), and results are sent to the HOD and the respective lecturers. Any issues raised by the students are addressed and measures are taken to resolve these concerns.

4.12 Departmental Newsletter

The Department publishes a Newsletter which is used to disseminate information about the achievements and accomplishments of staff and students, as well as, news about the development of and other significant activities in the Department.
4.13 Endnote Online Training Videos

There are several online Endnote training videos available via the following link: https://www.youtube.com/user/EndNoteTraining

These are official training videos from Thomson Reuters.

4.14 Professional Engineering Bodies – Student Chapters

Students are encouraged to join local and international professional engineering bodies. These include: The Association of Professional Engineers of Trinidad and Tobago (APETT); The American Society of Mechanical Engineers (ASME); The Institution of Mechanical Engineers (IMechE) and The Society of Manufacturing Engineers (SME). The Department currently has two (2) active Student Chapters associated with the IMechE and SME. (Refer to Appendix C for more information)

4.15 Programme Accreditation

All programmes in the Department are accredited by the Institution of Mechanical Engineers (IMechE). Visit www.imeche.org for more information on the IMechE.

Reference: http://www.engc.org.uk/education-skills/course-search/acad/
5. REGISTRATION & EXAMINATION GUIDELINES

It is the responsibility of each student seeking to register in the Department of Mechanical and Manufacturing Engineering to ensure that the courses for which he/she is registered, are in accordance with the regulations of the Faculty of Engineering. Where such regulations are not adhered to, the Department will take appropriate action.

In addition, the Department has its own regulations on the registration and examination processes. These are listed below along with the more significant Faculty Regulations:

5.1 Orientation and Academic Advising

The Department strongly advises all new students to attend the **Orientation Seminar** (which takes place before the start of the academic year) while both new and returning students are required to attend the respective **Academic Advising** sessions (which take place before the start of each semester). The dates of these sessions are posted on the Department’s website and are also circulated via the respective Class Representatives. *(Please refer to Appendix D for schedules)*

5.2 Pre-Requisite Courses

Pre-requisites for a given course must be passed before a student is allowed to enrol for that course. **For a list of courses and their associated pre-requisites, please refer to the ENGINEERING FACULTY BOOKLET – Postgraduate Regulations & Syllabuses.**

http://sta.uwi.edu/faculty-booklet-archive

5.3 Trailing Courses

Students must register in the first instance, for all courses being carried forward i.e. trailing courses. Students are required to attend Academic Advising and consult the respective Programme Coordinators *(listed in Appendix F)* for details.

5.4 Examination Regulations, Resits & Review of Examination Results

Please Refer to **Sections 2.1 to 2.8 and 2.82 to 2.89** of the Regulations for Graduate Diplomas and Degrees
5.5 Oral Examinations

Please Refer to Sections 2.67 to 2.73 of the Regulations for Graduate Diplomas and Degrees

http://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf

5.6 Withdrawal from the programme of study

Please Refer to Sections 1.55 to 1.59 of the Regulations for Graduate Diplomas and Degrees

http://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf

5.7 Leave of Absence

Please Refer to Section 1.36 of the Regulations for Graduate Diplomas and Degrees

http://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf

5.8 Graduation Requirements

The requisite number of courses indicated in the schedules for different programmes in the ENGINEERING FACULTY BOOKLET – Postgraduate Regulations & Syllabuses, http://sta.uwi.edu/faculty-booklet-archive must also be obtained.

5.9 Marking Scheme

Please Refer to Section 1.72 of the Regulations for Graduate Diplomas and Degrees

http://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf
6. MENG 6600 - FINAL PROJECT

MENG 6600 Final Project is a mandatory component of all taught MSc Programmes in the Department and is carried out by each individual student. The Project is of nine (9) credits weighting at Masters level (equivalent of three (3) taught courses) and is expected to be completed within twelve (12) months of commencing.

A variety of topics may be acceptable. However, the Final Project, in the context of the MSc Programmes, must enable the student to demonstrate his/her ability to define and solve significant engineering problems by the application of the knowledge and skills learnt in your MSc Programme. This is designed to bring out the student’s:

(i) Ability to arrange matters/subjects in proper priority;
(ii) Time management skills;
(iii) Ability to conduct and complete:
  - Problem analysis and definition procedures;
  - Research/analysis procedures;
(iv) Ability to work with management and technical staff;
(v) Initiative, creativity/imagination and innovativeness;
(vi) Ability to analyse results and properly report the findings (in terms of correct and appropriate language, clarity and presentation) concisely and in a timely manner, both in a written report and orally; and
(vii) Ability to identify, analyse and propose solutions to societal needs.

It is the responsibility of each student to get the appropriate clearance from his/her workplace to conduct planned investigation and collect relevant data for the purpose of the Final Project.

Project Schedule:

1. Each student must submit a Project Proposal within two (2) weeks of registration for the Final Project.
2. Each student must make an Oral Presentation to Departmental Staff, peers and industry personnel (optional) within four (4) weeks of registration for the Final Project.
3. Submission date, if registered in September is by 30 June of following year;
   if registered in January is by 31 December of the same year.

In cases where the project fails to meet the required standards for MSc Final Project, the student is afforded an opportunity re-submit the project.
Please Refer to Section 3.12 of the Regulations for Graduate Diplomas and Degrees
http://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf

The following is a list of documents provided to the student to guide him/her toward successful completion of the Final Project:

- Thesis Guide

- Graduate Studies Guide for Students and Supervisors
  https://sta.uwi.edu/resources/documents/postgrad/GradStudiesGuideforStudentsAndSupervisors.pdf

- University Regulations for Graduate Degrees
  http://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf

The following documents are accessible through myeLearning (please follow this link to login: http://myelearning.sta.uwi.edu/login/index.php) to students registered for MENG 6600:

- Project Proposal Guide
- MSc Final Project Guide
- Project Assessment Guide