

**Imperial College  
London**

**Faculty of Engineering**

**Department of Aeronautics**

**MEng Aeronautical Engineering**

# **Student Handbook**

**For Pre 2019/20 Entry Students**

**2023-24**

## Contents

<b>Welcome to the College</b> .....	<b>5</b>
<b>Our Principles</b> .....	<b>5</b>
<b>Introduction from the President of Imperial College Union</b> .....	<b>6</b>
<b>Using this Handbook</b> .....	<b>7</b>
<b>Student Services Welcome Season</b> .....	<b>7</b>
<b>Sources of Information Quick Guide</b> .....	<b>7</b>
<b>1. Introduction to the Department</b> .....	<b>9</b>
Welcome from Head of Department Professor Spencer Sherwin .....	9
Welcome from Programme Director Dr Errikos Levis .....	9
Welcome from Director of Student Experience Dr Demetrios Venetsanos.....	10
Welcome from Student Wellbeing Adviser Miss Amy Picton .....	10
Welcome from Departmental Academic Representative Gul Kaur.....	11
Welcome from Departmental Wellbeing Representative Julian Ting.....	11
Department Staff Contacts .....	11
Undergraduate Office (CAGB 318B) .....	12
Location and Facilities.....	12
Occupational Health Requirements .....	12
Student Common Room (CAGB 205).....	12
Accessing the Department .....	13
Accessibility on Campus .....	13
Attendance and absence.....	13
Library Services .....	13
Key dates.....	13
Student Code of Conduct.....	13
<b>2. General Programme Information</b> .....	<b>14</b>
Programme Description (pre-2019 entry) .....	14
Programme Specifications .....	14
Competency Standards.....	14
Accreditation .....	15
Working with your Personal Tutor .....	15
Timetabling .....	15
Options Information for Third and Fourth Years .....	15
Size Limits for Lab/Coursework Reports .....	16
Working in Groups .....	16
Laboratory/Practical Work Attendance .....	16
Imperial Horizons .....	16
Placements .....	16
Imperial Mobile app.....	18
Welcome to Imperial app.....	18
Imperial Success Guide .....	18

	Imperial Careers Service.....	18
<b>3.</b>	<b>College Assessment .....</b>	<b>19</b>
	Instruction to Candidates for Examinations .....	19
	Academic Integrity and Academic Misconduct .....	19
	Plagiarism .....	19
	Collusion .....	20
	Exam offences .....	20
	Dishonest practice.....	20
<b>4.</b>	<b>Board of Examiners.....</b>	<b>20</b>
<b>5.</b>	<b>First Year Programme (Last delivered 2018/19 for Reference Only).....</b>	<b>21</b>
	Introductory Maths (1 <sup>st</sup> ) .....	21
	Programme Summary (1 <sup>st</sup> ).....	21
	Departmental Laboratory Work (1 <sup>st</sup> ) .....	22
<b>6.</b>	<b>Second Year Programme (Last delivered 2019/20 for Reference Only).....</b>	<b>23</b>
	Programme Summary (2 <sup>nd</sup> ) .....	23
	Departmental Laboratory Work (2 <sup>nd</sup> ).....	24
	Project and Application Work (2 <sup>nd</sup> ).....	24
<b>7.</b>	<b>Third Year Programme (Last delivered 2020/21 for Reference Only).....</b>	<b>25</b>
	Programme Summary (3 <sup>rd</sup> H401) .....	25
	Programme Summary (3 <sup>rd</sup> H415) .....	26
	Departmental Laboratory Work (3 <sup>rd</sup> H401/H415) .....	26
	Group Design Project (3 <sup>rd</sup> H401/H415/H420) .....	27
<b>8.</b>	<b>Fourth Year Programmes (Only H401/H420 running in 2023/24).....</b>	<b>27</b>
	Programme Summary (4 <sup>th</sup> H401/H420) .....	27
	Individual Project (4 <sup>th</sup> H401/H415/H420) .....	28
<b>9.</b>	<b>Assessment .....</b>	<b>29</b>
	Study Groups, Problem Classes, Tutorials & Practicals .....	29
	Coursework Summary.....	29
	Coursework Extensions.....	30
	Exams.....	30
	Additional Exam Arrangements in Respect of Disability .....	31
	Exams Scheduling .....	31
	Access to Examination Answer Booklets.....	32
	Access to Past Examination Papers and Examination Reports .....	32
	Exams and Religious Obligations.....	32
	Release of January Examination Results .....	32
	Release of Results following Exam Board .....	33
	Appeals.....	33
	Arithmetic Marks Check .....	33
	<b>Re-Assessment Opportunities .....</b>	<b>33</b>
	Scheme for the Award of Honours .....	34

	Failures in Studies.....	35
<b>10.</b>	<b>College Policies and Procedures .....</b>	<b>35</b>
	Student Academic Regulations .....	35
	Academic Feedback Policy .....	35
	Provisional Marks Guidance.....	36
	Late Submission Policy .....	36
	Additional Examination Arrangements.....	36
	Mitigating Circumstances .....	36
	Academic Misconduct Policy and Procedures .....	37
	Unsatisfactory Engagement .....	37
	Academic Appeals Procedure .....	37
	Student Complaints.....	37
	Student Disciplinary Procedure .....	38
	Interruption or Withdrawal from Studies .....	38
	Intellectual Property Rights Policy .....	38
	Use of IT Facilities.....	38
	General Data Protection Regulation (GDPR) .....	38
	English language requirement.....	38
	Working when studying .....	39
<b>11.</b>	<b>Well-being Support and Advice.....</b>	<b>39</b>
	Personal Tutor .....	39
	Senior Tutor .....	39
	Departmental Disability Officers .....	40
	Departmental Student Wellbeing Adviser .....	40
	Mums and Dads scheme.....	40
	In your hall of residence .....	40
	Your Union .....	41
	Student Hub .....	41
	Student Support Zone .....	41
	Useful support contacts.....	41
<b>12.</b>	<b>Health and Safety .....</b>	<b>43</b>
	The College Safety Department .....	43
	Departmental Safety Information.....	43
	SafeZone .....	44
	Changes due to Coronavirus (COVID-19) .....	44
	Occupational Health Requirements .....	44
	Smoke-Free Policy.....	44
<b>13.</b>	<b>Student Administration.....</b>	<b>44</b>
<b>14.</b>	<b>Work-life Balance .....</b>	<b>45</b>
	Imperial College Union .....	45
	Move Imperial .....	45

<b>15.</b>	<b>Student Feedback and Representation.....</b>	<b>46</b>
	Feedback from students.....	46
	Student Representation.....	46
	Staff-Student Committee (SSC) .....	46
<b>16.</b>	<b>Student Surveys .....</b>	<b>46</b>
<b>17.</b>	<b>Opportunities for Further Study .....</b>	<b>47</b>
<b>18.</b>	<b>Alumni Services .....</b>	<b>47</b>

## Welcome to the College

Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business.

From Fleming's discovery of Penicillin to Gabor's invention of holography, Imperial has been changing the world for well over 100 years.

You're now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.

The College provides a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like note taking or simply having someone to talk to.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance.

Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources

online to support your health and wellbeing if there are restriction



## Our Principles

In 2012 the College and Imperial College Union agreed 'Our Principles' This series of commitments was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union.

### Imperial will provide through its staff:

- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

### Imperial will provide students with:

- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies and procedures
- Details of full programme costs and financial support
- An appropriate and inclusive framework for study, learning and research

### Imperial students should:

- Take responsibility for managing their own learning
- Engage with the College to review and enhance provision
- Respect, and contribute to, the Imperial community

### The Imperial College Students' Union will:

- Support all students through the provision of independent academic and welfare assistance
- Encourage student participation in all aspects of the College
- Provide a range of clubs, societies, student-led projects and social activities throughout the year
- Represent the interests of students at local, national and international level



[www.imperial.ac.uk/students/our-principles](http://www.imperial.ac.uk/students/our-principles)

## Introduction from the President of Imperial College Union



Welcome to Imperial!

To begin with, a huge congratulations on joining us here at Imperial College London – this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to shape your future.

Being located in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I

strongly encourage you to explore where and when you can – London is a fantastic place for your university memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific. To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The four deputy presidents and I have all been democratically elected to work full-time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training student representatives.

The Union also runs the Advice Service, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing [advice@imperial.ac.uk](mailto:advice@imperial.ac.uk).

University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

No matter what problems you have or opportunities you're looking for, we're here to help.

Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Wishing you an incredible year ahead,

Camille Boutrolle  
Imperial College Union President 2023-24



[union.president@imperial.ac.uk](mailto:union.president@imperial.ac.uk)  
[imperialcollegeunion.org](http://imperialcollegeunion.org)

## Using this Handbook

This handbook is located on our current undergraduate student's website and information is correct at time of issue at the start of the academic year <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/>. However, some information may occasionally change during the course of the year – so please access the online version but in any case, you will be notified directly of any **major** changes.

The handbook contains very important information for your academic life and you should read the handbook as soon as possible so that if an issue arises, you know what action to take, or at least know that the information on what action to take is available to you. Ensure you also look at the current students' website as the answers to most of your general queries can be found there.

Included in this handbook is essential information about:

- What to do if you run into difficulties affecting your academic life;
- What to do if you run into difficulties in your personal life, such as illness;
- Departmental and College contacts and resources available to you;
- The structure and content of your degree programme and year of study

There are a number of other important sources of information from the Department, and we would encourage you to make use of these:

- Useful links, module descriptors, timetable information and year-specific information can be accessed via the current undergraduate student's website, at <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/>
- There is an information board outside the Student Study Room (CAGB 205)
- Important information will be communicated to you via email, so please ensure you check your college email address daily.







## Student Services Welcome Season

College will hold several welcome events for incoming undergraduates. It is worth checking out the link below to see what has been organised.

 <https://www.imperial.ac.uk/students/new-students/>

## Sources of Information Quick Guide

There are a number of other important sources of information from the Department and College, and we would encourage you to make use of these, some of which are:

-  **Information and Communications Technologies (ICT):** If you're having problems with technology (including computers, laptops and mobile devices), you can get help from ICT's Service Desk [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)
-  **My Imperial:** Contains all your personal details, ID photo, passport/visa/CAS, student record, documents.  
<https://www.imperial.ac.uk/admin-services/ict/self-service/admin-systems/my-imperial/>
-  **Current Students Website:** Useful links to Student Handbook, Blackboard Learn, DSS, Student SharePoint Portal, DSS, Library, ICT and Computing, Programme Specifications, Campus Facilities, Careers, Policies and Expectations etc  
<http://www.imperial.ac.uk/aeronautics/study/ug/current-students/>
-  **Student Wellbeing:** On these pages you will find information on where to find wellbeing support in the department and in the wider College and you will also find information on external organisations.  
<https://www.imperial.ac.uk/aeronautics/wellbeing/ug/>
-  **Blackboard Learn:** Here you will find all teaching materials for your modules such as course notes, tutorial sheets, module descriptors, reading lists, Panopto, coursework assignments submission boxes and details of your course lecturers.  
<https://www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/blackboard/>
-  **Student SharePoint Portal:** Here you will find information on past exam papers, exam reports, projects etc



<https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Student-Portal.aspx>



**Departmental Student System (DSS):** This is the departmental register for third and fourth year elective modules you are enrolled on for degree credit <http://www.imperial.ac.uk/dss>



**Health and Safety:** where you will find all the usual information relating to health and safety which you are required to read e.g., Department and College policies, first aid and other health and safety contacts, guides as well as information on working in Wind Tunnels, Workshops or Laboratories  
<http://www.imperial.ac.uk/engineering/departments/aeronautics/local/health-and-safety>



**College Website for New Students:** New students should refer to this website but is also a useful resource for current students <https://www.imperial.ac.uk/students/new-students/>



**Teaching Spaces/Campus Map:** The list of rooms timetabled for our teaching are detailed in the weblink below to assist you in finding your way around. You can use the filters to organise the listing according to buildings.  
<http://www.imperial.ac.uk/engineering/study/current/teaching-spaces/>  
<https://www.imperial.ac.uk/visit/campuses/south-kensington/>



**Microsoft Office 365:** Once you have completed Imperial's online registration process, you can use your college credentials to get Microsoft Office 365 software for free. You can install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on up to five compatible PCs and Macs, plus five tablets, including iPad. All work can be saved online in OneDrive for Business, so it can be accessed no matter which device you use. Find out more at <http://www.imperial.ac.uk/admin-services/ict/training-and-resources/microsoft-office-365/>



**Campus Maps:** Campus maps and travel directions are available at [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses)

## 1. Introduction to the Department

### Welcome from Head of Department Professor Spencer Sherwin



Welcome and congratulations to all our new students joining the Department of Aeronautics and welcome back to those of you who are returning to continue your studies.

