1987–2027

Greenwich University

Greenwich Works

GREENWICH WORKS · FALL 2026–27

Your handbook · Set B

What you are doing this term, how you will be marked, and where to get help · revised 21 September 2026

This term you do one real piece of work instead of fifteen small ones.

Until now, every course you took set its own assignments. Six courses meant many small pieces, none of them worth keeping, all of them due in the same fortnight. From this term, you and up to four others take **one real problem in Karachi** and produce **one substantial piece of work** about it. Every ordinary course you take marks that same piece of work — each from its own angle.

01 The three words you need

Greenwich Works
The programme. Every undergraduate in the university is in it, including you.

Your Build Block
The group of courses that share your timetable. Your project comes from your block, and your block's courses mark it.

The Folio
The thing your team produces. One file, built between October and December, plus whatever your project needs — data, drawings, code, a working product.

> **This handbook is for undergraduates.** Masters, MPhil, PhD and B.Ed students are not placed in teams. Their courses run on the University's ordinary scheme of assessment, outside Greenwich Works.

02 Honestly, what changes for you

BEFORE	FROM THIS TERM
Three assignments per course	**The project is the main coursework.** Your teacher's own quizzes and assignments (at least 3 quizzes and 2 assignments) continue alongside it, for 10 marks.
Assignments nobody reads twice	One piece of work that goes to a government body, a client or an organisation that asked for it.
Working alone	A team of up to five. You are marked as a team on the work, and **on your own** on whether you can explain your part.
Nobody sees your work	You show it at **the Karachi Review on Monday 21 December**. A panel that includes someone from outside the university scores it at your table.

> **Your exams are still your teacher's.** The mid-term and the final are set and marked by your own teacher, as before. What has changed is the coursework around them, and the weights: every course is now sessional work 30 · mid-term 30 · final 40. **You also take at least one project course — a different way to study a subject: one-to-one with its teacher, a piece of real work that is yours, and a defence before a panel. Pages 8 and 9 explain it; page 10, if your course is studied with a group.**

03 Every course is out of 100. Here is where the marks come from.

30	30	40
SESSIONAL WORK	YOUR MID-TERM	YOUR FINAL

15
The team mark. What your team's Folio is worth in *this* course: substance 6 · evidence 3 · integration 2 · presentation 2 · revision 2.

5
Your viva. Three minutes, alone, in class in the Presentations & Viva week (14–19 December). Your mark, nobody else's.

10
Your teacher's quizzes and assignments: at least 3 quizzes and 2 assignments, set and marked by your teacher as usual.

Most of your courses meet every week and mark your team's Folio. So the same Folio earns you a mark in each of them. If you take six, that one piece of work is marked six ways — the finance course looks at your numbers, the writing course at your argument, the law course at your contracts. If only one or two of your team take a course, that course marks your own named sections of the Folio.

In some practical courses — design, media, computing — the final may be a practical project, a production or a portfolio instead of a written paper. Your teacher will tell you.

> **The part people miss.** Fifteen of those thirty are **yours alone**: the viva and your quizzes and assignments. In the Presentations & Viva (with Alumni Panel) week your teacher asks you, on your own, about your part of the work. If you cannot explain something handed in under your name, you do not get credit for it — however good it is. This is not a trick. It is the reason a team mark is fair.

04 What if one of my courses is not marking my team's project?

At most **eight** courses mark one team's Folio. If you take an ordinary course outside those eight, that course sets you a **lens note** — a piece you write on your own, about the same project, from that course's angle. It carries the Folio's 15, on the same rubric; your viva 5 stays.

You never write more than two lens notes. If a third course falls outside the eight, you do not write a third piece. That course sets no written piece and marks your **viva out of 20**. The same goes for a fourth, and so on.

> **You will be told which is which.** Your team's marking list comes with your team, at Session 2. It says which courses mark the Folio, where a course marks your sections alone, and where you owe a lens note. If it looks wrong, tell your convener that week — not in November.

