CONTACT INFORMATION

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Welcome back to another academic year. The beginning of a semester is always a time of high activity as both staff and students ensure that everything is on track for achieving their goals. It is also a time for reflection; a time to think about how to build on those strategies that worked in the past as well as an opportunity to evaluate what needs to be changed in order not to repeat disappointing performances.

A major component to success is access to current and relevant information. This student guide seeks to provide this. It outlines:

- How students are expected to conduct themselves,
- How to access the University’s support systems,
- The role and execution of the mentor-protégé system and
- How to access resources needed for academic excellence (such as offsite access to computer software).

Links are provided, where necessary, to more in-depth documentation of the rules, regulations and resources you need to be aware of.

The Department of Mechanical and Manufacturing Engineering is committed to providing an environment which facilitates your success. Please refer to this guide for initial enquiries about any of your concerns. If you still have questions, email either Mechanical.Engineering@sta.uwi.edu or AdminAssistant.MECHENG@sta.uwi.edu for further clarification and we will respond forthwith.

We wish you an enjoyable and productive year.

Jacqueline Bridge, Ph.D.
Head of Department
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Our vision is to be…
“A globally competitive academic engineering department rooted in the Caribbean.”.

Our mission is…
“To provide quality education, advance technology and deliver solutions for regional and global development thereby improving the standard of living”.

THE VISION & MISSION OF THE DEPARTMENT
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.

The Department offers several postgraduate programmes. These include *MSc 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)*

MPhil and PhD 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:

- understand the importance of the human element and teamwork in design, analysis, execution and management;
- be able to collect, evaluate and present data and clearly communicate results, ideas, conclusions/recommendations and instructions orally and in writing and
- demonstrate professional, ethical, environmental and societal responsibilities and
- appreciate 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/) 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 a relevant person – Class Rep., tutors, lecturer, Programme Coordinator 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. 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

For more information please visit the following links:

Student Life and Development Department: [https://sta.uwi.edu/sldd/](https://sta.uwi.edu/sldd/)
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 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/

4.2 Head of Department (HOD)

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

4.3 Programme Coordinator

Each Programme is assigned a Programme Coordinator. Programme Coordinators are available to provide academic advice on an individual basis. (Please refer to Appendix F for contact information).

4.4 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.

4.5 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 may therefore be restricted for use during specific 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 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.

4.8 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.

4.9 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 should request bookings via Dr. Simone Primus 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.

4.14 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 4.13 for details.

4.10 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.

4.11 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)
4.12 Industry Liaison Committee
The Industry 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.

4.13 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.

4.15 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)

4.16 Departmental Conference and Exhibition
The Department hosts an annual Conference and Exhibition event which showcases outstanding Mechanical/Industrial Engineering Projects and other major accomplishments and research initiatives of the Department to the public (including industry).

4.17 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.
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

http://sta.uwi.edu/resources/documents/postgrad/Regulations%20for%20Graduate%20Diplomas%20and%20Degrees.pdf
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 and re-admission to 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 – MECHANICAL MSc RESEARCH PROJECT

MENG 6600 MSc Research Project is a mandatory component of all taught MSc Programmes in the Department and is carried out by each individual student. The MSc Research 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 MSc Research 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 the respective MSc Programmes. 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/approvals from the relevant organisation to conduct planned investigation and collect relevant data for the purpose of the MSc Research 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 31 May of following year;
   If registered in January is by 15 December of the same year.
In cases where the project fails to meet the required standards for MSc Research Project, the student is afforded an opportunity **re-submit** the project. Re-submitted projects will obtain the minimum passing mark (50%).

Please Refer to **Section 3.13** 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](https://sta.uwi.edu/resources/documents/postgrad/GradStudiesGuideforStudentsAndSupervisors.pdf)

- University Regulations for Graduate Degrees

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

- MSc Research Project Guide
- Project Assessment Guide