



POSTGRADUATE

STUDENT HANDBOOK

2013/2014

INTRODUCTION

Most of the administrative information and guidance that you will need to steer you through your postgraduate registration period here at Warwick is contained in the course web-site, <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/> This booklet provides a summary of the information you can expect to find there, and instructions how to access various parts of that site.

You are not expected to study the content of the web-site - or even this booklet! - all at once in the first few days of your course, but you should try to get a general idea of what they contain. In order to access the MSc web-pages you will need your Warwick IT Services user ID and password, which can only be activated once you are fully enrolled with the University (see section 3).

Having all such information in one place you should not lose it and there will be no excuse if you are not in the right place at the right time, doing the right thing properly.

There is no time for settling in gently at University. The academic course is in full swing right away so there are things that you must know immediately. Look at the timetable for the first week, which is issued with this booklet and find out where you should be when.

You also must read the section concerning the submission of assessed work (section 7). Make sure that you understand what is coming, the procedures and penalties.

I wish you every success.



Dr Amanda Dowd

Academic Director of Graduate Studies (WMG)

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Welcome!

Welcome to the University of Warwick! Although you are studying a course taught at another institution, it is a course leading to a qualification of the University of Warwick, so on behalf of the University, I would like to welcome you. You may not come into contact with Warwick or its staff at all during your course, or you may visit our campus in Coventry. Most of your modules will be taught by Warwick staff, some may not. Most of your day-to-day contact will be with your home institution, and they will be able to provide you with the information you need to make the most of your course. However, whatever the arrangements for your course, the University of Warwick pays close attention to the quality of the teaching and learning on it – and you will hopefully end up with a University of Warwick award at the end of it, because we are happy that the standards on your course match up to ours.

I hope you enjoy your course, and learn a lot from it!

Dr David Lamburn

Chair, Collaborative, Flexible and Distributed Learning Sub-Committee

University of Warwick

1. Introduction to the University of Warwick

The University of Warwick, which is situated on the southern outskirts of Coventry, was established in 1965 and, in the succeeding years, has become one of the most successful universities in the country, highly rated for both research and teaching quality. The University has links with many local, national and international industries which have helped to earn it a reputation as an entrepreneurial institution. Information about the University and associated facts and figures may be found on the University website at <http://www2.warwick.ac.uk/about/profile/>.

The key role of University staff is to ensure that the academic standards of your course are, and continue to be, of the highest possible level, and that they justify the conferral of a University award.

1.1 University Processes for Students on Collaborative Courses

At the University of Warwick, responsibility for dealing with the student administration for collaborative undergraduate courses rests with the appropriate academic department – in this case WMG. The University Graduate School oversees all matters relating to postgraduate courses. Responsibility for monitoring the quality and standards of all University of Warwick courses, including collaborative courses, lies with the University's Teaching Quality team. You should not normally need to contact any of these offices yourself but should you encounter a problem which can only be dealt with by the University and your local institution is unable to assist you, please contact WMG's Academic Director of Studies (Dr Amanda Dowd), in the first instance.

2. WMG

WMG (previously known as Warwick Manufacturing Group) is a Department within the University's Faculty of Science.

Part-time courses that run in the UK are held on the University campus at Arden House, the Executive Post Experience Centre, which provides excellent lecturing and residential facilities. Participants on our overseas programmes are welcome to attend courses at Warwick as an accredited part of their study.

Full information about WMG's current educational and research activities can be found on the web-site at <http://www2.warwick.ac.uk/fac/sci/wmg>.

3. Getting Started

3.1 Registering with WMG and Enrolling with the Universities

Before you can commence on your course you have to complete three processes: you have to register with the WMG Programme office at Eastern Mediterranean University (EMU) (even though you may have accepted the offer of a place, we need to know that you have turned up!), enrol with the University of Warwick and register with Warwick's IT Services. Registration with EMU and WMG involves reporting to us at the Programme office at EMU and allows us to issue you with this handbook and other information relating to the course – it also tells us that you have arrived and are ready to start the programme!

You can enrol with the University of Warwick on-line once you have met any conditions of your offer – and you may have done so before you register with us; to enrol go to go.warwick.ac.uk/welcome on the Warwick web-site. You should enrol on-line before commencing any modules. Only as a fully enrolled student will you have access to the University's on-line facilities (see section 3.2).

The data you provide enables the University to keep track of you throughout your academic career and to ensure that you are correctly issued with a certificate upon successful completion of your course. For these reasons it is helpful if you inform your local centre of any changes in your name or address so that these details can be passed on to the Academic Office at the University via the University Course Coordinator. You can also update this data directly on the Warwick University web-site by following the "my.warwick" link on the University Intranet home-page (<http://www2.warwick.ac.uk/insite>), from where you can see information about your records held by the University. As the enrolment form makes clear, data about you will be held on computer on the University's central student record system in accordance with the Data Protection Act 1998.

Once you have enrolled with Warwick you may register with IT Services for your ITS account, which will provide you with your Warwick email account, allows you access to the Warwick web-site and on-line resources in the Library there. By enrolling with the University of Warwick you undertake to comply with the University's regulations and codes of conduct (see <http://www2.warwick.ac.uk/services/gov/calendar/>).

3.2 Using University of Warwick Facilities

You are eligible to receive a University card which would allow access to controlled areas of campus, such as the Library, University House, Sports Centre and the IT work areas for the duration of your course of study, excluding any periods of temporary withdrawal. Cards can only be issued after your enrolment details are entered on the University's student record system. *However, students on our collaborative programmes are only issued with a Warwick University card, if they travel to Warwick to undertake additional study.*

Once you are fully enrolled as a University of Warwick student you are classified as a Distributed Learning student and you are entitled to use such University facilities are available to you. In order to gain access to these facilities, you first need to register with the University's IT Services department and be issued a user ID and password. You can register via the University's website at <https://www.warwick.ac.uk/cgi-bin/secure/register.pl> when you provide the following information:

- your University of Warwick student number (a 7-digit number which will be on your Warwick offer documentation or can be obtained from your local Administration Unit)
- your date of birth
- the choice of services you require (if you want access to the University's on-line library resources, you need to register with ATHENS)
- a password which you can remember

Step 1: Enter your university number and date of birth, then click the "submit" button.

IT Services computer use registration system.