05 What happens, and when

THE DATES THAT MATTER

SESSION	WHAT HAPPENS	WHAT YOU DO
Session 2 21–27 Sep	**Your team is confirmed**	**The teams are final, cut once from the Registrar's files of 20 September.** You are told your team, your block, and which courses mark your Folio. Late registrations and drops are handled by hand; any other change needs a written reason from your convener.
Session 4 or 5	**A guest comes in**	Someone who does this for a living talks to your school. Compulsory. You write one page about it for your own file — it is not marked.
Session 5 12–18 Oct	**You see the project menu, and the full projects**	**In class you get your personal brief, with your claim code and your block's project menu inside — title, one-line problem, who it is for.** Your team notes the three it likes. Your block brief and the Ideas Book, every project in full, are in the portal.
Session 6 19–25 Oct	**You choose your project**	**Your team makes its final choice with your convener, names itself, and seals its prediction with them:** what you expect to find, opened at your first viva, no marks. Then, in class, the ethics screening sheet, due Saturday 24 October. No data is collected until your ethics screen is cleared.
Mid-term 26 Oct–1 Nov	**Mid-term examinations**	After Session 6. Set and marked by your own teacher.
Session 7 2–8 Nov	**Your plan is due, and the build starts**	**One page to your convener by Saturday 7 November, with your team charter:** what you are doing, who is doing what, and what you need. You get the rubric, the exact sheet your teachers mark you against.
Sessions 8–11	**You do the work**	**Fieldwork, building, writing.** One industrial visit with your school somewhere in here. Your draft is read in class at Session 10. Iqbal Day, Mon 9 Nov, is a holiday; Monday classes are made up on Tue 10 Nov.
Session 11 30 Nov–6 Dec	**It goes live**	Whatever you made has to exist by now — the product, the campaign, the report, the offer.
Session 12 7–13 Dec	**The Folio goes in**	The last class. Upload the Folio with your AI declaration in the submission window, Sat 12 – Wed 16 December. The whole window is on time; nothing is accepted after Wednesday 16 December.
Presentations & Viva 14–19 Dec	**Your viva**	**No new teaching. Three minutes with each teacher**, in class, about your own part. In a big class the vivas may start in Session 12. Your teacher will tell you.
Mon 21 Dec	**The Karachi Review**	**Your team shows its work all day across the campus;** a teacher and an alumnus score you at your table. The day opens with students handing their studies to public bodies. Compulsory.

06 How big is the Folio, really?

3,000 words for each person in your team, plus or minus ten per cent — so 15,000 for a team of five, 12,000 for four, 9,000 for three. Plus the artefacts: the data, the drawings, the code, the product, whatever your project produces. The Folio also carries **a two-page brief** written for the body your project reports to, which your team delivers, and **a handover page** — your data, your methods, and what next year's team should do. That is about the writing you used to do across all your assignments, in one piece worth keeping.

07 Your week

- **New this term?** If this is your first semester, none of your classes is after 6 pm. You may have weekend daytime classes.
- **Registered late?** If you registered after 20 September, you are placed in a team by hand, by 3 October.

08 Your team does not invent a question. It takes a patch of one.

There are about **172 questions** in the Ideas Book and about **198 teams** in the university. At most two teams take the same question, and only on different sites or areas. **No two teams share a patch.**

The question

Comes from the Ideas Book, written with a real body that wants an answer. You do not have to think it up. One other team, at most, may take the same question — on a different site.

The patch

Your slice of it — a street, a market, a ward, a scheme, a month, a kind of user. You choose it, you type it into the portal, and it is yours. Nobody else can claim the same one.

> **First to type it, gets it.** The portal refuses a patch another team has already taken on the same question, and tells you on the spot. So come to Session 6 with two patches in mind, not one.

09 What a patch looks like

THE SHARED QUESTION	TWO PATCHES, TWO TEAMS
Why do water tankers cost what they cost?	Gulshan Block 13 · Korangi Sector 33
What happens to a small retailer under the new sales-tax regime?	Bolton Market cloth · Tariq Road garments
Who actually uses the BRT, and for what?	Red Line, Numaish–Gurumandir · the last mile at each end

> **Five tests your patch has to pass.** It is small enough to finish by December · you can get to it · someone there will talk to you · there is something to count, measure or collect · and you can say in one sentence who is better off if you get it right.

10 First-year teams, and venture teams

In your first year?

Your team works for a real client inside the university — a Greenwich office or department with a job that needs doing. A Greenwich office may have several projects; each project is taken by at most two teams, on different sites or areas.