With the pandemic having caused some difficult circumstances and disruption over the last few years, we're delighted in welcoming you (back) to campus as we commit to all teaching and learning in-person. We hope you're able to take advantage of everything that Imperial College and London has to offer.

The aeronautical engineering degree course is one of the most challenging engineering degrees in the country in terms of both breadth and depth. To get the most out of your course, as the continuing students will know, it is important to:

- keep up with lectures and tutorials
- engage with fellow students in group activities
- ask questions in classes and in the online feedback forums
- carefully plan your work to keep pace with the learning objectives and meet submission deadlines.

It is, however, also important to remember that your life at university is not only about your academic work. I encourage you all to make time for activities outside of studying and, while parts of the year ahead may well be challenging, aim to maintain a good balance between the demands of the course and other important activities such as spending time with your friends, pursuing sporting interests and engaging in some of the many opportunities open to you as a student at Imperial. I wish you all a very successful and enjoyable year.

### Welcome from Programme Director Dr Errikos Levis



I am delighted to welcome you to the Aeronautics MEng programmes. This is a great time for you to be starting your journey into the world of aerospace. With air traffic returning to pre-pandemic levels, and significant rises in the cost of fossil fuels, calls for aviation to become more efficient and environmentally friendly have further increased, and there is now significant interest in decarbonising flight by adopting electricity or hydrogen as an energy source. The space industry has also been extremely active in recent years with a planned return to the Moon being imminent, and further manned missions to Mars and asteroid mining solutions being developed.

Our aim is to train the next generation of aerospace engineering leaders. Hence, our programmes will equip you with all the necessary state-of-the-art multi-disciplinary knowledge and expertise required to tackle present and future challenges in aerospace science and technology. I must stress that we are particularly proud of the academic rigour of our courses and of the broad scope of our curriculum. Therefore, while you will have to work hard to complete this degree programme, it will be a rewarding experience and today's effort will certainly pay off in the future. I wish all of you best of luck in your studies and in your careers.

## Welcome from Director of Student Experience Dr Demetrios Venetsanos



Welcome to our College, to our Department, and to our Academic Family! Whether you are new to our Department or continuing your studies, you are part of a select group of students who study at one of the world's top-ranked universities.

Here, you will benefit from a combination of learning activities designed to set a strong background in first principles, inform you about the latest developments in the field, and provide you with firsthand experience in the cutting-edge aeronautical industry. Upon graduation, you will be well-prepared for a wide range of options, including graduate-level jobs and continuation of your journey in Academia.

Do take advantage of all the learning tools (e.g., online material, tutorials, office hours with your tutors) and resources (e.g., library, labs, software) that are provided to you. Always plan ahead to efficiently manage your time, and, thus, meet deadlines and achieve your learning outcomes.

While your studies are of utmost importance, it is also essential to maintain a healthy balance between studying and your social life. This will help you stay motivated and focused throughout the year. Please do not hesitate to reach out to me or any other member of the Department if you have any questions or concerns. There are many people who are willing to help you succeed in your journey.

I wish you all a successful, productive, and enjoyable year in our Department!


## Welcome from Student Wellbeing Adviser Miss Amy Picton

Welcome to all new and returning Undergraduates, as your Student Wellbeing Adviser I am here to offer you wellbeing support within the department.



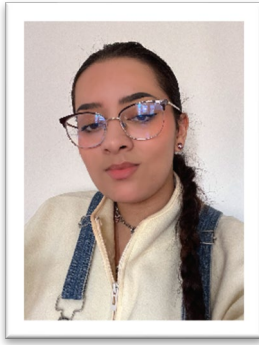
My role will enhance the wellbeing support you receive from your Personal Tutor and the Student Support Zone. I am not an academic staff member and have completed courses in Cognitive Behavioural Therapy and Counselling skills with an overall background in Psychology. Throughout the year I will offer a non-judgemental listening and advice service which focuses on prevention. I will be available to speak to on a confidential one to one basis on Microsoft Teams regarding a range of issues and offer practical self-help coping strategies. Wellbeing advisers support students with anxiety over learning, low mood, addiction, abuse, family issues or any personal issue that is causing distress, there is no pressure to have more than one meeting. I also work closely with college support services to signpost you to further ongoing support from the Counselling service or Student Mental Health Advisers or external support services outside the college.

You can contact me to access wellbeing resources throughout the year I will offer wellbeing workshops and work closely with elected student wellbeing reps to ensure you have the tools to look after your wellbeing and achieve a healthy work life balance.

 <https://teams.microsoft.com/j/team/19%3ac8fc3a143d3b44909bcc77cfbb65d970%40thread.tacv2/conversations?groupId=6ba67fc4-f493-4940-8fbc-d896c3ed1cdf&tenantId=2b897507-ee8c-4575-830b-4f8267c3d307>

If you ever need a listening ear on any topic that is affecting your wellbeing please get in touch. Congratulations on your success and I am very much looking forward to getting to know you and supporting you throughout your time at Imperial.

## Welcome from Departmental Academic Representative Gul Kaur



Welcome to the Department of Aeronautics! It's lovely to see all our returning students, and I'm looking forward to meeting our new cohort.

To our 1<sup>st</sup> years, a big welcome! You have all worked incredibly hard to get here, and the success you've already had means that you have what it takes to complete this degree. The step up from what you're used to is certainly non-negligible, but you have 4 years (or 5 if you decide to take that path) to grow into this new environment. Aero is an incredibly fun and stimulating programme that I guarantee you'll get some joy out of no matter what. .

To our returning 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> years, welcome back! You're (another) year down in the degree which means another step closer to achieving your goals. I sincerely hope that you're well rested and are ready to return to the department for another year. I also hope you'll help the 1<sup>st</sup> years navigate the start of their degrees; it's always nice having knowledgeable people around, especially in the first term.

Onto me: I'm Gul, a 4<sup>th</sup> year in the department, and for the next year, I'll be your Departmental Academic Representative. I've been a rep in the department since I joined in 1<sup>st</sup> year, so you can guarantee that I know what I'm doing! My job is to liaise with staff and your respective year representatives about the academic concerns you may have. The rep team is your voice for any issues that you may face, and as such I encourage you to talk to us so we can ensure the department maintains its high standards.

If you'd like to raise any academic related concerns, you can always find me floating around the department, so please come talk to me (I don't bite, I promise), email me at [gkk20@ic.ac.uk](mailto:gkk20@ic.ac.uk), or drop me a message and I'll try to help you where I can.

When things get difficult, just remember your end goal and the successes you've already had, it's important to hold your motivation close and to celebrate your achievements, no matter how small they may seem. Best of luck for the year ahead!

## Welcome from Departmental Wellbeing Representative Julian Ting



Hello, welcome to the aeronautics department! I'm Julian and thrilled to be your Wellbeing Representative this coming year. It's amazing to see the new faces and the returning ones.

To the freshers, congratulations on making it here— it's a wonderful achievement and I hope that you get to make the most out of your time. I am certain you've heard the horror stories from the course and I won't lie to you there will be some tough moments. This year will be a jump from what you're used to but it's also an awesome opportunity to find yourself, so make the best of it! There will be challenges; the department is here to provide the support you need to overcome these hurdles. And who knows in the future you could take the role of guiding the new batch.

To those returning students, kudos for making it through another year and hopefully, you've learnt something from it. I hope you have managed to catch up on some lost sleep this summer. We're all coming back from the holidays and it'll feel strange getting back into the swing of it, however, do your best to keep up with the lectures! Truly, I hope that you still love the course. You'll see freshers this year; help them as best as you can— I've found that speaking to someone who can relate is the best support.

So, who am I? I'm Julian and I'll be your Departmental Wellbeing Representative. I'm a part of the representative team and we are your voice. Basically, my job is to raise your wellbeing issues— whether it be mental or physical health, finance to equality and diversity! I've had a range of experiences in this course— I'll endeavour to do my best to enact change and make your time great!

And most of all feel free to email me at [jft20@ic.ac.uk](mailto:jft20@ic.ac.uk). Get in touch, let me know your concerns and we'll resolve them! Remember feeling off-centre is a perfectly normal thing. Best of luck out there!

## Department Staff Contacts

On the links below you will find details of staff you will meet during your studies and the first link provides information on the roles and responsibilities for key positions both within the Department and the College.

## Roles and responsibilities for key College and Departmental Roles

 <https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/>

### Academic and Teaching Staff

 <https://www.imperial.ac.uk/aeronautics/people/academic/>

### Professional Services Staff

 <https://www.imperial.ac.uk/aeronautics/people/professional-services-staff/>

### Technical and Operations Staff

 <https://www.imperial.ac.uk/aeronautics/people/technical-and-operations-staff/>

## Undergraduate Office (CAGB 318B)

Contact telephone numbers: +44 (0)20 7594 5100 or 5102.

Email address: [ae.office@imperial.ac.uk](mailto:ae.office@imperial.ac.uk)


Please send all email communications to the email address above and not staff personal emails and they must be sent from your college email account stating your full name and CID.

Our office opening hours are published every Friday after 4pm for the following week on the Student A-Z website and on our office door (also in our email signatures).

 <https://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/aeronautics/ug/UG-Office-Hours.xlsx>

## Location and Facilities

### Your main location of study will be:

 Department of Aeronautics, Faculty of Engineering, South Kensington Campus, London SW7 2AZ

All of your teaching will take place in the Skempton and the City and Guilds Buildings (CAGB) though some workshop events such as laboratories may take place in Roderic Hill Building (RODH). In addition teaching events for modules run by other Departments which you have enrolled for will take place within their space. Please refer to the South Kensington Campus Map to assist you locate the various buildings.

 <http://www.imperial.ac.uk/visit/campuses/south-kensington/>

The Department has excellent facilities for research and teaching. Research facilities support computational and experimental projects in fluid mechanics, structural analysis, composites, optimisation and control and aircraft design. Experimental research is supported by well-appointed laboratories and wind tunnels, some of the equipment being unique in this country.

 <https://www.imperial.ac.uk/aeronautics/research/facilities/>

## Occupational Health Requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

 [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

## Student Common Room (CAGB 205)

This study room is for use by Aeronautics undergraduate students **only** and will require swipe access. Students are not permitted to bring guests into this room – and those who do bring guests will have their access rights removed.

This room should be kept clean and tidy and all students must dispose of any rubbish in the bins provided and if any spillages ensure you clear up.

 <https://www.imperial.ac.uk/aeronautics/study/ug/current-students/common-room/>

## Accessing the Department

Full information can be found on our current student's website under 'Accessing the Department'

 <https://www.imperial.ac.uk/aeronautics/study/ug/current-students/accessing-the-department/>


## Accessibility on Campus

Information about the accessibility of our South Kensington Campus is available online through the AccessAble access guides:

 <https://www.accessable.co.uk/organisations/imperial-college-london>

## Attendance and absence

Full information on student attendance and absence can be found on the current students website:

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/attendance-and-absence/>

## Library Services

The Abdus Salam Library (formerly known as the Central Library) at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building.

Make sure you find out who your subject librarian is (see link below) as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from our collection of almost 400,000 titles. If we don't have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

For any questions our staff will be happy to help, simply chat with us online or contact us via email, phone or social media, just check our website for details:

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

 <https://www.imperial.ac.uk/admin-services/library/subject-support/aeronautics/>

## Key dates

Term dates for current and future academic years as well as other useful dates for undergraduate students can be found on links below.