In order to use any of the University's Computing Facilities, you must complete this registration form to obtain a login name and password. (Use of University computing facilities is covered by University Regulations. You will be responsible for all resources used by the login name allocated to you, including laser printer output for which there is a charge.)

<p>What you will get...</p> <ul style="list-style-type: none"> • a login name, based on your individual department • access to UNIX facilities - including central printing • access to the PC Systems - including office applications • an email account (your address will be available the day after you register) • the option to use ATHENS for access to external databases 	<p>What you will need to register...</p> <ul style="list-style-type: none"> • your University number • your date of birth • the choice of services you require • a password which you can remember
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Register your details here:

(a) University number: a 7-digit number which can be obtained from the IGDS/IMDS Administration
 University Number The seven digit number on the front of your library card
 Date of Birth is the format: dd/mm/yy
 (b) Your date of birth
 (c) Click "submit" for next.

Notes

- Staff with special requirements, such as a disability teaching code, will need to fill in a separate application form.
- Your login name will be ready for PC access in 24 hours.
- If research funding is available to pay for computing resources, a separate registration form should be completed, specifically for research where external funding is available.

Step 2: Select the additional services and choose the password. If you want access to the University's on-line library resources, you need to register with ATHENS.

Computer use registration form - Microsoft Internet Explorer

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

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網址(D) https://www.warwick.ac.uk/cgi-bin/secure/register.pl 移至 連結 >>

WARWICK
IT Services

Registration for University Number `1234567`

You are registered for computer use

Your login name is: xxxxxx **Remember your login name.**

Your central email address is: A.B.C.Chan@warwick.ac.uk
Your mail is currently being delivered to xxxxxx@gwmail.warwick.ac.uk (GroupWise)

IMPORTANT INFORMATION - RECEIVING EMAILS

All new students (excluding Research) MUST ensure that their mail is being delivered to '<login name>@smail.csv.warwick.ac.uk' NOT to '<login name>@gwmail.warwick.ac.uk'.

You will not receive any emails until this has been done.

If the delivery address does not deliver to '<login name>@smail.csv.warwick.ac.uk' you will need to wait 24 hours after registering your account and then change your delivery address. To do this, go to this page http://www.warwick.ac.uk/email_address and select '<login name>@smail.csv.warwick.ac.uk' from the list. If you have any queries contact the Service Desk on 024 7657 3737 or visit us in the Student Computing Centre.

You already have access to the following facilities:

You will automatically be given access to the facilities which are checked below.

Please select any additional services you require, then enter a password below and click on submit.

Main PC Services Engineering
 Unix Interactive Services [ATHENS \(National Services\)](#)

(a) Additional services: if you want access to the e-resources of the Library, register with ATHENS.

Choose a password for any new services you have checked

Please choose a password which you will remember but which is difficult for others to guess. It should be at least 8 characters long, but no longer than 255. Use some punctuation or digits or unusual capitalization. For technical reasons, the characters ` ; : ^ " = ' ` are not allowed. Note that the password will not be visible as you type it.

This password applies only to new services. It will not alter the password for services to which you already have access.
*** Remember your password ***.

Enter password Re-Enter password submit clear

(b) A password which you can easily remember.

(c) Submit.

Notes

Your login name will be ready for Unix Interactive Services in around 30 minutes

Your login name will be ready for Main PC Services and Engineering in 24 hours

Close Window

Page owner: Systems Services Last revised: Fri, Sep 16, 2005

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Step 3: The system will generate another login name and password for ATHENS which are not same as for the University services. As the ATHENS password cannot be recovered, please write it down or print this page for reference. Then enter the password again.

Computer use registration form - Microsoft Internet Explorer

WARWICK
IT Services

Password accepted

Registration for University Number `1234567`

You are registered for computer use

Your login name is: xxxxxx **Remember your login name.**

Your central email address is: A.B.C.Chan@warwick.ac.uk
Your mail is currently being delivered to xxxxxx@gmail.warwick.ac.uk (GroupWise)

IMPORTANT INFORMATION - RECEIVING EMAILS

All new students (excluding Research) MUST ensure that their mail is being delivered to '<login name>@smail.csv.warwick.ac.uk' NOT to '<login name>@gmail.warwick.ac.uk'.

You will not receive any emails until this has been done.

If the delivery address does not deliver to '<login name>@smail.csv.warwick.ac.uk' you will need to wait 24 hours after registering your account and then change your delivery address. To do this, go to this page http://www.warwick.ac.uk/email_address and select '<login name>@smail.csv.warwick.ac.uk' from the list. If you have any queries contact the Service Desk on 024 7657 3737 or visit us in the Student Computing Centre.

You already have access to the following facilities:

You have now been given access to the facilities which are checked below.

Please select any additional services you require, then enter a password below and click on submit.

Main PC Services Engineering
 Unix Interactive Services **ATHENS (National Services)**

(a) Please read this paragraph carefully and write down the login name and password of ATHENS.

Please note that your login name and password for ATHENS (National Services) are not the same as for University services. Your login name is `warxxxxxx` rather than xxxxxx. (`war` stands for `Warwick`.) Your password is `a1biajfg`, rather than the one you entered below.

You must make a note of these now! Either write them down, or print this page for reference. Your ATHENS (National Services) password cannot be recovered once you have left this page.

Choose a password for any new services you have checked

Please choose a password which you will remember but which is difficult for others to guess. It should be at least 8 characters long, but no longer than 255. Use some punctuation or digits or unusual capitalization. For technical reasons, the characters `;: ^"='` are not allowed. Note that the password will not be visible as you type it.

This password applies only to new services. It will not alter the password for services to which you already have access.
*** Remember your password ***.

Enter password Re-Enter password

Notes

(b) Enter and re-enter the password.

(c) Submit for next.

Your login name will be ready for Main PC Services and Unix Interactive Services in around 30 minutes

Your login name will be ready for Engineering and ATHENS (National Services) in 24 hours

Step 4: The system will notify you the University's IT services has been created. For any additional services you require, enter the password again for activating additional services.

Computer use registration form - Microsoft Internet Explorer

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網址(D) http://www.warwick.ac.uk/cgi-bin/secure/register.pl 移至 連結 >>

WARWICK
IT Services

Password accepted

Registration for University Number `1234567'

You are registered for computer use

Your login name is: xxxxxx **Remember your login name.**

Your central email address is: A.B.C.Chan@warwick.ac.uk
Your mail is currently being delivered to xxxxxx@gwmil.warwick.ac.uk (GroupWise)

IMPORTANT INFORMATION - RECEIVING EMAILS

All new students (excluding Research) MUST ensure that their mail is being delivered to '<login name>@smail.csv.warwick.ac.uk' NOT to '<login name>@gwmil.warwick.ac.uk'.