In a venture team?

You build a small business offer. The University gives each venture team Rs 25,000 to start, drawn on terms the Office of the Vice Chancellor announces before Session 7, when the build starts. Keep every receipt. Everything your customers pay goes into a University account held for your team by Finance. Refunds and your Rs 25,000 come from the same account.

11 If nothing in the book fits

You may bring your own question, on two conditions: a named organisation wants the answer, and your convener signs it off **at Session 6**, not later.

> **What gets refused.** A question that is really a literature review · a survey of students on campus · anything that needs money your block cannot give · anything where the honest answer is already published. Your convener will say so on the day and give you a replacement the same week.

12 Getting into the portal

1. **Your one-time code is on page 1 of your personal brief.** You get the brief in class in the week of 12 October (Session 5). The code is yours; it works once.
2. **Go to the portal and enter your roll number and the code.** Then set your own password. That is the whole sign-up.
3. **Lost the code?** Your convener can have it reissued. Nobody can use it after you have claimed it.
4. **What lives there:** your team, your block, the courses marking your Folio, your project and patch, every hand-in and its deadline, the Vice Chancellor's booking diary, the private route to report a teammate, and your marks.

> **Every hand-in goes through the portal.** Not email, not WhatsApp, not a USB. If it is not on the portal at the deadline, it is late.

13 Before you go out and talk to anyone

Most projects need you to leave the campus. Ten questions decide whether your fieldwork needs permission — you answer them in class at Session 6, straight after your team chooses its project. You collect no data until the screen is cleared.

WHICH ROUTE	WHAT IT MEANS
Convener sign-off	Most teams. Public places, adults, nothing private recorded, nobody named. Your convener signs the plan and you go.
Panel review	**You will ask people about anything private, record anything that identifies a person, or enter a workplace where someone could be hurt.** A panel of three sits every week from 6 October and decides within a week.
Not this term	Anyone under eighteen without their guardian, patients, prisoners, anyone who would be at risk if identified. Change the patch instead.

> **Consent is not a formality.** Everyone you speak to hears the consent sheet read aloud, in English or Urdu. They can stop at any point and their answers come out. No recording without consent in writing.

14 The rules for being out there

- **Not before the go-ahead.** No team leaves the campus until the duty phone and the sign-out sheet are in place — the fieldwork gate opens on Saturday 10 October — and your team's ethics screen is cleared. Your convener tells you when.
- **Never alone.** Two students minimum, always. No fieldwork after sunset without written permission.
- **Somebody knows where you are.** Your plan says where and when. If it changes, the portal says so before you go.
- **Carry the letter and your field card.** Your team letter, and the field card cut from the last page of your personal brief, with the duty number on it.
- **No money changes hands.** Not to a respondent, not for access. If someone asks, leave and report it.
- **Leave when you feel you should.** No mark is worth an argument on a street. Walking away is never held against you.
- **Report it the same day.** Anything that went wrong — a refusal, a row, an injury, anything — goes to your convener that day, not into the Folio in December.

> **If someone is hurt.** Get them care first. Never delay treatment. Ring the duty number on your field card (0339 3300003), and tell your convener the same day.

15 Your team

1. **You did not choose them, and that is deliberate.** Teams are cut from students who share most of a timetable, so that the same courses can mark the same work. You will work with people you did not pick — which is what happens after you graduate.
2. **Write the charter by Session 7 (due Saturday 7 November).** Who does what, by when, and what happens if someone does not. It is one page, and it is the thing you point at later.
3. **Your teacher can move you up or down two marks** from the team mark, on the evidence of your viva and the charter. Carrying the team is noticed. So is not doing your part.
4. **If someone is not doing their share, report it early.** There is a private route in the portal. Use it in October, not in December — in December nobody can fix it.

16 Using AI — read this properly

You are expected to use it. Claude, ChatGPT, Gemini — use them to research, to draft, to check your work, to argue with. The work you produce should be better because these tools exist.

Three rules, and they are not negotiable:

- **Declare it.** Every hand-in carries an AI declaration: which tools, what for, how you checked, and what is your own. This is the HEC requirement, not a Greenwich invention.
- **Check it.** Anything a tool gives you is checked before it goes in. Invented references and invented data are misconduct — and they are easy to spot.
- **Be able to explain it.** At the viva you will be asked about your own work. Anything you cannot explain is not credited to you. A tool cannot sit the viva for you.