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/term-and-useful-dates/>

 <http://www.imperial.ac.uk/whats-on/>

 <http://www.imperial.ac.uk/graduation>

## Student Code of Conduct

The Aeronautics Student Code of Conduct is an initiative done by students for students. Its primary goal is to make our learning environment as welcoming and inclusive as possible to everyone, regardless of age, gender, sexual orientation, race, nationality, or cultural background.

With this initiative, our hope is to create an atmosphere that celebrates our diversity and ensure that we all have an enjoyable experience at university.



The Aeronautics Student Code of Conduct committee has put together a [range of resources to help us make our learning environment a safe space for everybody](#). We hope that you find these useful.

## 2. General Programme Information

### Programme Description (pre-2019 entry)

The department offers four MEng degrees:

- MEng Aeronautical Engineering (H401)
- MEng Aeronautical Engineering with a Year Abroad (H410)
- MEng Aeronautical Engineering with a Year in Industry (H420)
- MEng Aeronautics with Spacecraft Engineering (H415)



<http://www.imperial.ac.uk/aeronautics/study/ug/courses/>

Students on all programmes follow a common programme of study for the first two years.

In the **first year** all students of Aeronautical Engineering follow lectures and classes covering a very broad range of subjects. Most are common to all degree courses. The exception is that students on the H410 course if wishing to go to either France or Germany should study a language instead of the management option (students from France or Germany cannot spend their year abroad in their home country).

The pattern of study in the **second year** is similar to that in the first year but there are a few important differences which are noted in information for second years in this handbook. \*Transfer to the H410 and H415 programmes occurs at the end of the second year.

Compared with second year, in the **third year**, you will have more 'free' time from lectures but the system of options and increased amount of project based work may result in this time being less evenly distributed. It is therefore very important for you to plan your work so as to make effective use of your free time. \*Transfer to the H420 programme occurs at the end of the third year.

In the **final year** (H401/H420) all your core modules are delivered during the Autumn Term with optional modules offered during both Autumn and Spring. Your Final Year Individual Project is a major activity in this year (accounting more than half of the credit awarded). Carefully planning your time between your project and taught modules will be key. As in previous years, a programme of subject tutorials/example/surgery classes will also be arranged. In the 4<sup>th</sup> Year H410 students will have to complete core and optional modules during the Autumn and Spring terms and have a shorter project time.

\*Transfers are only open to students who have met the relevant academic requirements. For full information on the academic requirements and the transfer process for all programmes please see relevant links below.

#### MEng Aeronautical Engineering with a Year Abroad (H410)



<http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-abroad/>

#### MEng Aeronautical Engineering with a Year in Industry (H420)



<http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-in-industry/>

#### MEng Aeronautics with Spacecraft Engineering (H415)



<https://www.imperial.ac.uk/aeronautics/study/ug/current-students/spacecraft-engineering-h415/>

### Programme Specifications

The programme specifications contain information on the aims, objectives and learning outcomes and module hours as well as details of how the programme will be delivered and assessed.



<http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/>

### Competency Standards

Competency standards highlight the core skills students should be able to demonstrate by the end of their programme of study in the Aeronautics Department.



<http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/aeronautics/Competency-Standards.pdf>

## Accreditation

Accreditation information is available at:

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/accreditation/>

## Working with your Personal Tutor

At first your main contact with the academic staff of this Department will be through your Personal Tutor. Your Personal Tutor is usually a member of academic staff who is allocated to you for the duration of your programme to offer help and support with academic or personal issues. They will also follow your progress throughout the programme to help keep you on track to succeed.

Also, your Tutor will usually be available for private discussions at unscheduled times but in such cases it is advisable to make an appointment first. The allocation of personal tutors for new students will be emailed to students in the first week of the Autumn term.

**In your first year** your personal tutor undertakes a variety of roles. These include: providing advice, monitoring and discussing your progress during the year on the basis of your discussions with him/her and the results of various tests and exercises, and serving as a point of contact should you run in to difficulties.

Your Personal Tutor will meet with you in groups or individually several times per term and your first group tutorial will take place in Week 2. Please note due to timetable constraints your lecturer may need to rearrange the timetabled event in your calendar to one which fits in with his/her teaching. You will have a total of 12 personal tutorials across all terms (5 in Autumn, 6 in Spring, 1 in Summer) and attendance is compulsory, your Personal Tutor will take an attendance register.

**In your second, third and fourth years** your tutor retains a close interest in your progress. A few personal tutorial sessions are scheduled and spread over the year. Please note that due to timetable constraints your lecturer may need to rearrange the timetabled event in your calendar to one which fits in with his/her teaching but it must be in the same week as your timetabled event. Your personal tutor will also be happy to see you at any convenient time to discuss any personal or academic problems you may have.

**Please be aware that attendance at all personal tutorials is mandatory and attendance is logged by your personal tutors and this information is shared with the Senior Tutors, Director of Undergraduate Studies and the UG Office who may wish to discuss with you any non-attendance.**

## Timetabling

Your timetables are produced centrally by College, but if you have any queries with the **content of the events in your timetable** then please email the Aeronautics Undergraduate Office ([ae.office@imperial.ac.uk](mailto:ae.office@imperial.ac.uk)) from your Imperial email account stating what the issue is along with your full name, year, programme, CID.

If you are experiencing any issues with **viewing your timetable** in your personal calendar on any device then you need to request assistance from ICT Service Desk.

 <http://www.imperial.ac.uk/admin-services/ict/contact-ict-service-desk/>

However until your viewing issues are resolved you can use the web based application 'Timetabler Calendar' which displays real-time timetable information in an easy to use format, accessible to individuals with a College username. For access and full instructions how to use please go to link below. If you experience any difficulties then please contact ICT Service Desk.

 <http://www.imperial.ac.uk/timetabling/view/calendar/>

## Options Information for Third and Fourth Years

Students are asked to select their options in April/May for the following academic year (both Autumn and Spring term modules) and you have until at least one week after the exam results are released to students in July to select them. There is very little scope to change options on your return in October so students must follow the instructions given and choose carefully but if you do have a desperate need to change then email the Aeronautics Undergraduate Office ([ae.office@imperial.ac.uk](mailto:ae.office@imperial.ac.uk)) from your Imperial email account clearly stating the details of the change along with your full name, year, programme and CID **by Friday 13<sup>th</sup> October 2023**.



Reminder you can see the options offered for your programme on your SharePoint portal options page below so please check before you submit your request.

 <https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Undergraduate%20Course%20Options.aspx>

## Size Limits for Lab/Coursework Reports

Refer to the guidance notes issued for each laboratory and coursework assignment.

## Working in Groups

Where students have to work in groups and members of such groups are not participating/contributing students are asked to inform the Undergraduate Office and academic staff supervisors of relevant module/lab **as soon as any such instances occur** so we can chase up these students. Please do not wait until end of group work to inform us as nothing can be done at this late stage.

If there is a group coursework submission and students have still failed to contribute/participate after they have been warned as per the above then please just list on the front page of your coursework submission your group number (if applicable) and the names of those students who have participated on the assignment. It would also be extremely helpful for markers if you clearly identified those students who did NOT participate.

## Laboratory/Practical Work Attendance

Attendance is expected for all timetabled events but is considered mandatory for tutorials, laboratory sessions and practical sessions. For such sessions, attendance will be recorded by the tutors. For the 2023-24 academic year, the Department will be further trialling the use of the “My Imperial Campus” app to allow students to check into timetabled sessions or declare their absence.

Note that if you miss practical work events such as laboratories, practical examinations or workshop events it is highly unlikely we will be able to reschedule. This is due to large number of groups, short timescale when events can take place and the group size constraint for health and safety reasons. In addition, you cannot just ‘turn up and join’ another group as you will be refused entry.

Important practical and safety information is provided at the start of each lab session hence you will be refused entry if you fail to turn up on time. **If YOU ARE MORE THAN 2 MINUTES LATE you will not be allowed TO JOIN THE LABORATORY SESSION. Following the laboratory, you will be allowed to join the relevant oral assessment or submit the relevant lab report based on data gathered and shared by the remainder of your lab group, however your maximum achievable mark will be capped at a pass (40%). This rule also applies to absentees.**

If you are unable to participate in a practical event due to illness or other compelling academic reasons and wish your marks to be uncapped then you need to submit a mitigation form.


<https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Forms.aspx?web=1>

Note that trivial reasons for non-attendance or delay e.g. alarm didn't go off, inability to locate the lab facility, public transport delays etc will not be considered as mitigation and all absences will be reported to Personal and Senior Tutor. For job or placement interviews at first instance, please ask the company to rearrange for you, if they refuse we would need proof of this refusal.

## Imperial Horizons

This programme is available to all undergraduates and is designed to broaden your education, inspire your creativity and enhance your potential. They have a wide range of innovative courses which can be taken as part of, or alongside, your main degree. These non-degree credit modules offer you the opportunity to enrich your education, enhance your CV and impress future employers.

Aeronautics students can only take specific Horizons modules for degree credit in the fourth year. Horizons courses can only be taken for credit during the Autumn term if you doing an external project. For full information please see link below.

 <http://www.imperial.ac.uk/horizons/>


## Placements

The College defines a placement as:

“work experience, assessed project work, a period of course-based study or a period of research (for which academic credit is awarded and/or where the student remains subject to College student regulations during the relevant period) and where there is a transfer of direct supervision of the student to a third party (i.e. where a member of staff at the third party acts as the day-to-day supervisor/manager) for a period of two weeks or more.”

Academic departments are responsible for managing any study or work placement which forms part of your degree programme. It is expected that you will contribute to the process of planning your placement.

For guidance on this, see the College’s Placement and Learning Policy and associated good practice:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning)

The Careers Service is available to provide students with additional support in sourcing work placement opportunities and preparing to apply for work placement opportunities:

 <https://www.imperial.ac.uk/careers/jobs-and-experience/work-experience/>

For general information on undertaking a study or work placement visit the Placements website:

 [www.imperial.ac.uk/placements](http://www.imperial.ac.uk/placements)

If you are considering/planning a placement outside the UK you should also refer to the Placement Abroad Handbook:

 [www.imperial.ac.uk/placements/information-for-imperial-college-students](http://www.imperial.ac.uk/placements/information-for-imperial-college-students)

### **Department Placement Staff:**

#### ***Year Abroad Placements***

Dr Maria Ribera Vicent, Year Abroad Coordinator

#### ***Year in Industry Placements***


Dr Kostas Steiros, Careers Officer

#### ***Undergraduate Final Year Project Placements***

Dr Errikos Levis, UG Projects Coordinator

For contact details of the above staff please refer to the link below.

#### **Academic and Teaching Staff**

 <https://www.imperial.ac.uk/aeronautics/people/academic/>

## Imperial Mobile app

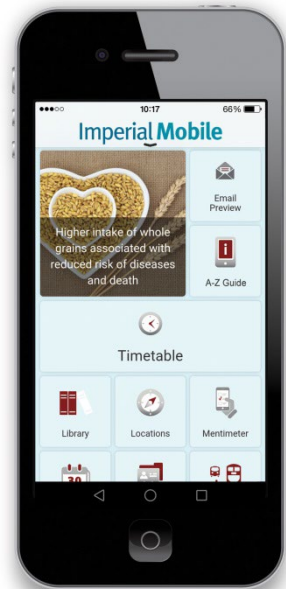
Don't forget to download the free Imperial Mobile app for access to College information and services, including your programme timetable, College emails and a library catalogue search tool.

 [www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile)

## Welcome to Imperial app

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term.

You can download the App from the Apple or Google App Stores.




## Imperial Success Guide

The Imperial Success Guide is an online resource with advice and tips on the transition to university level study. More than just a study guide, it is packed with advice created especially for undergraduate students, including information on support, health and well-being and ideas to help you make the most of London.

 [www.imperial.ac.uk/success-guide](http://www.imperial.ac.uk/success-guide)

## Imperial Careers Service

Information from Imperial's Career Service about what careers you might pursue after studying Aeronautical Engineering and our Current Opportunities within the Department.

 <https://www.imperial.ac.uk/aeronautics/study/ug/undergraduate-careers/>



### 3. College Assessment

Within your programme of study you will have different types of assessment which may include, coursework, examinations, timed remote assessment, presentations, labs or other forms of practical assessment.