You will not receive any emails until this has been done.

If the delivery address does not deliver to '<login name>@smail.csv.warwick.ac.uk' you will need to wait 24 hours after registering your account and then change your delivery address. To do this, go to this page http://www.warwick.ac.uk/email_address and select '<login name>@smail.csv.warwick.ac.uk' from the list. If you have any queries contact the Service Desk on 024 7657 3737 or visit us in the Student Computing Centre.

You already have access to the following facilities:

- Main PC Services
- Engineering
- [ATHENS \(National Services\)](#)
- IT Services GroupWise EMail

Please note that your login name for ATHENS (National Services) is `warxxxxxx' rather than your normal `xxxxxx'.
(`war' stands for `Warwick'.)

You have now been given access to the facilities which are checked below.

Please select any additional services you require, then enter a password below and click on submit.

Unix Interactive Services

Choose a password for any new services you have checked

Please choose a password which you will remember but which is difficult for others to guess. It should be at least 8 characters long, but no longer than 255. Use some punctuation or digits or unusual capitalization. For technical reasons, the characters `;: ^"=' are not allowed. Note that the password will not be visible as you type it.

This password applies only to new services. It will not alter the password for services to which you already have access.
*** Remember your password ***.

Enter password Re-Enter password submit clear

Notes

Your login name will be ready for Unix Interactive Services in around 30 minutes

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Step 5: The system will notify you again of the available services of your account. Some of these will be ready after 24 hours. Then you can activate the Warwick Library's facilities.

Computer use registration form - Microsoft Internet Explorer

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網址(D) <https://www.warwick.ac.uk/cgi-bin/secure/register.pl> 移至 連結 >>

WARWICK
IT Services

Password accepted

Registration for University Number `1234567`

You are registered for computer use

Your login name is: xxxxxx **Remember your login name.**

Your central email address is: **A.B.C.Chan@warwick.ac.uk**
Your mail is currently being delivered to xxxxxx@gwmil.warwick.ac.uk (GroupWise)

IMPORTANT INFORMATION - RECEIVING EMAILS

All new students (excluding Research) MUST ensure that their mail is being delivered to '<login name>@smail.csv.warwick.ac.uk' NOT to '<login name>@gwmil.warwick.ac.uk'.

You will not receive any emails until this has been done.

If the delivery address does not deliver to '<login name>@smail.csv.warwick.ac.uk' you will need to wait 24 hours after registering your account and then change your delivery address. To do this, go to this page http://www.warwick.ac.uk/email_address and select '<login name>@smail.csv.warwick.ac.uk' from the list. If you have any queries contact the Service Desk on 024 7657 3737 or visit us in the Student Computing Centre.

You already have access to the following facilities:

- Main PC Services
- Unix Interactive Services
- Engineering
- [ATHENS \(National Services\)](#)
- IT Services GroupWise EMail

Please note that your login name for ATHENS (National Services) is `warxxxxxx` rather than your normal `xxxxxx`. ('war' stands for 'Warwick'.)

You already have access to all available services

Close Window

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Step 6: You should, as soon as possible and as advised on your initial registration page, log into the University web-site and set up some “challenge questions” so that in future if you forget your password you can reset it yourself. The URL to do this is <http://mypassword.warwick.ac.uk> (please note you should use Internet Explorer version 8 or above or Firefox – the application does not work with Google Chrome as a browser). Please note, if you forget your password once it has been set, it is not possible for anyone at Warwick to tell you what it is; all that can be done is reset your password. However, for security reasons, Warwick IT Services will not tell you your password by email; only in person or by phone (+44 24 76573737, 08:00 to 18:00 UK time, Monday to Friday). As it is not generally practicable for students based overseas to make such phone calls, if you do forget your password, you may email the Warwick Overseas Programmes Co-ordinator on wmg-overseas@warwick.ac.uk requesting that your password be reset, providing a phone number where you can be reached and the times that you are available. Your password will be reset and the Co-ordinator will call you with the new password. As you can imagine this is not a trivial procedure so PLEASE SET UP YOUR “CHALLENGE RESPONSE” QUESTIONS!!

Step 7: Information on accessing the e-journal services and other databases from off-campus can be found on the University Library’s “Off-campus Access” page at <http://www2.warwick.ac.uk/services/library/main/electronicresources/passwords>

If you have problems with the above, you should seek advice from the ITS Help Service, accessible by email to helpdesk@warwick.ac.uk.

3.3 Using EMU Facilities

Once you have been accepted onto the Warwick University Programme, Eastern Mediterranean University will issue you with an official acceptance letter to EMU, together with a 6 digit EMU student number with the letter ‘W’ in front of it (to indicate that you are a Warwick University student). This registration will entitle you to the same rights and privileges as all other EMU students. Specifically, the acceptance letter and registration will:

- Enable you to complete any relevant immigration and residence procedures with the local authorities
- Entitle you to use all EMU facilities, including library, computer centre, health centre and sports and social facilities
- Entitle you to register for accommodation in EMU dormitory facilities should you so wish

3.4 Staff closely associated with MSc Programmes

Photographs of the staff closely associated with the operation of the MSc programmes and full contact details of all WMG staff (internal and most external) can be found on the MSc web-pages at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/staff> (note you will need your ITS log-in to access these pages). The list of module tutors can be found on the module list page under “Modules” on the web-site. If you are not yet able to access the web-site for this information, consult the staff in the EMU Programme Office and they will direct you to the person you need/want.

In addition to the course administration and management staff listed on those pages, you will have the opportunity to choose a project supervisor (via the project you select). Once appointed, your project supervisor will also act as your personal tutor – as you will have a greater need to maintain regular contact with him/her and hence get to know him/her better; until then if you need assistance you should contact the staff in the course office. Your project supervisor will be the person who is in the best position to provide you with a reference when you leave the University – so make sure they know and remember you!

It is important that you keep the Course Administration and your project supervisor informed of any changes to your personal circumstances which may affect your studies, so that we are in a position to understand and, wherever possible assist, particularly if your academic performance is suffering. (see the Extenuating Circumstances page on your web-site at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/thai/opregs/extenuation/>)

If you change your term-time (or home) address during the year, please inform the Programme Office immediately.