> **Where students get caught.** Not for using AI — for handing in something they never read. If a paragraph is in your Folio, you should be able to say why it is there and what it is based on. If you cannot, take it out.

17 Fifteen minutes with your convener

SESSIONS 4 TO 12

Dr Naveed Ahmed Mughal, the Vice Chancellor, is on campus **12:00 to 20:00, seven days a week**, from Session 4 until the Folio is due, to work with you on this.

HOW IT WORKS	WHAT YOU NEED TO KNOW
Book in the portal	At least one day ahead. Fifteen minutes.
As a team or on your own	Both are fine. Bring the problem you are actually stuck on.
Every team gets two	One after you choose your project, one during the build. They appear in your team's diary; you do not book them.
Other slots are first come	There are enough for most students, not for everyone twice. Book when you need it, not to hold a place.
Say what is stuck	One sentence when you book. Then the fifteen minutes start with your problem.

What this is for. Getting unstuck — a project that will not come together, a team that is not working, evidence you cannot get, an office that will not reply. It is not for marks; nobody in this meeting marks you.

18 Everyone else you can ask

Your course teacher

What *their* course wants from the Folio, and their own quizzes, mid-term and final. They give your marks.

Your convener

Named in your personal brief. Approves your project, settles team problems, and decides when a course and a team disagree.

The portal

Everything in this handbook, plus your team, your dates, your hand-ins, your marks and the booking diary. Your convener will tell you when your account opens.

Report a teammate

A private route in the portal for when someone is not doing their share. Answered within five working days.

One last thing. This is the first term Greenwich has worked this way. Some of it will not work first time. When that happens we would rather hear it from you in October than read it in a survey in January. Tell your convener, or book fifteen minutes and tell the Vice Chancellor.

One or more of your courses is a project course. You study it one-to-one, make something real, and defend it before a panel.

19 What a project course is

How it works

No weekly lecture. You work one-to-one with the course's own teacher, at the course's printed class time — or, if it has none, at a weekly hour you and your teacher agree — and in logged meetings. You produce a piece of real work that is yours, and you defend it aloud before a panel — which is how postgraduate and professional work is judged. **It does not mark your team's Folio.**

What you gain

A finished piece of your own for your portfolio or CV · regular one-to-one time with a teacher · practice defending your work out loud · depth in one real question instead of a little of everything.

It asks more of you. Nobody sets you a weekly reading. You plan your own work, keep your meetings, and answer for every choice at the defence. Students who do that well leave with something most classes cannot give them.

You still have a team. Your ordinary courses mark its Folio as usual. If every course you hold is a project course, you are still placed in a team, with classmates from your own batch, and you still help write its Folio.

Studied with a group? Some project courses are studied with a group instead: three sittings with the course's own teacher, then a chapter of your group's project. **Page 10 explains it**; for those courses, follow page 10 where it differs from pages 8 and 9.

20 How a project course is marked — 30 · 30 · 40

30	30	40
YOUR PROJECT	MID-TERM	THE FINAL — YOUR DEFENCE

30

The project. A piece you write on your own: your own Build Block problem, seen through this subject. Marked by your supervisor.

30

The mid-term. Your teacher chooses: a written paper in mid-term week, or your Session 7 plan with your first 1,500 words. The course outline says which.

40

The defence. One hour, spoken, before a panel, in the examination fortnight. This is your final examination.

There is no separate viva in a project course — the defence is where you explain your work. It is marked out of 40: **command of the subject 15 · defends the choices 10 · answers the unexpected 10 · presents clearly 5**.

One piece, and it must contain real work. Your project is about **3,000 words** for each project course, handed in with the Folio in the window Sat 12 – Wed 16 Dec, and must include something you made or found yourself: data you collected, a thing you built, a case you investigated, or something handed to a real organisation. A reading-only essay does not pass. If you hold several project courses, you write **one** joined project — about 3,000 words for each course — each course marks its own part, and one oral defence covers them all.