The College has policies and procedures to support the setting, sitting, marking and moderation of all assessment. These can be found within the Regulations and College Policies at:



<https://www.imperial.ac.uk/about/governance/academic-governance/regulations/>



<https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/>

#### Instruction to Candidates for Examinations

For assessments that take place in the autumn term, or at the start of the spring term of the 2021-22 academic year, where there was to be an in-person on-campus written examination, these will be assessed by timed remote assessments, irrespective of whether there are restrictions in place or not. We may continue to deliver examinations by timed remote assessments where these are deemed the most appropriate method of assessment.

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:



<https://www.imperial.ac.uk/about/governance/academic-governance/regulations/>

Instructions for exam candidates can be found here:



[www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf)

#### Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism. Academic integrity is fundamental to learning, teaching and research and it is important to understand what it means you and the international community of research that you are joining.

Academic misconduct is the attempt to gain an academic advantage, whether intentionally or unintentionally, in any piece of assessment submitted to the College. This includes plagiarism, self-plagiarism, collusion, exam offences or dishonest practice. Full details of the policy can be found at:



[www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/)

Definitions of the main forms of academic misconduct can be found below:

#### Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images, research or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse. Plagiarism may be intentional, by deliberately trying to use another person's work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

Plagiarism must be avoided, with particular care on coursework, essays, reports and projects written in your own time but also in open and closed book written examinations. You can support your understanding of proper referencing and citation by using the resources available from the College such as the Library learning support webpages at:



[www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/](http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/)

For group work, all members have responsibility for the integrity of the work submitted. Therefore, if plagiarism (or another form of academic misconduct) is proven, all group members may be liable for any penalty imposed.

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources. Your programme team will explain how it is used in your programme

 [www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/](http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/)

## Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. In contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated initially under the Academic Misconduct procedure.

You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not exceed go beyond the assessment brief with regards to individual work, always acknowledge the contributions of others in your work, and do not leave yourself open to allegations that you have supplied answers to enable another student to commit academic misconduct.

## Exam offences

Exam offences fall into two categories. These are offences that may be disruptive in the exam venue or those that are considered an attempt to cheat. Examples of disruptive behaviour includes causing a disturbance in the exam room, having an electronic device that has not been fully turned off or talking in the exam room. Behaviour that may be considered an attempt to cheat includes bringing unauthorised material into an exam (such as notes, unauthorised books or other material), attempting to communicate with others apart from the invigilator, or trying to remove examination material without permission. You must ensure that you follow all reasonable instructions of the invigilators.

## Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill (which is now illegal in the UK) or other individual to submit as your own), taking an exam for someone else or getting someone else to take an exam for you, attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.

## 4. Board of Examiners

### Internal Examiners

Name	Title
Prof Spencer Sherwin	Head of Department/Board Chair
Dr Errikos Levis	Director of Undergraduate Studies
Dr Andrew Wynn	Undergraduate Examinations Officer
Dr Siti Shamsuddin	Undergraduate Senior Tutor, Years 1,2
Dr Yongyun Hwang	Undergraduate Senior Tutor, Years 3,4,5

### External Examiners

Name	Institution
Prof Richard Butler	University of Bath
Prof John Chew	University of Surrey

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution who acts as a critical friend to your programme of study. For some programmes, one of the External Examiners could be an industry expert to provide the professional expertise needed to support the programme. External examining is an essential part of the College's quality assurance and enhancement process, ensuring that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the College's awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action. If there is a specific issue that needs to be resolved, please see the Student Complaints Policy and Procedure.

A summary of External examiners reports from the previous academic year can be found here:



[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/)

## 5. First Year Programme (Last delivered 2018/19 for Reference Only)

The first year course is organised into lectures and tutorial classes (roughly a 1.5 hour tutorial class for every 5 hours lectures), laboratory classes, project work and computer lab sessions. Surgery classes are held periodically throughout each lecture course. These provide the opportunity to ask the lecturer for clarification on any part of the course or example questions, in an informal setting. In laboratory classes students will work in smaller groups of between 3–6 students.

With the exception of Languages (HUM1) and Management (AE1-116) as indicated in the table further down in this section, all modules are common to all your MEng Degrees.

### Introductory Maths (1<sup>st</sup>)

In your first week you will take a two hour mathematics test. Students who fail to demonstrate a level of Maths sufficient to successfully follow and benefit from the First Year courses will be required to take a minimum of three hours maths tutorials, submit a maths coursework assignment and another maths test under the module AE1-100 Introductory Maths. Students who achieved a borderline pass will be further encouraged to follow this introductory maths programme also.

### Programme Summary (1<sup>st</sup>)

All of the modules listed in the summary table below are degree credit modules only. Non-degree credit modules are available to students through Imperial Horizons.

The lectures are supported by class tutorials and surgery classes. Coursework consists of laboratory work in aerodynamics, structures and materials; a design, make and test exercise in structures; and computing exercises.

Tutorials are intended to provide the necessary back-up for the formal teaching you will receive in lectures. During tutorials you will be able to consult either the lecturer or another member of staff associated with the course about any difficulties you may be having with the subject. You will need to prepare for tutorials in advance by working through the problems set by the lecturer and you should aim to spend typically 4 to 5 hours in such preparation in advance of each tutorial.

For full details on the delivery, learning outcomes, aims and objectives, ECTS, module hours assessment, marking and feedback can be found on our programme specifications document:




<http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/>

<b>Modules</b> <b>Last delivered 2018/19</b>	<b>Term Taught</b>	<b>Term Examined</b>	<b>Non-Examined Assessment</b>	<b>% of Year Total</b>
<b>Assessed by Formal Examinations</b>				
AERO94015 Introduction to Aerodynamics Aircraft Performance	1 2	3 3	* *	13.24
AERO94005 Properties of Materials	2	3	*	8.82
AERO94006 Mathematics	1 2	2, Term I Paper 3, Term II Paper	*	13.24
AERO94007 Mechanics	1,2	3	*	13.24
AERO94008 Introduction to Structural Analysis	1	2	*	8.82
AERO94009 Thermodynamics	2	3	*	8.82
<sup>[a]</sup> AERO94013 Management and Business for Aeronautical Engineers <b>OR</b> HUM1 Languages (French or German)	1 1,2	2 2	*	8.82
<b>Aggregate % of Year Total</b>				<b>75</b>
<b>Assessed by Coursework<sup>[b]</sup></b>				
AERO94003 Computing	1,2,3		*	8.8
AERO94004 Engineering Design	1,2			4.6
AERO94010 Engineering Ethics	2			1.0
AERO94011 Experimental Methods (6 labs) Autumn Lab 2% Spring Lab 2% Materials Lab 2%	1,2			6.0
AERO94012 L1 Applications	1,2			4.6
<b>Aggregate % of Year Total</b>				<b>25</b>

<sup>[a]</sup>All students must take the AE1-116 option except for those students who intend to spend their third year abroad in France or Germany and who have not yet obtained the necessary language requirement.

<sup>[b]</sup>Coursework submission and feedback deadlines can be found on the current student's website:

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/>

## Departmental Laboratory Work (1<sup>st</sup>)

Laboratory work within the Department will consist of six experiments split over the Autumn and Spring terms as outlined in the table below. Again, attendance at all laboratories is mandatory.

Students work in lab groups but submission of reports is individual. One laboratory report and one log book must be written for each of the Autumn and Spring terms (one report must be structures and one aerodynamics). The report submitted must be no longer than 1500 words plus figures, tables and appendices. Full details will be given in the introductory lectures for the AE1-113 Experimental Methods course.

<b>Laboratory Title</b>	<b>*Timetabled</b>
AERO94011 Strain Measurement	Week 7
AERO94011 Flow Visualisation	Week 7,20
AERO94011 Wind Tunnel Tests on a Model Cessna	Week 7,20
AERO94011 Pipe Flow	Week 7,20

AERO94011 Behaviour of Simple Beams	Week 20
AERO94011 Materials Mechanical Testing	Week 20

\*Where labs take place in both terms half the students will do the lab in the Autumn term and the other half will do in the Spring term (not enough room in one lab week to accommodate all students).

## 6. Second Year Programme (Last delivered 2019/20 for Reference Only)


### Programme Summary (2<sup>nd</sup>)

The lectures are again supported by subject tutorials (roughly 1.5 hour tutorial class for every 5 hours lectures) and surgery classes. Coursework consists of laboratory work in aerodynamics, electrical engineering, materials and structures; further computing exercises and an extensive design, make and test exercise, involving the use of machine tools, carried out during the autumn and spring terms.

With the exception of Languages (HUM2) and Management (AE2-116) as indicated in the table further down in this section, all modules are common to all MEng Degrees.

Transfer to the H410 Year Abroad and H415 Spacecraft Engineering programmes occurs towards the end of the second year. For more information please see earlier Section 2 Programme Description in this handbook.

For full details on the delivery, learning outcomes, aims and objectives, ECTS, module hours assessment, marking and feedback can be found on our programme specifications document:

 <http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/>

Modules	Term Taught	Term Examined	Non-Examined Assessment	% of Year Total
<b>Assessed by Formal Examinations</b>				
AERO95001 Aerodynamics	1	2	*	9.29
AERO95004 Circuits, Signals and Systems	2	3	*	9.29
AERO95005 Materials	1	3	*	6.19
AERO95006 Mathematics	1, 2	2, 3	*	9.29
AERO95007 Mechanics of Flight	2	3	*	6.19
AERO95008 Propulsion and Turbomachinery	1	2	*	6.19
AERO95009 Structural Mechanics and Dynamics	1,2	3	*	9.29
<sup>[a]</sup> AERO95012 Technology, Business and the Market for Aeronautical Engineers <b>OR</b> Horizon Languages (French or German)	2	3		9.29
<b>Aggregate % of Year Total</b>				<b>65</b>
<b>Assessed by Coursework<sup>[b]</sup></b>				
AERO95002 Numerical Analysis	2			6.19
AERO95003 Manufacturing Processes	2			4.94
AERO95010 Experimental Methods (8 labs)	1,2			14.5
Short Labs (5 @ 1.22%)				8
Long Labs (2 @ 2.5%)				
Materials Labs (2 @ 1.74%)				
AERO95011 L2 Applications	1,2		*	9.29
<b>Aggregate % of Year Total</b>				<b>35</b>

<sup>[a]</sup>All students must take the AERO95012 option except for those students who intend to spend their third year abroad in France or Germany and who have not yet obtained the necessary language requirement.

<sup>[b]</sup>Coursework submission and feedback deadlines can be found on the current student's website:



## Departmental Laboratory Work (2<sup>nd</sup>)

Laboratory work is arranged in connection with the courses in Aerodynamics, Structural Mechanics and Dynamics, Materials and Mechanics of Flight. Again, attendance at all laboratories is mandatory. You will already be familiar with the procedure for writing up and submission of reports in Materials, from the first year.

Laboratory Title	*Timetabled
AERO95010 Vibration of an Aircraft Model (L/I)	Week 6
AERO95010 Measurement of the Pressure Distribution on a Circular Cylinder (L/I)	Week 6,21
AERO95010 Profile Drag and Wake Momentum Lab (S/G)	Week 6,21
AERO95010 Materials SEM Lab (S/I)	Week 6,21
AERO95010 Materials Polymer Lab (S/I)	Week 6,21
AERO95010 Aircraft Static Stability Assessment using Flight Testing (S/G + S/I)	Week 21
AERO95010 Shear Centre and Principal Axes (S/I)	Week 21
AERO95010 Signals and Systems (S/I)	Week 21

\*Where labs take place in both terms half the students will do the lab in the Autumn term and the other half will do in the Spring term (not enough room in one lab week to accommodate all students).

### Key:

**L** = Long Lab Report,

**S** = Short Lab Report,

**I** = Individual Report Submission

**G** = Group Report Submission

Full details and information on marking criteria, size limits etc will be in the individual lab handout.