3.5 Communicating within WMG/EMU

There are various ways in which staff will contact you and you can contact them (and other students). These are detailed on the web-site, but in summary are:

3.5.1 Website

The MSc Website Address (URL) is <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/>.

It is advisable to save this URL somewhere so you can easily access this site, which you will need to do regularly throughout your MSc. We suggest you mark it as a “favourite” site (if not your “home” site in your web-browser!)

To access the website you will need:

- The URL (above)
- Your IT Services login username; this will begin wm... and password – if you do not already have these, you should register with IT Services <https://www.warwick.ac.uk/cgi-bin/secure/register.pl> see Section **Error! Reference source not found.** of this handbook above or further details.

Please note – if you have previously studied at Warwick you may already have an alternative IT Services login. Please use only the login for this current course.

3.5.2 Forums

Some modules may use Warwick Forums for discussion/communication; forums related to the Forums related to the programme can be found at <http://forums.warwick.ac.uk/wf/browse/category.jsp?cat=867> Here you will find forums used in modules; you may also use the forums to communicate with course leaders or module tutors.

If you want to be notified, by email, when anyone else posts a message to a particular forum.

- Go to the forum
- Become a Member – click on ‘Become a member of this forum’. *This will allow you to easily access any forum of which you are a member, just select the ‘My Forums’ tab to view your forums list.*
- Click on Preferences on the main page of the Forum.
- Select ‘E-mail me **all** new messages in this forum when they are posted’
- Make any other changes to your personal preferences as required.

3.5.3 Email

The generally preferred method of communication is by email, particularly for general information. For individual communication WMG will use the University of Warwick allocated email address.

Students will also be provided with an EMU computer and network account, together with an EMU email address. For details, please refer to Section 3.3 of this handbook.

If you do not wish to check both email accounts regularly, or if have a preferred, personal, account it is your responsibility to ensure that a forwarding command is set up on your University accounts to ensure mail delivered there is sent onto your preferred account.

3.5.4 Phone messages

Most members of staff have a voice mail on their phones, so you may leave a message for them there - please make sure you state your name clearly and how the member of staff may get in contact with you. Messages may also be left with the respective secretaries/receptionists. Details of these are on the web site.

3.6 Who to go to for Help

Hopefully most of your queries will be answered somewhere on the web-site and there is an A-Z index on the site to assist your navigation. However if, after consulting the appropriate section, you still are unsure about something, or you have a query about something not covered in this handbook, then here are some people who might be able to help you.

3.6.1 Project

See section 6 and the Project link on the MSc web-site. If there is insufficient information here, then you may contact the EMU Programme office for general points, or members of staff directly regarding individual projects. You may also consult your Project Manager, Mr Cahit Ezel, for advice.

If, after a month or so working on your project, you find that you have made a mistake in the project selection, the first person to discuss this with is your project supervisor who will, if possible, help you to re-align your project. If you both feel that a total change is required, then consult the Project Manager, who will do his best to advise you regarding the options available.

3.6.2 Extension to Post module work submission dates

See the section 7.3.1 of this handbook and “Extend PMA”, which can be found under “Changing your Registration” in the “Operations and Regulations” section of the web-site at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/opregs/reg-change/extend-pma>. Requests for

extensions to submission deadlines (with valid justifications) should be submitted – preferably using the relevant form found from the Forms page of the web-site under “Essential Information” – BEFORE THE DATE OF THAT DEADLINE IS REACHED.

3.6.3 Concern over awarded marks

Once marks have been awarded and issued, they cannot be changed without the approval of the Examination Board, which will meet after you have completed your course.

In circumstances where you are unhappy over an assignment mark that has been awarded, you should follow the procedure outlined in the Post Module Work section of the web-site at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/pma/pma-guidelines/concern/> If you need further clarification contact the Programme Manager.

3.6.4 Up-grading of registration

See the “Upgrading” page of the web-site under “Operations and Regulations” at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/thai/opregs/reg-change/upgrading/>. If there is insufficient information in that section, contact your Programme Manager or Dr Amanda Dowd.

3.6.5 Personal problems

In the event of personal problems, don't let them get bottled up and fester! See your personal tutor or your project supervisor for advice and help; they will refer you to the Programme Manager (Mr John Eldridge) or the WMG Director of Graduate Studies (Dr Amanda Dowd) if necessary.

Please note that if the worst happens and your studies have been so affected by personal problems that you wish to seek an extension to your registration or your project submission date, you will be expected to be able to provide evidence that you have sought assistance to overcome these problems as they have occurred.

3.6.6 Extension to or Suspension of Period of Registration

See the “Changing your Registration” under the “Operations and Regulations” section of the web-site at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/thai/opregs/reg-change/>. If you need advice on these matters, see the Programme Manager.

4. GENERAL INFORMATION

4.1 Stationery/Photocopying

Students are expected to provide their own stationery, including pens, pencils, paper and notebooks.

Photocopy facilities are available for students in the library. Students will be held personally responsible for any breach of the copyright law in photocopying copyright works. Please pay attention to notices on copyright rules posted near the photocopying machines in the library.

Students are NOT allowed to use the staff photocopying facilities in EMU.

Students are responsible for the full cost of the production of their project dissertations (typing, photocopying, binding etc.). This will **not** be paid for out of departmental project funds.

4.2 Smoking

Smoking is not permitted indoors in any university building on the Eastern Mediterranean University campus.

4.3 Part time work

The full-time MSc programmes run by WMG are very intensive and require considerable time and effort on the part of candidates - a minimum of 40 hours per week for 48 weeks. It is therefore recommended that full-time candidates **DO NOT** attempt to undertake part-time work during their registration period. If, however, you decide it is necessary for you to undertake part-time work, despite this advice, you should note that, as full-time students, your course commitments take priority over any part-time work, and such work as this will **NOT be acceptable grounds for extensions requests**.

4.4 First Aid and Fire Procedure

The Health Centre is located next to the Faculty of Architecture. You may also seek assistance from the Programme Office (BEA 252 in the Faculty of Business and Economics).

In case of fire, please follow the Fire Escape instructions, which are posted in the classroom and EMU-WMG office for evacuation.

4.5 Student Card

EMU Student cards are issued free-of-charge to new students. The card, which is non-transferable, is a student's personal identification document and should be carried for access to EMU premises and facilities. Students should take good care of the card to prevent any possible abuse. If you lose or damage your student card, you can obtain a replacement, in which case a fee will be charged.