21 Where and when you meet

YOUR COURSE	WHERE AND WHEN
It has a class time on the timetable	You meet your teacher at that printed time, in that room, every week.
It has no class time	You and your teacher agree one hour a week, and your teacher tells the Registrar.

Supervision. Your weekly meeting, plus four logged one-to-ones with your supervisor, at Sessions 4, 7, 9 and 11. You both sign the log. Your supervisor is the teacher timetabled for that course.

22 The defence — your final examination

MINUTES	WHAT HAPPENS
0–20	You present your work. If you hold several project courses, all their teachers sit in the same defence.
20–50	**Questions — about your work and about the subject.** The examiners ask from the topic list on each course outline, because this is a final examination of the course, not only of the project.
50–60	You wait outside. Each teacher scores their own course out of 40, on their own score page. You are told the result the same day.

Who sits. Your course teacher, and a chair named by the Dean. An alumnus may sit as a third member where one is available; they ask questions and never score. **You sit one defence**, however many project courses you hold; each course marks its own 40.

23 What you must do to sit it

WHEN	WHAT IT MEANS FOR YOU
All term	Attend **80%** of your weekly supervision hours and keep your supervision log signed by you and your teacher. Miss two of the four one-to-ones and you cannot sit the defence.
Session 6	Your question is agreed with your supervisor: your own Build Block problem, seen through this subject.
12–16 Dec	The project goes in, with your AI declaration, any day from Saturday 12 to Wednesday 16 December. **All of that window is on time; there is no late penalty.** Nothing accepted after Wednesday 16 December.
From 28 Dec	**The final examinations, 28 Dec – 3 Jan, after the dead week (exam prep, 21–27 Dec).** You are told the day and hour of your defence in Session 11.
If you fail	The University's ordinary resit regulations apply, as for any other course.

24 Who to ask

Your supervisor

The course's own timetabled teacher. Meets you every week, holds your one-to-ones, and marks your mid-term and your project.

Your convener

For your team and its Folio, and for the topic your project is built on.

The front desk

Ground floor. If a course is listed as a project course and you think it is wrong, say so at once.

If your course is studied with a group. Three sittings with its teacher, then a chapter of a real project for a real client.

25 How it works

First the course, then the project

The course's own teacher teaches it to you in three sittings, as a class. Then the students of your discipline share one project for one real client: each of your courses is **one chapter** of it, about 3,000 words, and each course's own teacher marks that chapter. A supervisor runs the group.

Who to ask

Your course teacher teaches your three sittings, gives you their dates and the room, and marks your chapter plan and your chapter. **Your group's supervisor** meets your group from Session 6. **Your convener**, for your team and its Folio.

> **Your team stays.** You keep your Build Block team and Folio for your other courses: the group project is how you study these courses, not a second team.

26 How your term runs — WITH A GROUP

WHEN	WHAT HAPPENS
Sessions 4 to 6	**Three sittings with the course's own teacher, one three-hour sitting a week, taught as a class:** the course in an hour, its reading and what is assessed; the core method of the course applied to your group's client; your chapter plan, which is your mid-term. **Your teacher gives you the dates of the three sittings and the room.**
Session 6	Your group meets its supervisor for the first time, so the chapter plans meet the client.
From Session 7	**Your group's project:** one real piece of work for a real client, shared with students of your discipline. Each of your courses is one chapter of it, and each course's teacher marks that chapter. The group meets weekly: Tuesday 6 to 9 pm; Sunday for weekend students.
Session 12	**Your chapters go in with the Folio and your AI declaration, in the Folio submission window (Sat 12 – Wed 16 December):** about 3,000 words for each course.
Final examinations, 28 December – 3 January	One oral defence of your own, covering all your chapters; each course scores its own part out of 40.

27 How a course studied with a group is marked — 30 · 30 · 40

30	30	40
YOUR CHAPTER	MID-TERM · CHAPTER PLAN	THE FINAL — YOUR DEFENCE

Each course: project 30 (your chapter) · mid-term 30 (the chapter plan from the third sitting, or a written paper if the teacher sets one) · oral defence 40.

> **One project, one defence.** However many of your courses are studied with your group, you write one joined piece — a chapter of about 3,000 words for each course — and sit one oral defence of your own, covering all your chapters. Each course scores its own part out of 40. You leave with a real piece of work for a real client, and the practice of defending it.