## Project and Application Work (2<sup>nd</sup>)

The second year application exercise consists of the design and construction of a small wind turbine. There will be an initial briefing and safety lectures, followed by a series of lectures on mechanical and aerodynamic design. This will be followed by tutorial sessions during the design period and manufacturing and testing sessions later in the year. You will find it necessary to work outside the scheduled sessions. Testing will take place in this department during the Summer term. You should note that the assessment of this exercise makes a major contribution to your coursework mark for the year.


For size limits for these assignments please refer to the coursework assignment document.

## 7. Third Year Programme (Last delivered 2020/21 for Reference Only)

### Programme Summary (3<sup>rd</sup> H401)


In general courses assessed by examination are supported by subject tutorial and surgery classes. The major element of the coursework taken in the third year H401 is a group design project. Other coursework includes laboratory work related to the lecture courses taken, and assessment exercises for the lecture courses in Aerospace Vehicle Design, Finite Elements and some of the optional subjects. The below is a list of all the optional subjects currently offered. In a given year, for reasons associated with timetabling, staff availability and course popularity, it will not be possible to offer all these options and restrictions will be placed on combinations of subjects which can be chosen as indicated below.

For full details on the delivery, learning outcomes, aims and objectives, ECTS, module hours assessment, marking and feedback can be found on our programme specifications document:

 <http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/>

Modules	Term Taught	Term Exam Held	Non-Examined Assessment	% of Year Total
<b>Compulsory Core – Formal Examinations</b>				
AERO96001 Aircraft Aerodynamics	1,2	3	*	12.5
AERO96002 Control Systems	2	3	*	8.33
AERO96003 Finite Elements	1	2	*	8.33
AERO96004 Aircraft Structures	1,2	3	*	12.5
<b>Optional Subjects – Two to be Chosen</b>				<b>8.33 (*2)</b>
AERO96023 Spacecraft Structures	1	2		
AERO96014 Computational Fluid Dynamics <b>OR</b>	1	2	*	
AERO96020 Advanced Manufacturing	1	2		
AERO96013 Introduction to Turbulence and Turbulence Modelling <b>OR</b>	1	2	*	
AERO96015 Computational Mechanics	1	2	*	
AERO96010 Materials in Action	1	2	*	
ELEC97062 Optimisation (IDX)	1	3		
AERO96019 Innovation Management (M/B) <b>OR</b>	1	2		
BUSI96009 Corporate Finance Online (M/B) <b>OR</b>	2	3		
BUSI96010 Entrepreneurship Online (M/B) <b>OR</b>	1	2		
BUSI96011 Accounting Online (M/B) <b>OR</b>	1	2		
Language (IH) <b>OR</b>	1,2	2		
Non-Language (IH)	1,2	2		
DESE96008 Design for Additive Manufacturing <b>OR</b>	2	C/W		
AERO96016 Advanced Propulsion <b>OR</b>	2	3		
AERO96007 Separated Flows & Fluid-Struct <b>OR</b>	2	3		
AERO96012 Mathematics	2	3		
AERO96022 Spacecraft Systems <b>OR</b>	2	3		
AERO97067 Aircraft Systems Engineering and Aerial Vehicle Technologies	2	3		
AERO96021 High Performance Computing	2	C/W		
<b>Aggregate % of Year Total</b>				<b>58.33</b>
<b>Compulsory Core - Assessed by Coursework<sup>[a]</sup></b>				
AERO96005 Group Design Project	3			25.00
AERO96008 Aerospace Vehicle Design	1,2,3			16.66
<b>Aggregate % of Year Total</b>				<b>41.67</b>

<sup>[a]</sup>Coursework submission and feedback deadlines can be found on the current student's website:

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/>

**Key:**

IDX = Inter-Departmental Exchange, modules run by other Departments

M/B = Management/Business option, students can only take one across both 3<sup>rd</sup>/4<sup>th</sup> years


IH = Imperial Horizons

C/W = Coursework

## Programme Summary (3<sup>rd</sup> H415)


In general courses assessed by examination are supported by subject tutorial and surgery classes. The major element of the coursework taken in the third year H415 is a group design project. Other coursework includes laboratory work related to the lecture courses taken, and assessment exercises for the lecture courses in Aerospace Vehicle Design, Finite Elements. The below is a list of all the subjects currently offered.

For full details on the delivery, learning outcomes, aims and objectives, ECTS, module hours assessment, marking and feedback can be found on our programme specifications document:

 <http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/>

Modules	Term Taught	Term Exam Held	Non-Examined Assessment	% of Year Total
<b>Compulsory Core – Formal Examinations</b>				
AERO96001 Aircraft Aerodynamics	1,2	3	*	12.50
AERO96002 Control Systems	2	3	*	8.33
AERO96003 Finite Elements	1	2	*	8.33
AERO96004 Aircraft Structures	1,2	3	*	12.50
AERO96022 Spacecraft Systems	2	3		8.33
AERO96023 Spacecraft Structures	1	2		8.33
<b>Aggregate % of Year Total</b>				<b>58.33</b>
<b>Compulsory Core - Assessed by Coursework<sup>[a]</sup></b>				
AERO96005 Group Design Project	3			25.00
AERO96008 Aerospace Vehicle Design	1,2,3			16.66
<b>Aggregate % of Year Total</b>				<b>41.67</b>

<sup>[a]</sup>Coursework submission and feedback deadlines can be found on the current student's website:

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/>

### Key:

IDX = Inter-Departmental Exchange, modules run by other Departments

M/B = Management/Business option, students can only take one across both 3<sup>rd</sup>/4<sup>th</sup> years

IH = Imperial Horizons

C/W = Coursework

## Departmental Laboratory Work (3<sup>rd</sup> H401/H415)

Third year students will undertake the five laboratories listed below. They will be assessed as coursework components of the relevant modules. All laboratories will be assessed based on students' conduct during the laboratory and orally shortly after the completion of the lab session.

Laboratory Title	*Timetabled	Assessment
AERO96004 Mechanical Properties of Composites	Week 22	Week 22
AERO96001 Low Speed Flow Past a High Aspect Ratio Wing	Week 22	Week 22
AERO96001 Compressible Flow	Week 8	Week 8
AERO96004 Bending/Torsion of a Wing Structure	Week 8	Week 8
AERO96002 Control of a Pseudo-Helicopter Lab	Week 22	Week 22

## Group Design Project (3<sup>rd</sup> H401/H415/H420)

A significant item of coursework this year is the Group Design Project which should occupy around 200 hours. This project is scheduled to take place immediately after the examinations (project will run from week 3 to week 8 inclusive in Summer term). Later this year you will be given information on the projects available. You will be asked to provide the project coordinator with a list of projects and available roles you would be interested in working on. Students on the H415 programme will have to work on a spacecraft design related project. Roles will ultimately be allocated taking the entire cohort's selections in mind.

## 8. Fourth Year Programmes (Only H401/H420 running in 2023/24)

### Programme Summary (4<sup>th</sup> H401/H420)

We refer to the 4<sup>th</sup> year of the H420 as the 4<sup>th</sup> year with a taught component, but it is indeed the fifth year since the start of their studies for students on that programme.

The below is a list of all the optional subjects currently offered. In a given year, for reasons associated with timetabling, staff availability and course popularity, it will not be possible to offer all these options and restrictions will be placed on combinations of subjects which can be chosen as indicated below.


For full details on the delivery, learning outcomes, aims and objectives, ECTS, module hours assessment, marking and feedback can be found on our programme specifications document:

 <http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/>

Modules	Term Taught	Term Exam Held	Non-Examined Assessment	% of Year Total
<b>Core</b>				
AERO97009 Individual Project	1,2,3	C/W		58.33
<b>Optional Subjects –Five to be Chosen</b>				<b>8.33 (x5)</b>
AERO96020 Advanced Manufacturing <b>OR</b> AERO96014 Computational Fluid Dynamics	1 1	2 2	*	
AERO97011 Aerothermodynamics of Launchers & Re-Entry Vehicles <b>OR</b> AERO97078 Lightweight Structures	1 1	2 2		
AERO97006 Application of Fluid Dynamics <b>OR</b> ELEC97019 Optimisation (IDX)	1 1	2 3		
AERO96013 Turbulence & Turbulence Modelling <b>OR</b> AERO96023 Spacecraft Structures (Space)	1 1	2 2		
AERO97077 Advanced Fluid Mechanics & Fluid Structure Interaction	1	2		
Imperial Horizons <b>OR</b> AERO96019 Innovation Management (M/B) <b>OR</b> BUSI60042 Entrepreneurship Online (BPES M/B) <b>OR</b> BUSI60037 Accounting Online (BPES M/B) <b>OR</b> BUSI60043 Finance & Financial Manage. (M/B) <b>OR</b> BUSI60040 Corporate Finance Online (BPES M/B)	1&2 1 1 1 2 2	2 2 2 2 3 3		
AERO96016 Advanced Propulsion <b>OR</b> AERO97079 Orbital Mechanics (Space)	2 2	3 3		
AERO97083 Aeroelasticity	2	3		
AERO96015 Computational Mechanics <b>OR</b> AERO96012 Mathematics 3	2 2	3 3		
AERO96021 High-Performance Computing	2	C/W		

AERO96022 Spacecraft Systems (Space) <b>OR</b> AERO97080 Systems Engineering for UAVs	2 2	3 3		
AERO97084 Applications of Computational Fluid Dynamics	2	C/W		
AERO97081 Artificial Intelligence for Aerospace Engineers	2	3		
AERO97082 Flow Instability & Transition	2	3		

<sup>[a]</sup>Coursework submission and feedback deadlines can be found on the current student's website:

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/>

**Key:**

IDX = Inter-Departmental Exchange, modules run by other Departments

M/B = Management/Business option

C/W = Coursework

## Individual Project (4<sup>th</sup> H401/H415/H420)

Detailed information about the available projects this year, the allocation process, the preparatory work and the assessment of the projects, is provided in a separate document which you will find on the 2023-2024 AERO70001/97009 module folder on Blackboard. As soon as you know your allocated project you should begin any recommended preparatory reading and start preparing your work plan in consultation with your supervisor. For internal projects, you should plan your work keeping in mind the spread of workload required for other modules throughout the academic year.

Students wishing to complete their project at an external host institution or company must take all taught modules in the autumn term and carry out their project at the host institution on a full-time basis, starting immediately following the completion of their January examinations.

Full project information can be found on the project folder on Blackboard.

 <https://bb.imperial.ac.uk/>

Report submission date and presentation date can also be found on current student's website.

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/>

## 9. Assessment

Throughout the degree programme, you will be given various assignments and assessments, in addition to lectures and practical classes. These will come in a variety of formats, for example: problem sheets, practical reports, design projects, and examinations. It is important that you complete all set work and attend all your timetabled learning activities, otherwise you risk disadvantaging yourself.

### Study Groups, Problem Classes, Tutorials & Practicals

For many subjects, there are study groups in addition to the lectures. These study groups/tutorials play a very important role in supporting your engineering education and are widely used at Imperial College London. In some modules, Study Groups are described as Problem Classes or Tutorials. This may be simply down to the preference of the individual module leaders, or may reflect the nature of the module, subject matter or style of sessions.

**You must attend all practical and laboratory sessions.**

**These reinforce learning, give you hands-on experience, and may introduce concepts before you encounter them in a classroom setting.**

**develop your knowledge and apply your understanding, as well as ask questions and discuss key concepts.**

We monitor your attendance at these classes, and the attendance record is one of the factors taken into account by the Examiners when considering the outcome for students who fail the year. A student failing the year at first attempt and who has a poor attendance record might not be considered for the condoning of a single subject

failure and might not be offered a re-sit opportunity should they fail more than one subject.

For many of these classes, you will be assigned problem/tutorial sheets to attempt. Lecturers or teaching support staff may ask to see your answers, although the problems are not formally marked or assessed it is considered as non-examined assessment. It is very important to attempt the set material. Only by doing so will you be able to acquire the skills for using the module material, rather than learning facts. Completing problem/tutorial sheet exercises further provides you with an excellent source of feedback on your progress in a module. We also monitor participation in these sessions, and students who consistently fail to attempt the problems will be brought to the attention of the Senior Tutor and the Director of Undergraduate Studies. Likewise, attendance at practical or laboratory sessions is compulsory. Attendance at practicals will be monitored, and students who fail to attend practicals regularly will be noted.