Students who attend modules at Warwick may apply for a Warwick student card in University House on arrival, otherwise Warwick cards are not issued to students based at overseas centres.

5. PROGRAMME OPERATION AND REGULATIONS

5.1 Programme Objectives

The MSc courses offered by WMG are designed to develop professional managers, engineers or scientists for work in manufacturing process and engineering businesses. We believe that engineering and technology based businesses should be regarded as an integrated operation including all stages from marketing, through design to final assembly; the control and management of these processes is equally important. We therefore offer the several courses catering for students with different origins, aspirations and ambitions. At present the following courses are offered with EMU:

- MSc in Engineering Business Management
- MSc in Supply Chain & Logistics Management

In addition, Warwick offers sub-qualifications of Postgraduate Diploma, Postgraduate Certificate and Postgraduate Award.

In addition to the subject-specific skills that you will learn, transferable skills are also developed and these skills complement one another. Transferable skills are those capabilities you may develop as part

of the process of formal study and the general University experience which are applicable to a range of situations in current and future life, including employment and vocational settings. Examples include independent learning, literacy skills, numeracy skills, communication skills, investigative skills, team work skills and project management skills.

The specific objectives of each of the degree programmes are available on the web site, in the area of the site dedicated to each degree course, see:

<http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/courses/> .

5.2 Programme Structure

The University Regulations for all the Warwick MSc courses state that students must complete and pass modules equal to at least 90 CATS (Credit Accumulation & Transfer Scheme) points at level M – i.e. 9 modules. A module consists of approximately 100 hours of student activity which is usually made up of full attendance on (and participation in) approximately 40 hours of lectures, case studies, industrial visits and laboratory exercises plus approximately 40 - 60 hours of post module assignment. In addition, for the MSc, you must satisfy the examiners in the execution, dissertation and oral examination of an industrially oriented project (90 CATS). A pass mark of 50% is required for both the oral and dissertation components of the project, as well as overall.

Each of the component parts of the MSc Programme - course work and project carry equal weighting.

For students registering for the WMG Programme in the 2013-2014 academic year, the following regulations apply:

- A module will only be deemed to have passed if you achieve a mark of at least 50% (after any late penalties have been applied). Thus for candidates who have previously been awarded a sub-qualification and wish to return with credit, only modules with marks of 50% or better (achieved in a 5 year window prior to the start date of the return) may be carried forward.
- For the MSc (only) up to 3 modules (out of 9) may be failed. Provided those 3 failed modules achieve a mark of at least 40% the MSc may still be awarded so long as any **core modules** are passed
- For PgDip/PgCert/PgAward, all credits must be passed at 50% (120, 60 and 30 credits respectively)
- Module resubmissions may be allowed for up to a maximum of 4 modules, but only after the project has been submitted (and there would be no guarantee that the resubmission would be accepted by the Exam Board if extensions had been granted for the project submission deadline); for part-time candidates, they could only apply for additional assignments once they had passed at least 5 assignments at 50%.
- Resubmission for plagiarised assignments may be authorised by an Investigation Committee of Senate, the Head of Department (or their designated representative) or the Exam Board (currently WMG only allow the Exam Board to authorise such resubmissions). The Education Management Group agreed that where the plagiarism was a case of improper referencing (as opposed to deliberate cheating), resubmission could be authorised by the Programme Director (subject to the above criteria for general resubmission). Where the plagiarism was as a result of deliberate cheating (e.g. copying the work of another student or paying someone else to do the work for them) the decision on resubmission would continue to be that of the Exam Board (or if sufficiently serious, the case would be referred to an Investigation Committee of Senate).
- The new University guidelines state that Distinction and Merit will be based on coursework and project average (70 and 65% respectively) unless the Department decides differently (providing ALL coursework credits have been passed at at least 50%).

Sub qualifications available from Warwick are as follows:

Postgraduate Diploma	Complete and pass at least 120 CATS at level M, which may be made up of: 120 CATS of coursework OR 60 CATS of coursework and 60 CATS of project work (this route is normally an exit route for unsuccessful MSc candidates)
Postgraduate Certificate	Complete and pass work equivalent to at least 60 CATS at level M
Postgraduate Award	Complete and pass work equivalent to at least 30 CATS at level M

5.3 Attendance

Course work consists of full attendance on all the modules for your course and formal assessment of performance on those modules. Tutors will report unauthorised incomplete attendance on modules and, in these circumstances, you may not be allowed to submit the associated assignment, or the assignment may be subject to a penalty. You are required to complete and pass nine modules. Failure to attend your modules is in contravention of the University Regulations (36) (See <http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/>).

Further information relating to attendance requirement can be found on the MSc web-site under Modules (<http://www2.warwick.ac.uk/fac/sci/wmg/overseas/thai/modules/attendance/>).

5.4 Absences from the University

Full-time MSc students are expected to attend their place of study for 48 weeks of the year. Apart from dates where the institution is closed for public holidays, full-time students should seek approval from the Programme Manager for absences from EMU of more than 7 days. Absences to carry out project fieldwork should also be authorised by the project supervisor.

Failure to gain approval from the programme manager and (if relevant) project supervisor for any absence of greater than 7 days is deemed to be in contravention of the University regulations regarding temporary withdrawal (Regulation 33). The only exception is when the University is closed.

Requests for absence should be in writing, and submitted to the Programme Manager for formal approval.

5.5 Cheating

The University and WMG take very seriously actions which weaken the educative process (such as shameless copying in the laboratory, drawing office or on computing tasks) or dishonest actions (such as quoting in essays or reports from books, handouts or the work of other students without explicitly stating that this is being done). ***To avoid being unnecessarily accused of such actions you should read carefully the guidelines provided on the Course web site relating to the use of collaborative working and the proper referencing of the sources you have used in your work.*** The appropriate area of the site is:

<http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/opregs/writing/>

You are also STRONGLY advised to complete Plato, the Online Plagiarism learning package (<http://go.warwick.ac.uk/plato>), taking specific care to understand the different types of plagiarism, including:

- Collusion
- Copying
- Paraphrasing

You should also note that any work that you have previously submitted for credit (at Warwick or elsewhere) should be properly referenced as a source.