### Progress Tests

In addition to the problem classes, there will be a series of progress tests in some subjects which again are considered non-examined assessment. The purpose of these progress tests is to ensure that you are keeping up with the course of the programme. Whilst the progress tests do not contribute to your final degree result, poor performance in a test will be considered very carefully by the Senior Tutor and/or the Director of Undergraduate Studies. Failure to attend a progress test will be noted, and students will be denied the opportunity to take summer resits should they fail to meet the required standard in some subjects. It is possible that students who are performing poorly in these tests will be asked to withdraw from the degree programme.

### Monitoring of Non-Examined Assessments

We have indicated in the Programme Summary sections for each year of the programme those modules which will typically have non-examined assessment.

All lecturers are asked to provide data for at least one of your non-examined assessments which will be recorded into your "Progress/Attendance Records" folder on Blackboard and this is monitored by both your Personal Tutor and Senior Tutor.

### Coursework Summary

During your degree, you will work on various sorts of exercise to be carried out outside the classroom. These will include problems, design projects, practical reports and essays. Many courses have associated coursework, and in each year, there will be formal coursework assessments in several subjects. There are very strict deadlines for the submission of assessed coursework. You should plan

your work so that you can complete these assignments in the appropriate time. Firm deadlines also assist the staff in returning marks and any comments on your work promptly.

Failure to complete coursework can lead to failure of the year. Some work will be formally assessed and consequently contribute to your final mark for the year and consequently for the whole degree programme.

**Late work will be penalised as per the table below and this will be rigidly adhered to.** For further details, please consult the 'Late Submission Policy' in Section 10 of this handbook.

Days/Hours Late	Penalty
1 (up to 24 hours after the assessment deadline)	Capped at the passmark of 40%
2 (more than 24 hours after the assessment deadline)	Mark of zero awarded

Submission of all coursework is via the College's Virtual Learning Environment (VLE), Blackboard and is where all marks and feedback will be returned to you as indicated in the Coursework Submission Deadlines information can be found on the current students website:



<http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/>

Coursework must be your own work and not copied, or plagiarised, from others. Blackboard has a plagiarism detector called Turnitin which we use for some coursework submissions. For more information on plagiarism, please see the 'Plagiarism' information in Section 3 of this handbook.

## Coursework Extensions

Ongoing serious illness or serious personal problems may sometimes prevent you from completing a coursework on time. In such cases the Senior Tutor may **occasionally** allow an extension but the following problems are not acceptable reasons for an extension and will be refused:

- Loss of data due to lack of back-up files.
- Minor illness/equipment problems during a long project.
- Congestion of work due to poor planning of your time. **Requests for extensions on the day of submission will not be accepted, except for very urgent cases.** Coursework and examination periods information is issued for all modules by the Department or other IC Departments at the start of term or at the start of the module. Extensions are not granted for conflict of submission dates or examination dates between modules run by the Department and other IC Departments i.e. Imperial Horizons, Business School, IDX Modules etc.
- Printer problems (plan printing your report several hours before hand-in time and make sure you have a backup printer).

All requests for extensions must be submitted via [UG Coursework Extension Applications](#) sharepoint list. Please complete the "UG Coursework Extension Form" which can be found on the 'Forms' section on your Student SharePoint Portal and upload to the "UG Coursework Extension Applications" List in the "Forms" section on the student portal too. The form should contain a clear motivation for the request and supporting documentation (e.g. doctor's letters, police reports etc) and must be submitted at least two working days before your submission deadline. You will be notified by email of the Senior Tutor's decision. **Other academic staff are not allowed to give extensions.**



<https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Forms.aspx?web=1>

## Exams

We recognise that examinations are a stressful experience. There are lots of resources in place to support you during this time. Please refer to Section 11 – 'Well-being and Advice' for a list of places where you can find help and support. Also, make sure you have a look at the following College resources, which have been written to help students succeed in their studies and examinations:



Imperial College Success Guides: <http://www.imperial.ac.uk/students/success-guide/>  
Student Support Zone: <http://www.imperial.ac.uk/student-support-zone/>

If you do have problems before or during the examinations, please contact the Undergraduate Office and the Senior Tutor and let us know, so we can try and support you. You may wish to apply for mitigating circumstances (find out more in Section 10 – 'Mitigating Circumstances').

Please note, we cannot take mitigating circumstances into account when assessing marks unless we hear from you before the examinations, so it is better to get in touch sooner rather than later if you think you have mitigating circumstances.

- Module assessments are taken in four parts (years) and are divided into coursework and formal examinations. Project work forms a significant part of Parts III & IV. All formal examinations held in this department follow College regulations.
- Note that under Senate regulations (BEng/MEng Regulation 4.10) a student who on his/her first entry does not complete successfully the examination for any part of the MEng may re-enter the failed examination on **ONE** further occasion (those eligible and offered summer resits may take the exam during the following September).
- Once students have passed an examination they are not allowed to take it again if they have obtained a poor mark (unless students have to repeat the year or resit all of the examinations in the following academic year as requested by Department - with the exception of **Business for Professional Engineers and Scientists (BPES)**, Inter-Departmental Exchange (IDX) or Horizons exams if passed. Exams already passed cannot be taken again just to improve grades.
- All examinations will take place at Imperial College London.

### Additional Exam Arrangements in Respect of Disability

Students with physical disabilities, learning disabilities or other needs may be entitled to specific arrangements in their examinations such as extra time or permission to use a PC. Full details and further information on how to request these arrangements is available on our current student's website:



<http://www.imperial.ac.uk/aeronautics/study/ug/current-students/additional-exam-arrangements/>

### Exams Scheduling

For all our exam sessions we have to wait until the Business School and IDX Departments set their exam dates. For the January exams we hope to have the timetable finalised by the end of October and for summer term exams early March.

Exam data will be put into the timetable system but your Outlook should not be fully relied upon due to ICT issues with synchronization of various mobile devices. Exam timetables along with other important information on your exams will be released on your Student Portal on SharePoint and posted on the notice board outside the Undergraduate Office and students will be emailed when available.



<https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Examinations.aspx?web=1>

### **Spring Term Weeks 15-16: Monday 8<sup>th</sup> January to Friday 29<sup>th</sup> January 2024**

#### **Third and Fourth Year**

AERO60001 Aerodynamics 3

AERO60008 Structures 3

AERO70002 / 96020 Advanced Manufacturing

AERO70008 / 96014 Computational Fluid Dynamics

AERO70010 Finite Elements

AERO70012 / 96019 Innovation Management

AERO70013 / 96013 Turbulence and Turbulence Modelling

AERO70014 / 97078 Lightweight Structures

AERO70016 / 97079 Orbital Mechanics

AERO70018 / 96023 Spacecraft Structures

AERO70020 / 97077 Advanced Fluid Mechanics and Fluid Structure Interaction

AERO70026 / 97081 Artificial Intelligence for Aerospace Engineers

AERO70037 / 97085 Spacecraft Propulsion (IDX)

BUSI60037 / 96011 Accounting Online (Horizons/I-Explore)

### **Summer Term Weeks 31-32: Monday 29<sup>th</sup> April to Friday 10<sup>th</sup> May 2024**

#### **Third and Fourth Year**

AERO60007 Control Systems

AERO70003 / 96016 Advanced Propulsion



AERO70004 / 97083 Aeroelasticity  
AERO70005 / 97011 Aerothermodynamics of Launchers and Re-Entry Vehicles  
AERO70009 / 96015 Computational Mechanics  
AERO70015 / 96012 Mathematics 3  
AERO70019 / 96022 Spacecraft Systems  
AERO70032 / 97082 Flow Instability and Transition  
AERO70036 / 97080 Systems Engineering for Unmanned Aerial Vehicles  
BUSI96009 Corporate Finance Online (Horizons/I-Explore)  
BUSI60043 Finance and Financial Management (Horizons/I-Explore)  
ELEC70024 / 97109 Optimisation (IDX)

## **Summer Resits Weeks 47-48: Monday 19<sup>th</sup> August to Friday 30<sup>th</sup> August 2024**

Timetable will be issued mid-July after the exam board, and this cannot be changed once set.

### **Access to Examination Answer Booklets**

The Faculty of Engineering does not permit students access to their marked examination booklets.

### **Access to Past Examination Papers and Examination Reports**

According to the Registry guidelines, past examination papers and model answers should be available to students for a minimum of two years for all modules. The department decided to provide our students at least the past FOUR years' exam papers unless the module syllabus is changed/not applicable to the current course. Students are reminded that completing past paper exercises alone is not going to be sufficient preparation for the exams. The past papers and examination reports are available on our current student portal on SharePoint.

 <https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Examinations.aspx?web=1>

### **Exams and Religious Obligations**


The major examination periods are timed to accommodate the requirements of each individual degree programme and you may therefore find that you will have an exam period during a particular religious festival or period of religious observance.

**Students who have religious obligations are therefore asked to inform the Senior Tutor and the Undergraduate Office Manager (who deals with the exam timetables) at the start of the academic year within the first two of weeks of term of their obligations, note all requests are checked with the relevant faith to see if work on those days is permitted or not. Whilst exam periods cannot be changed your Undergraduate Office Manager may be able to schedule your exams to avoid any clash.**

If you fail to notify us before the exam timetable has been released, then we are unable to change.

Where it is not possible to resolve a clash or you failed to notify us before the exam timetable has been released then please discuss with the Senior Tutor who will listen to your situation and discuss potential solutions with you, although it will not always be possible to find a solution.

You can find out more about exams and religious obligations at:

 <http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/>

### **Release of January Examination Results**

The results of the January exams will be released to students the week beginning **25<sup>th</sup> March 2024** and this will be in the form of numeric marks out of 100.

**All results prior to the examination board meeting at the end of each academic year are provisional; they may change before final ratification by Registry.** Please also note the following stipulations:

- These are preliminary results that we are releasing for your information only; they are not necessarily the final results. Hence they are not binding and cannot be appealed against.
- These are the results for the modules (i.e. including the coursework components if there are any).

- Following college regulations and procedures, academics and the Undergraduate Office do not and will not have access to the scripts until after the final examiners meeting; hence you should not contact members of staff to discuss your results.
- The goal of providing you these preliminary results is to give you our best estimate of what your marks will be. Therefore, for exams which correspond to an entire module, if any moderation was needed, it would have been completed before results were released.
- Results will only be released for courses run by the Aeronautics department; any results for service teaching courses (such as business school, IDX, Horizons) will not be included as the decision to release marks for their January exams is entirely up to them.

## Release of Results following Exam Board

The Examiners' Board for Aeronautical Engineering meets to consider the results of the examinations on **Thursday 11<sup>th</sup> July 2024** and results will be released to students by Registry via MyImperial hopefully within one week.

Students who have failed to pass one or more modules on the first assessment opportunity will be emailed by the Senior Tutor or Examinations Officer with an individual letter, setting out possible courses of action within one week of the examiner's board, these letters will be timed to coincide with the results released by Registry.

Registry will email you when the official results are released on MyImperial. Please refer to the Registry website below for information on the exam results process including how to obtain formal confirmation of your results and/or degree certificates in the case of graduating students.



<http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exam-results/>

## Appeals

Please note that the Department does not deal with any appeals which are dealt with by the Registry so do not send to any staff members in Aeronautics. Full information on the appeals process and how to appeal can be found at the Registry website below. Appeals can only **be made once official results have been issued by the Registry on student e-service and they will email you when these are available to view. Please note that all appeals MUST be submitted within 20 working days of the results being released on student eservice.**



<http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/appeals/>

## Arithmetic Marks Check

If you consider that there may have been an error in the adding up of your marks, you may request an arithmetic mark check from your Department Undergraduate Office on [ae.office@imperial.ac.uk](mailto:ae.office@imperial.ac.uk). Please note that this must be requested within 10 working days of the official notification of your results from the Results team in Registry. You may not request marks checks for a previous year of study. Please note that a marks check is not a remark of your work, but an administrative check that the marks have been accurately recorded.