Your assignments and project will be submitted – by staff or by you, depending on the work – to the TurnitinUK Source Matching Service which will identify the level of similarity in your work with other sources – texts, on-line sources, previous student assignments etc. Evidence from this service will be used in any investigation of plagiarism.

Your attention is drawn to the student information provided on the Plagiarism section of the University Web site. Specifically you should note that the processing of your work through the TurnitinUK Source Matching Service is necessary for the legitimate interests noted above and is justified under Ground 6 of Schedule 2 of the Data Protection Act 1998. (see <http://www2.warwick.ac.uk/services/its/serviceessupport/eassessment/jiscpds>)

5.6 The Board of Examiners & Award of the Degree

The award of degrees is made by the University Senate upon recommendations made by Boards of Examiners, which consists of members of staff of WMG and an External Examiner - a senior academic from another institution. Details of the processes and recommendations made by the Exam Boards and the production of transcripts etc can be found on the Programme MSc web-site under Operations and Regulations (<http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/opregs/eb/>).

5.7 Appeals

If the Board of Examiners decides that you should:

- a) Withdraw from the course, *or*
- b) Not be awarded a qualification *or*
- c) Be awarded a lower qualification than the one for which you are registered

You have the right to appeal. The criteria and procedures for making an appeal can be found on the University web-site at:

<http://www2.warwick.ac.uk/services/academicoffice/ourservices/examinations/postgraduate/>

5.8 Complaints

The University has a range of procedures to handle complaints. Information on the various procedures can be found on the University web site at:

<http://www2.warwick.ac.uk/services/gov/complaintsandfeedback/>

In most cases the complaint should be raised initially with the person responsible for the action against which the complaint is made. If this is not appropriate or this step has been taken and the matter has not been resolved satisfactorily, the next step would be to take the matter further in line with procedures indicated above.

5.9 Dealing With Problems

There are various courses of action if you get into difficulties with completing your programme to timetable, some of which depend on your End of Registration (EOR) date. When reviewing your options you should remember that the University normally requires you to complete all the attendance and assessment elements of your programme before your EOR.

The options available to you to vary your course of study are to:

- Make changes to your module schedule.
- Reschedule your submission of post module assignments.
- Reschedule your project submission date.
- Gain an extension of your registration period.
- Suspend your study for a specified period.

These requests should only be used in extreme circumstances and it should be noted that **there is no guarantee that your request will be granted.**

You must follow the procedures outlined on the MSc web-site (under Operations and Regulations) to ensure that your request is dealt with effectively and efficiently.

5.10 University Regulations

The University of Warwick Regulations are printed in the University Calendar, copies of which are lodged in the library and are also available on the University's web site at <http://www2.warwick.ac.uk/services/gov/calendar/>.

EMU rules and regulations are available at: <http://mevzuat.emu.edu.tr/>

6. MODULES

On the WMG MSc programmes, the modules offered are made up of the regulatory nine units of credit specific to your course. It is possible that, due to variations in backgrounds, some participants may be able to demonstrate sufficient prior knowledge in certain areas that they may seek exemptions to particular core modules. (This is granted only at the discretion of the programme management.) In this case additional modules may be chosen to make up attendance to at least nine units of credit. A full list of modules and associated information is available on the web-site at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/modules/>

6.1 Schedule of Modules

You will be issued with your schedules and optional module choices (where applicable) during the Induction Programme.

6.2 Module requirements for the Degrees Courses

It is necessary that your modules satisfy the regulations governing the degree programme for which you are registered. The core modules for each degree course can be found on the appropriate area of the web pages for the course (<http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/courses/>).

6.3 Undertaking Modules in other WMG centres

You may apply to attend modules in the UK (or indeed other WMG centres). You may attend up to 2 "out of home centre" modules during your registration period for which the academic fee for the module will be paid to your local centre; the "hosting" centre may charge other fees (e.g. hospitality etc), about which you will be informed when you make a booking and you will, of course, be liable for your own transportation and accommodation. Cancellation charges may also apply if you do not arrive as expected or cancel at the last minute. A full forward schedule of WMG modules may be found at <http://www2.warwick.ac.uk/fac/sci/wmg/education/fullmoduleschedule/>

7. MODULE ASSESSMENT

Modules are primarily assessed by means of Post-module assignments, although some modules may have an element of in-module assessment or incorporate on-line tests.

7.1 Post Module Assignments

The post-module assignment (PMA – also sometimes referred to as Post module Work, PMW) is designed as an educational extension to a particular module that you attended. During the module the targets are concerned with the familiarisation and the understanding of a coherent body of knowledge and the techniques of its application pertaining to some facet of manufacturing or engineering industry; the post-module assignment is to enable the student to build-up confidence in the techniques of application of this knowledge and to indicate to the tutors whether the module targets have been achieved.

A second function of the post-module assignment is its use for the continuous assessment of the course work which is credited towards the fulfilment of the requirements for the MSc. The regulations state that an MSc student must satisfactorily complete and satisfy the examiners in modules equivalent to a minimum of 9 academic units of credit (i.e. attend 9 modules fully, submit and pass all the pertaining assignments).

To assist you in understanding whether you understand what is required of assignments, a non-assessed "formative" assignment will be set during the Study Skills training in Week 1.

Guidelines on successfully completing assignments can be found in the Post-module Work section of the MSc web site <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/pma/pma-guidelines/>

7.2 Deadlines for Submission of Assessed Work

Post Module work for assessment should be handed in via the on-line submission forms by 23:59 (UK time) on the date on the Post Module Assignment fly sheet, which is usually the Monday six weeks after your attendance on the relevant module. The process for submission can be found on the web-site under Post Module Assignments <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/pma/>.

Note: once an assignment has been submitted, it cannot be “retrieved” for modification – so make sure what you submit is the final version!

You should keep a copy of your assessed work, as the submitted copy will not be returned to you.

You should note that the Department exacts penalties for late submission (see below) and cheating (see section 5.5).

7.3 Late Submission Penalties

If assessed work is submitted late, the following penalties will be incurred:

For Post Module Work, 3 percentage points (i.e. marks) per working day will be deducted for late submission, for up to the work being two calendar weeks (14 days) late, after which no credit will be awarded (i.e. a mark of 0).

7.3.1 Extensions to Submission Deadlines

In the event of special, major, circumstances, students may apply for an extension to the submission date of Post Module Assignment (see the MSc web-site at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/opregs/reg-change/pmw-change/> for criteria and procedure for requesting such an extension).

Extension requests received AFTER the published submission deadline will not be considered, although candidates may appeal to the Board of Examiners for late penalties to be waived at the time the Board meets (usually in November).

7.4 Electronic Submission

The method of submitting Post Module Assignments is electronic following the process set out in the Post Module Assignment section of the MSc web-site:

<http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/pma/pma-guidelines/e-submission/>

Please note that failure to fully comply with the requirements may result in a reduced mark and or assignments being rejected and or delayed.

If there is a valid reason why you are unable to submit via the electronic process outlined, you should bring an electronic version of your work to the relevant course office or email it to the member of clerical staff. The deadline for this form of submission is the same as for on-line submission.

7.5 Assessment Categories

Module Tutors will provide guidance as to their expectations regarding completed assignments during the module. In general, though, the assignments will be marked according to the categories and descriptors indicated in the Post Module Assignment section of the MSc web site <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/pma/pma-guidelines/assessment/>. The MSc level pass mark is 50%, however a mark for an individual assignment will be accepted at 40 - 49%, provided that you gain an average mark of 50% or better across your nine assignments.

Any assessment mark awarded prior to the Board of Examiners' meeting is subject to approval by that Board and hence potentially liable for revision.

8. PROJECTS

The project work associated with the MSc programmes consists of an individual project which comprises 50% of the assessed marks for the M.Sc. Programmes. Students are expected to devote an appropriate portion of their time and intellectual effort to the project during the course i.e. **A TOTAL AMOUNT OF TIME EQUIVALENT TO 6 MONTHS FULL TIME STUDY (approximately 900 hours)**. You cannot be awarded a Masters Degree unless you have been allocated a project and successfully completed it. Information on project expectations can be found in the Project Section of the MSc web-site (<http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/project/>).

In general, for a taught M.Sc. course a dissertation is defined in the University Regulations as follows:

"A dissertation submitted in part fulfilment of the requirements for the award of a Masters degree shall constitute an ordered critical and reasoned exposition of knowledge in an approved field and shall afford evidence of knowledge of the relevant literature, and be submitted in accordance with the appropriate course regulations".

In additions, for the WMG MSc programmes, the dissertation is expected to be a comprehensive dissertation embracing technical, economic and human aspects of engineering industry and their interaction. The topic of your research **must be relevant to the degree for which you are registered**. There have been occasions when students have not complied with this and their degree has not been awarded. Please take care during the project selection process.

Requirements for the content of dissertations for each study course are listed on the Full-time MSc web-site.

8.1 Project Selection

8.2 Full-time Students

In the first week of the academic year a list of proposed research areas, offered by members of EMU Staff and associates, will be available for students to assess on the Projects Webpage found at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/projects>. During the first week of the academic year you should enter the web site and identify those projects of interest to you.

When you have found a research area or project of interest; you can arrange a meeting with the supervisor to discuss the project in more detail.

Once you have identified some projects that might be of interest to you, complete the on-line selection form and you will be notified of the success of your request as soon as possible. Your project selection form must be submitted by 17:00 on or before 2 November 2012.

If you or your sponsoring company have a particular interest which falls within the industrial subject area, but which is not represented in the project listing, then you should contact the supervisors who have suggested research areas for your course. You should send them a synopsis of the research content and your proposed approach. If you require further help, contact the Projects Manager.

8.3 Part-time Students

8.3.1 Identify a suitable project

During your first year of registration on the MSc course you should identify a suitable topic to form the basis of your project and dissertation. This should be done in consultation with your Managers and your Company Training Department.

Your project topic can be selected from a wide spectrum of technical and engineering/process business subjects, however, choice may be constrained by your own company policy. As indicated above, the topic of your research **must be relevant to the degree for which you are registered**.

The dissertation should be an exposition of your work and ideas. Where others have had an input (e.g. in a teamwork situation) this should be clearly identified. Since the subject areas of dissertations can be so diverse it is impossible to define a standard approach to content, however, this should include an introduction and definition of objectives, a literature survey, and a review of the problem followed by a description of your approach to solving the problem, your results or findings, an intellectual analysis of your results or findings and, finally, a logical review of the conclusions you have drawn.

Advice and guidance on company policy should be sought from your Training Officer whilst advice on the University requirements and suitability of topics can be sought from staff at the EMU Programme Office

8.3.2 Submit your Project Proposal

Having identified some project that might be of interest to you, you should write a brief synopsis of your project proposal headed with your name. This should be followed by the project title and a clear statement of the objectives of the project and the way in which you will satisfy these objectives. A standard form for the project proposal is available from the EMU Programme Office. You should then send the proposal to the EMU Programme Office.

Your proposed topic will be considered. If acceptable, a suitable Project Supervisor will be appointed and you will be notified and asked to contact your supervisor to arrange an inaugural meeting.

If the project proposal is unacceptable you will be asked to submit a new one.

NOTE: If you have not proposed a suitable project by the end of your second year of registration, you will be considered by a Board of Examiners with a view to down-grading your

registration to the Postgraduate Certificate (for which no project is required). Should your registration be down-graded, and the Post-graduate Certificate later awarded, you would NOT be eligible for advanced credit standing in a subsequent MSc registration.

8.3.3 Set up a Meeting with your Supervisor

An initial meeting to discuss your project should be arranged to agree a timetable for achievements. It is useful at this stage to discuss proposed chapter titles and contents to give your supervisor a feel for the extent of coverage and depth of the planned work.

Following the initial meeting, the student should regularly report progress to the Supervisor. Regular liaison with the Project Supervisor is advisable in order to ensure the project attains a suitable academic content.

8.3.4 Progress of the Project

You should aim to have gathered all the necessary information to complete the project by the end of the second year of registration. This should include a literature survey in the chosen area of your project. The literature survey can be carried out through your company Library or elsewhere. Advice on literature searches can be sought from your Project Supervisor. On-line computer searches can be carried out at good libraries whilst a large number of Abstract Journals are also available for manual searches. Texts or papers identified in this way may be held in and borrowed from the library or may be borrowed through Inter Library Loans. For guidance on referencing your literature, see the earlier section of this handbook (Section 5.5)

You should plan a timetable for "writing up" your dissertation with a planned completion date well in advance of the end of your registration period. You should submit, in draft form, a substantial portion of your dissertation - for instance the introductory and literature survey chapters together with the proposed page of contents, to your supervisors to make comments on the content, structure, style and presentation of the dissertation and allow you to incorporate their suggestions into subsequent chapters. You are encouraged to continue submission of all of the chapters of your dissertation in draft form prior to typing and binding to ensure that the dissertation adequately reflects the quality of your efforts on the project.

During the last year of registration careful time management is essential. You are encouraged to plan to submit your dissertation well before your end of registration period i.e. several months. This will allow for unforeseen problems such as minor illness, rewriting draft chapters, typing delays, typing corrections and binding. In particular you should liaise with your supervisors regarding their availability to carry out the proof reading task during this period. Experience has shown that the submission of your dissertation in draft form to supervisors for comment is a valuable practice in achieving a high quality of presentation and content.

8.4 Project Submission

Project submission deadlines will be communicated by the EMU Programme Office annually; you must undertake the oral examination before the WMG moderator visits Cyprus (which is usually during September and March, but you will be informed of the exact date nearer the time), if you wish to be considered by the Board of Examiners in November and May respectively. You are required to make

two forms of submission: you must submit 2 bound hard copies PLUS an electronic copy by this deadline (details can be found in the Projects section of the web-site).

8.4.1 Extensions to Submission Deadline

In the event of special, major, circumstances, the Programme Manager may be applied to (in writing) for an extension to the submission date of the Project Dissertation. See the "Changing your project submission" section of the web-site at <http://www2.warwick.ac.uk/fac/sci/wmg/overseas/emu/opregs/reg-change/project-sub/> for details on procedures.

Extension requests received AFTER the published submission deadline will not be considered, although candidates may appeal to the Board of Examiners for late penalties to be waived at the time the Board meets (in November and May/June each year).

8.5 Late Submission Penalties

If your project dissertation is submitted late, the following penalties will be incurred:

3 percentage points (i.e. 3 marks) per working day will be deducted for late submission.

9. EVALUATION MECHANISMS

WMG have several procedures in place to evaluate and maintain the quality of our programmes and your experience as a student. These are detailed in the Evaluation section of the full-time web site as follows:

- Module Evaluation
- Student-Staff Liaison Committee
- Course Evaluation
- Progress Monitoring

10. OTHER UNIVERSITY SERVICES

Links to other University services that you may wish/need to access can be found on the relevant web-sites; mostly, these are accessible from www.emu.edu.tr.

10.1 The Library / EMU-WMG Office

Considerable effort is being taken by WMG and EMU to ensure there is a good coverage of books and resources associated with the course modules and projects in the EMU Library.

You also have access to the on-line facilities available at Warwick's library. The library has a comprehensive web-site at <http://www2.warwick.ac.uk/services/library>, in particular <http://www2.warwick.ac.uk/services/library/main/electronicresources/> is of relevance to you.

EMU's main library website is at: <http://library.emu.edu.tr/>; the library has a comprehensive collection of hard copy and online resources as well as access to premium academic databases.

The EMU WMG Office also keeps regular opening hours in order that you can consult staff members; WMG students are also welcome during these hours to use the facility as a quiet working space.

10.2 Computer Services in EMU

Students can use the central computing facilities in the Library and Computer Centre. The main Computer Centre keeps extended opening hours throughout the semester period, including evenings and weekends.

10.3 Warwick and EMU Careers Service

The University of Warwick's Careers Service has a huge range of resources to help students plan and implement your next career move. More time than you think is needed to explore the various options available to you. This is naturally focussed on students based at Warwick, however, further information, which might be of interest to Distance students, can be found on the University web-site at: www.warwick.ac.uk/careers

More details of EMU's Career Service are available at: <http://mika.emu.edu.tr/>

You are also more than welcome to consult the EMU-WMG Programme Manager and other members of the team for advice on career issues, as well as academic matters and any others areas regarding the programme.

11. Introduction to Eastern Mediterranean University

Eastern Mediterranean University was first established in 1979. It is an international English medium university with some 14,000 students from over 70 different countries taking programmes at undergraduate and postgraduate level. It prides itself on its diversity and multicultural environment. For further information about the university, see: www.emu.edu.tr.

11.1 WMG Programme at EMU

The WMG Programme at EMU has been running since 2011. We currently offer two programmes:

- MSc Supply Chain and Logistics Management
- MSc Engineering Business Management

11.2 Web Support

In addition to the resources offered on the official University of Warwick website, the WMG-EMU office has its own website at: warwick.emu.edu.tr. All students should visit this site regularly, and ensure that they are aware of the contents of the site. You are also requested to register on the site in order to receive regular updates and news from the office.

You are also asked to create an account at: <http://gemoodle.emu.edu.tr/ic>; this site provides further resources and support for your assignments and projects, as well as other learning material.

You can also join the WMG-EMU Facebook account and follow the news on our Twitter Account (WMG at EMU).

11.3 International Office

EMU's International Office supports international students with all aspects of their life and welfare at EMU. See <http://ic.emu.edu.tr> for further information.

11.4 WMG-EMU Office and Staff

The WMG-EMU Office is located in Room BEA 252 in the Faculty of Business and Economics.

Programme Manager: Mr John Eldridge: john.eldridge@emu.edu.tr

Project Manager: Mr Cahit Ezel: cahit.ezel@emu.edu.tr

It is very important that you stay in contact with us throughout your studies. In order to facilitate communication through e-mail, we will be most grateful if you can observe the following conventions when e-mailing us:

- Always include a clear and specific subject heading in your e-mails.
- Always sign your mail with your full name and your official WMG student number.

11.5 Fee Payments

Please see <http://warwick.emu.edu.tr/index.php/prospective-students/fees-and-scholarships/> for the fee payment schedules.

Please note that you are responsible for any bank transfer charges, and that we reserve the right to charge a daily fine of 10 UK sterling for each day of late payment, as well as to freeze your registration. Any problems with regard to payments must be brought to the attention of Mr Cahit Ezel.

Fees should be paid into the following account. You must state that your fee payment is for The University of Warwick WMG Programme.

HSBCBANK A.Ş.

FAMAGUSTA BRANCH

MERSİN 10 TURKEY

ACCOUNT NAME : EASTERN MEDITERRANEAN UNIVERSITY

ACCOUNT NUMBER (STG) : 983-0000700-777-05

SWIFT CODE : HSBCTRIX

REMITTANCE INFORMATION: (STUDENT NAME-SURNAME)

IBAN: TR 230012300983000070077705