## Re-Assessment Opportunities

- Re-assessment opportunities for modules not passed on the first attempt are **offered only at the discretion of the Board of Examiners**. Failure in any of your exams therefore does not automatically mean you will be offered a re-assessment in the summer. Students will be informed shortly after the Final Examiner's Meeting if they have been offered a resit. Resits are not available to Exchange/Erasmus students.
- Summer resits will only take place at Imperial College London and will be held as per the information in the Examinations Year Schedule section above. The summer resits examinations timetable will be issued mid-end July, and this cannot be changed once set.
- Re-assessment results are submitted to Registry who will email you when the official results are released on-line. As the Department has to submit ALL student results in one file the Undergraduate Office will also email you individually as soon as they are aware whether or not you have proceeded to the next year (individual marks will not be given) as the timescale is quite tight before the start of term (**note these results are 'unofficial' and are subject to Registry approval and the Department will not be responsible for any errors made in issuing these 'unofficial' results**). Please do not contact the Undergraduate Office for these 'unofficial' results but wait until you are contacted by them.

## Scheme for the Award of Honours

The Department of Aeronautics offers four courses leading to an MEng degree. In all of them, some amount of time may be spent outside the Department. In the final year those taking the H401, H415 or H420 ('home-based' courses) may undertake a four-month project in industry or a research institution in the UK or overseas. On the H410 'Year Abroad' course students spend the whole of the third year abroad at an approved university in their chosen country.

i) Weighting of marks from successive years.

The award of a degree is based on the work of all four years. Marks are given in the proportions 1 : 2 : 3 : 3 for the four parts respectively.

ii) Pass criteria.

Candidates must pass each Part of the course before proceeding to the next. Summer resits, normally in not more than two subjects, may be offered to candidates whose performance in Parts I, II or III is marginally unsatisfactory.

**Parts I & II** (home-based and year abroad courses)

The pass criteria, which must be satisfied separately, are:

- for an individual examination paper - 40%,
- for the aggregate examination mark - 40%,
- for the aggregate coursework mark - 40%.

Additionally, for the H410 Year Abroad course, an Upper Second Class standard must be achieved in Parts I and II together with a satisfactory standard in the appropriate language in order to progress to the third year, which is the year spent abroad. A student who satisfies the pass criteria but fails to meet these additional requirements will be transferred to the home-based course.

**Part III**

The pass criteria for the 'home-based' courses are:

- for an individual core course examination paper – 40%
- for the aggregate examination mark - 40%,
- for the aggregate coursework mark - 40%.

The pass criteria for Part III of the Year Abroad course will be similar to that for the home-based course but may include adjustment of the marks to account for differences in assessment standards between the host university and Imperial College.

**Part IV** (home-based and year abroad course)

The pass criteria which must be satisfied separately are:

- for the individual project work - 40%,
- overall - 40% .

iii) Honours classification

The bands for the grading of honours will normally be as follows:

- First Class  $\geq 70\%$
- Second Class (Upper)  $\geq 60\%$ ,  $< 70\%$
- Second Class (Lower)  $\geq 50\%$ ,  $< 60\%$
- Third Class  $\geq 40\%$ ,  $< 50\%$

iv) Pass degrees

A pass degree is not available on the MEng course.

v) The examiners will exercise discretion in individual cases at all stages.

## H401/H420/H415 Programmes

All candidates who pass Part IV will be awarded an honours degree and the classifications are based on the four year total. Weighting of course elements:

	Part I	Part II	Part III	Part IV
Formal examinations:	75%	65%	58%	34%
Coursework:	25%	35%	42%*	8
Individual Project:	–	–	–	58%

\* This total includes the group design project, which is worth 25% of the year marks (or 60% of the coursework marks)

## H410 Programme

For H410 the pass criteria and honours classifications are the same as for the H401 course but the weighting of course elements differs:

Formal examinations – 50%, Coursework – 50% (which includes Individual Project – 25%)

## Failures in Studies

### Non-Final Year Students

All decisions on student failures are taken during the Examiners Meeting at the end of the academic year, and are confirmed by the Head of Department (also the Chair of the Exam Board). Students who fail one or two exams may sometimes be allowed to sit summer resits (offered only at the discretion of the Head of Department) and will be allowed to continue to the next year only if they pass the summer resits. Students who fail summer resits will have the possibility to repeat the year in attendance, which involves retaking ALL exams and labs and resubmitting all courseworks, or to only resit ALL the exams (if the aggregate coursework mark is above 40%) with the exception of Business for Professional Engineers and Scientists (BPES) or Horizons exams which if passed on first occasion then you will not be permitted to sit again.

Students who fail several exams are not allowed to continue to the next year, but have the possibility to retake the exams next year or repeat the year, which involves retaking all exams and labs and resubmitting all coursework (both options at the discretion of the exam board). Students who fail in the coursework requirements are always required to repeat the year (at the discretion of the Exam Board) or to leave the course. **For this reason it is very important to submit all required coursework.** Students who fail badly in their studies may be required to leave the course.

### Final Year Students

Final year students are *not* allowed to repeat the year. For this reason it is extremely important to avoid failures in your final year, as this could ruin your chance to get a degree. It is particularly important to make sure that you hand in all the required coursework *in time*.

### Exchange/Erasmus Students

There is no provision for failure in studies.

## 10. College Policies and Procedures

### Student Academic Regulations

All registered students of the College are subject to the College Academic Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

 [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)

 [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

### Academic Feedback Policy

We are committed in providing you with timely and appropriate feedback on your academic progress and achievement, enabling you to reflect on your academic progress. During your study you will receive different methods of feedback according to assessment type, discipline, level of study and your individual need. Further guidance on the Policy of Academic Feedback can be found on the Academic Governance website:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf)

Aeronautics students can find full details on coursework submission and expected marks/feedback as relevant on our current student website:

 <http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/>

Please note that your examination scripts once completed are belong to the College under the GDPR legislation. Please see the College GDPR webpages for further information at:

 <https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/guidance/guide-2---exam-records/>


## Provisional Marks Guidance

Provisional marks are agreed marks that have yet to be ratified by the Board of Examiners. These results are provisional and are subject to change by the Board of Examiners. The release of provisional marks is permitted except in certain circumstances. Further information can be found in the Guidelines for Issuing Provisional Marks to Students on Taught Programmes:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mark-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mark-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf)

## Late Submission Policy


You are responsible for ensuring that you submit your coursework assessments in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (a cap at the pass mark, or it is classed as a fail). Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mark-and-moderation/Late-submission-Policy.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mark-and-moderation/Late-submission-Policy.pdf)

If you submit late due to mitigating circumstances, you may be able to make a claim that means that the cap on your mark is lifted. Please see below.

## Additional Examination Arrangements

Students with physical disabilities, learning disabilities or other needs may be entitled to specific arrangements in their examinations such as extra time or permission to use a PC.

 <https://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability/>

Students should ensure that any such request is made to their Department in good time, taking note of any Departmental deadlines.


 <https://www.imperial.ac.uk/aeronautics/study/ug/current-students/additional-exam-arrangements/>

## Mitigating Circumstances

During your studies you may be affected by sudden or unforeseen circumstances. You should always contact your personal tutor for advice and support. If this happens at the time of, or immediately preceding your assessments, you may be able to make a claim for mitigating circumstances. If successful this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat

year, or with your progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded, only to take your claim into account making decisions.

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Details of the College's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

Through the procedure you may also be able to request an extension deadline to some forms of assessment. Wherever possible it is expected that this is used as it will enable you to complete your studies within the same College year (rather than over the summer holiday or in the next year).

Your department has specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at:

 <https://www.imperial.ac.uk/aeronautics/study/ug/current-students/mitigation-and-coursework-extension/>

Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with Additional Examination Arrangements. More details can be found at:

 <https://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/>

## Academic Misconduct Policy and Procedures

As has been highlighted under the Academic Integrity section, it is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College's Misconduct Policy and Procedures.

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

## Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the College's expectations with regards to their engagement with their studies. The College has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Academic Appeals Procedure

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. Should you believe that you have grounds to appeal these decisions, we have laid out clear and consistent procedures through which appeals can be investigated and considered:


 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Student Complaints

The College strives to ensure that all students are well supported in their studies and receive a good experience of their programme and the wider College activities. If you feel that your experience has not lived up to these expectations the College has an agreed Student Complaints process through which your concern can be investigated and considered.

If you have any concerns about your experience at the College and have been unable to address these informally, you should contact Student Complaints who can provide advice about what is the appropriate way to seek to resolve this at:

 [student.complaints@imperial.ac.uk](mailto:student.complaints@imperial.ac.uk)

 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

## Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

 <https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/>

## Interruption or Withdrawal from Studies

Students are encouraged to discuss any changes in registration with their Personal Tutor or Senior Tutor before officially applying for an interruption of studies or withdrawing. They will be able to discuss your options with you and help you make the right choice for you and your studies. Full information and guidance on the process is available at:

 <https://www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/>

## Intellectual Property Rights Policy

For further guidance on the College's Intellectual Property Rights Policy is available on the College website:

 <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/>

Further information about the Imperial Enterprise Lab can be found at:

 [www.imperial.ac.uk/students/enterprising-students/](http://www.imperial.ac.uk/students/enterprising-students/)

 [www.imperialenterpriselab.com/support/experts-in-residence](http://www.imperialenterpriselab.com/support/experts-in-residence)

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

 <https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/>

## General Data Protection Regulation (GDPR)

All staff and students who work with personal data are responsible for complying with GDPR. The College will provide support and guidance but you do have a personal responsibility to comply.

In line with the above please see the College's privacy notice for students which form part of the terms and conditions of registration with the College.

 <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf>

## English language requirement

If you are not a native English speaker you must meet the College's English language requirements.

See the Admissions website for details:

 [www.imperial.ac.uk/study/ug/apply/requirements/english](http://www.imperial.ac.uk/study/ug/apply/requirements/english)

For information on English language support available while you're here, see the English language support section on the International Students website:

 <https://www.imperial.ac.uk/students/new-students/international-students/>

## Working when studying

If you are studying full-time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours.

Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4/Student Route visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this with your Personal Tutor. If you are on a Tier 4/Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

 <http://www.imperial.ac.uk/study/international-students/>

The College's examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

## 11. Well-being Support and Advice

Your department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time at Imperial.

### Personal Tutor

Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies (although most Personal Tutors will have set office hours or may require you to make an appointment) – what you discuss will be completely confidential.

If necessary, they will direct you to an appropriate source of support.

Your Personal Tutor will be assigned to you during the first week of the Autumn term and information on the role of Personal Tutor is available at

 <https://www.imperial.ac.uk/student-support-zone/support/in-your-department/>

### Senior Tutor

Your Senior Tutor has overall responsibility for the academic and pastoral care as well as maintaining discipline for the undergraduate students. More information on the role of Senior Tutor is available at

 <https://www.imperial.ac.uk/student-support-zone/support/in-your-department/>

You can arrange to have a meeting with your Senior Tutor at any time during your studies – what you discuss will be completely confidential. It is better that you explain your problem or questions in an email as he/she may need to check rules or files and discuss matters with other staff members before he/she can give an answer. Email also ensures that he/she gets reliable documentation on when contacted, what your question was, and what answer you got.

We have two Senior Tutors, Dr Siti Shamsuddin (Years 1,2) and Dr Yongyun Hwang (Years 3,4,5) and all email enquiries are to be sent to the Senior Tutor email account [aero.seniortutor@imperial.ac.uk](mailto:aero.seniortutor@imperial.ac.uk). All other contact details can be found on our Academic and Teaching Staff page.


 <https://www.imperial.ac.uk/aeronautics/people/academic/>



## Departmental Disability Officers

Departmental Disability Officers are the first point of contact in your department for issues around disability. They can apply for additional exam arrangements on your behalf and will facilitate support within your department.

Your Departmental Disability Officer is Dr Siti Shamsuddin, and her contact details can be found on our Academic and Teaching Staff page.

 <https://www.imperial.ac.uk/aeronautics/people/academic/>

More information on Departmental Disability Officers is available at:

 <https://www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/>

More information about how to request additional arrangements for exams in your department if you have a disability is available at:

 <https://www.imperial.ac.uk/aeronautics/study/ug/current-students/additional-exam-arrangements/>

## Departmental Student Wellbeing Adviser

The role of Wellbeing Adviser enhances the support students receive from their personal tutors. Your Departmental Wellbeing Adviser is Miss Amy Picton and her contact details can be found on our Professional Services Staff page.

 <https://www.imperial.ac.uk/aeronautics/people/professional-services-staff/>

Amy will develop resources, run workshops and awareness raising events. She is also available to speak to on a one-to-one basis on a wide range of issues including settling into college life, relationship worries, stress, mental health, loneliness, concerns about substances or alcohol misuse, or bereavement. Amy is also able to signpost you to further college support services.

College wide support including the counselling service, disability service and chaplaincy can all be found on the student support zone.

[Student Support Zone | Imperial students | Imperial College London](#)

More information about the departmental student wellbeing support is available at

 <https://www.imperial.ac.uk/aeronautics/wellbeing/ug/>

## Mums and Dads scheme

Our 'Mums and Dads' scheme matches first years with returning students to help you tap into their experience and find peer support available from existing students.

 <https://www.imperial.ac.uk/aeronautics/study/ug/current-students/mums-and-dads-scheme/>


## In your hall of residence

If you're staying in College accommodation you will have access to a range of support within your hall. All halls have a Hall Warden team who are responsible for looking after your wellbeing and maintaining a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They are on call every day outside of College business hours to provide support in emergencies occurring in your hall.

They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. Your rent includes a contribution towards your halls activity fund.

The team includes returning students, known as Hall Seniors, who can offer first-hand advice about making the most of life at Imperial. Each hall also has a Hall Supervisor or a Reception team who oversee the day-to-day running of the residence. So, if you have any enquiries or want to report a maintenance issue there are people on hand to help you.

More information and the latest guidance around accommodation can be found at:

 [www.imperial.ac.uk/study/campus-life/accommodation](http://www.imperial.ac.uk/study/campus-life/accommodation)

## Your Union

All Imperial students automatically become members of Imperial College Union when they register at the College. The Union provides a range of independent support.

### Imperial College Union Advice Service


The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, College accommodation, and internal and external signposting. Contact [advice@imperial.ac.uk](mailto:advice@imperial.ac.uk) and complete the registration form to speak with a member of the team.

 [www.imperialcollegeunion.org/advice](http://www.imperialcollegeunion.org/advice)

### Student representatives

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

If you have any feedback about issues in your department relating to academic or wellbeing issues, you can speak to one of your student representatives.

 [www.imperialcollegeunion.org/your-union/your-representatives/a-to-z](http://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z)

### Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial College. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the College and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body do make sure you get in touch with them if there's something you would like to discuss or change.

## Student Hub

At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, exams and the Undergraduate Research Opportunities Programme (UROP).

 [www.imperial.ac.uk/student-hub](http://www.imperial.ac.uk/student-hub)

## Student Support Zone

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It's a great place to start when you're looking for some support – it covers advice about housing and money, health, wellbeing and maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.


 [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)


## Useful support contacts

### Health and wellbeing

If you have moved home to take up your place at Imperial you will need to register with a new doctor (also known as a General Practitioner or GP) so that you can access NHS healthcare. It's important that you register with a doctor soon after you arrive – don't wait until you are sick, as this could delay your access to treatment.

### Imperial College Health Centre

 40 Prince's Gardens, South Kensington Campus


 020 7584 6301

 [imperialcollege.hc@nhs.net](mailto:imperialcollege.hc@nhs.net)

 [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)


### **Imperial College Dental Centre**

 Prince's Gardens, South Kensington Campus

 020 7589 6623

 <https://www.imperialcollegedental.co.uk/>


### **Student Counselling and Mental Health Advice Service**

 020 7594 9637

 [counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk)

 [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)


### **Multi-Faith Chaplaincy Service**


 15 Prince's Gardens, South Kensington Campus

 [chaplaincy@imperial.ac.uk](mailto:chaplaincy@imperial.ac.uk)

 [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)

### **Disability Advisory Service**

 Room 566, Level 5, Sheffield Building, South Kensington Campus

 020 7594 9755

 [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)

 [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)


### **Centre for Academic English**

 Level 3, Sheffield Building, South Kensington Campus

 [english@imperial.ac.uk](mailto:english@imperial.ac.uk)

 [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)


### **International Student Support team**

 020 7594 8040

 [www.imperial.ac.uk/study/international-students](http://www.imperial.ac.uk/study/international-students)

### **Careers Service**

 Level 5, Sheffield Building, South Kensington Campus

 020 7594 8024


 [careers@imperial.ac.uk](mailto:careers@imperial.ac.uk)

 [www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

### **ICT and software**

ICT Service Desk

 Central Library, South Kensington Campus

 020 7594 9000

 [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

Software shop

 [www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/)

## 12. Health and Safety

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. Imperial College London still encourages students to wear face coverings in crowded areas, to get fully vaccinated, to cover your coughs and sneezes, and to respect others' personal space. All staff and students are advised to stay at home if you are feeling ill or have any symptoms of respiratory disease.

The latest Imperial College guidance to students can be seen at:

 <https://www.imperial.ac.uk/about/covid-19/>

The College's Health and Safety Policy can be found at:

 [www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/](http://www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/)

### The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

 [www.imperial.ac.uk/safety](http://www.imperial.ac.uk/safety)

The College's activities range from the use of hazardous materials (biological agents, chemicals, cryogenics, gases and ionising/non-ionising radiation) to field work, heavy or awkward lifting and driving.

All of the College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.


Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

 [www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/](http://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/)

To report concerns or to ask for advice you should contact your programme director, academic supervisor, or departmental safety officer in the first instance. You may also contact the Safety Department directly.

### Departmental Safety Information

The Department's Health and Safety Information can be found at:

 <https://www.imperial.ac.uk/aeronautics/local/health-and-safety/>

**Your Departmental safety contact(s) is/are:**

**Safety Officer**

Dr Nigel MacCarthy

Room: CAGB 222

Tel: +44 (0)20 7594 5043

Email: [n.maccarthy@imperial.ac.uk](mailto:n.maccarthy@imperial.ac.uk)

**COSHH assessor and display screen (DSE) assessor**

Mr Roland Hutchins

Room: CAGB 223

Tel: +44 (0)20 7594 5439

Email: [r.hutchins@imperial.ac.uk](mailto:r.hutchins@imperial.ac.uk)

You will be required to complete inductions and attend training sessions to safely complete this course if you are going to do experiments in the Department, full details on our website above.

## SafeZone

SafeZone is a College app through which you can quickly and directly contact the Security team whenever you need them. Whether you're in an emergency situation, in need of First Aid or want to report an incident on campus, SafeZone allows you to be immediately put in touch with a member of our Security team and, at the touch of a button, can share your location and personal profile so that they can respond quickly and effectively to your specific needs. It also allows the entire College community to stay informed in the event of a major incident in London or wherever you may be in the world. Safezone also provides information on other services, such as real-time updates on the College shuttle bus.



All existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

SafeZone is optional to register for and is now available to download on the Apple and Android App stores.

 <https://www.imperial.ac.uk/estates-facilities/security/safezone/>

## Changes due to Coronavirus (COVID-19)

The College will keep you informed about any further changes that may affect you due to the impact of coronavirus (COVID-19). The COVID-19 FAQs on the website are a repository of helpful information and the latest guidance can be found at:

 <https://www.imperial.ac.uk/about/covid-19/>

## Occupational Health Requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

 [www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

## Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking by staff and students is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

 [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)

## 13. Student Administration

The Student Administration Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company and Transport for London, as well as other external bodies.

The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.


The 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

Each document has a unique QR code with the official University watermark, making it easier for employers and others to verify your credentials. This online document sharing is a legitimate service, introduced and authorised by Imperial College London.

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here:


 <https://student-edocuments.imperial.ac.uk/Account/LoginViaAzure>

### Student Records

 +44 (0)20 7594 7268

 [student.records@imperial.ac.uk](mailto:student.records@imperial.ac.uk)

### Degree Certificates

 +44 (0)20 7594 7267

 [certificates@imperial.ac.uk](mailto:certificates@imperial.ac.uk)

For other Registry Teams information please refer to the link below.

 <https://www.imperial.ac.uk/admin-services/registry/contacts/registry-teams/>

## 14. Work-life Balance

The pace and intensity of study at Imperial can be demanding so it's important to find time for outside interests.

### Imperial College Union

The Union's range of 360+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

 [www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us)

### Move Imperial

Imperial College has a wide range of sports and activities on offer that cater for experience levels and abilities. We have a recreational activity offer, competitive sports teams and an elite sport programme. We are dedicated to ensuring we have a diverse, inclusive and exciting offer for all.

More information about Imperial student memberships and updates to our services can be found at:

 [www.imperial.ac.uk/ethos/memberships/students](http://www.imperial.ac.uk/ethos/memberships/students)

With an annual fee of £55 you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 [www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)

We have a huge collection of online resources, home workout videos, healthy recipes and playlists available to all as part of our MoveMore campaign, more information can be found at:

 <https://www.imperial.ac.uk/sport/move-more/>

## 15. Student Feedback and Representation

### Feedback from students

The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.

### Student Representation

Student Academic and Wellbeing Representatives are recruited from every department to gather feedback from students to discuss with staff. More information about the role, and instructions on how to become an academic or wellbeing representative, and the election process are available on the Imperial College Union (ICU) website.



[www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)



<https://www.imperialcollegeunion.org/your-union/your-representatives/representation/wellbeing-representation-network>

In Aeronautics two academic representatives are elected for each year which are led by the Department Academic Representative as well as one wellbeing representative for each year which are led by the Departmental Wellbeing Representative.

### Staff-Student Committee (SSC)

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:



[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

The Senior Tutors oversee the Staff-Student Committee and will issue clear guidelines/requirements for the student representatives once elected.

There are two meetings timetabled in the Autumn term and two in the Spring term (Fridays 12-1.30 in Weeks 7,10,18,24). These are subject to change as are dependent on whether students have any issues to be discussed. Similarly, students can request SSC additional meetings if required.

At the same time the Friday before each SSC meeting, we have also timetabled a 'UG Reps Meeting' so the Reps can get together to discuss issues prior to the SSC (introduced a few years ago at Reps request).

## 16. Student Surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of ways to provide feedback on your College experience, the following surveys give you regular opportunities to make your voice heard:

- **Module Evaluation Questionnaire (MEQ)**  
The MEQ is your chance to tell us about the modules you have attended, including your BPES, Horizons and I-Explore modules. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms.
- **Student Experience Survey (SES)**  
The SES is an annual survey which aims to gather feedback on a range of College services and on Imperial College Union. The survey seeks to understand your opinions on life at the College beyond lecture theatres or labs. The survey is open to all non-final year undergraduate students and runs across the autumn and spring terms.
- **National Student Survey (NSS)**  
The NSS is an annual survey which asks you to rate a range of elements related to your student experience such as academic support, learning resources and assessment and

feedback. The survey is open to final year undergraduates at participating UK institutions and runs in the spring term. Results of this national survey are made publicly available.

All surveys are confidential. The more you take part, the more representative the results so please take a few minutes to give your views.

The Union's "You Said, We Did" campaign shows you some of the changes made as a result of survey feedback:

 [www.imperialcollegeunion.org/you-said-we-did](http://www.imperialcollegeunion.org/you-said-we-did)

The Union's response to surveys can be found here:

 [www.imperialcollegeunion.org/your-union/your-representatives/responses](http://www.imperialcollegeunion.org/your-union/your-representatives/responses)

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:

 [www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/](http://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/)

## 17. Opportunities for Further Study

After you have completed your undergraduate degree you may choose to undertake an MSc or PhD programme in the Department. For full information please refer to the sites below.

 <http://www.imperial.ac.uk/aeronautics/study/pg/>

 <http://www.imperial.ac.uk/aeronautics/study/phd/>

## 18. Alumni Services

When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including:

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free Wi-Fi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

Visit the Alumni website to find out more about your new community, including case studies of other alumni and a directory of local alumni groups in countries across the world.

 [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni)