Imperial College London
Department of Materials

MEng Materials Science and Engineering
MEng Aerospace Materials
MEng Biomaterials and Tissue Engineering
MEng Materials and Nuclear Engineering
BEng Materials Science and Engineering
BEng Materials with Management

2014 — 2015

Please READ this booklet NOW and refer to it THROUGHOUT THE YEAR

Year Three Co-ordinator: Dr Cecilia Mattevi
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Course Structure

Core courses:
MSE 301 Integrated Materials Engineering Portfolio
MSE 302 Materials Characterisation

Option Courses:
MSE 305 Processing of Metals
MSE 307 Engineering Alloys
MSE 308 Ceramics and Glasses
MSE 309 Polymers & Composites
MSE 310 Electronic Structure and Opto-Electronic Behaviour
MSE 312 Nanomaterials 1
MSE 315 Biomaterials
MSE 317 Modelling of Materials Processing and Performance
MSE 316 Humanities/Management*
ChE 430 Nuclear Chemical Engineering

MEng Materials Science and Engineering:
5 Options

MEng Aerospace Materials:
2 Options
MSE 307 Engineering Alloys
MSE 309 Polymers and Composites
A101 Introduction to Aerodynamics
A110 Introduction to Structural Analysis

MEng Materials and Nuclear Engineering:
3 Options
ME3-HNUCN Introduction to Nuclear Engineering
ChE 430 Nuclear Chemical Engineering

MEng Biomaterials and Tissue Engineering:
BE9-MSPHYS Systems Physiology (Department of Bioengineering)
MSE 315 Biomaterials
+3 other options

BEng Materials Science and Engineering:
5 Options

BEng Materials with Management:
3 Options
BS 0820 Innovation Management
BS 0806 Entrepreneurship
Core Courses

MSE 301 Integrated Materials Engineering Portfolio

Dr Cecilia Mattevi

Aims and objectives

The integrated materials engineering portfolio aims to ensure that engineering students graduating from Imperial College have the necessary skills to successfully contribute to innovation and engineering, are aware of these skills and are able to present these in a manner which will further their professional development.

Learning outcomes

Through carrying out the tasks in the integrated engineering portfolio the students should be able to:
1. Plan research and design work needed to achieve a goal
2. Find and critically assess technological information
3. Use the information to design a process or product
4. Demonstrate an original/creative approach to solving engineering problems
5. Analyze the economic merits of a technological project
6. Recognize the innovative aspects of a project and potential intellectual property rights
7. Plan for quality assurance
8. Be confident to delegate work to colleagues
9. Present a case in a concise and convincingly argued short written document
10. Present a case in a concise and convincingly argued short presentation
11. Write good quality contributions to technical reports on work carried out over an extended period
12. Contribute to the organization of collaborative reports
13. Recognize how course activities have developed their skills, where improvements are needed and how to record such activities to achieve professional status

Approach

The integrated materials engineering portfolio adds to engineering skills already developed in first and second year of the course (MSE 106 Materials Engineering & MSE 206 Materials Engineering) through a range of activities:

- Literature review
- Technical design study
- Business plan development through e-learning and seminars
- Lectures on quality assurance
- Lectures on intellectual property rights
- Personal development planning with the personal tutor

For the literature review component, students are required to present a short argument (maximum 2000 words), supported through high quality references, which assesses the state of the art in a technological field and identifies the opportunities for innovative work.
In order for students to achieve this, they will receive training and guidance from an academic supervisor, who will meet with students on at least 3 occasions:

- to brief the students on the topic to be investigated and to raise student awareness of tools available to search the literature.
- a feedback meeting to discuss the findings of the student based on a draft plan of the document
- a feedback meeting to discuss the findings of the student based on a draft review

These will be assigned on a first come first served basis after a list of titles is posted in the autumn term.

Timing: week 6 of Autumn term until week 5 of Spring term

Individual work

Supported by academic supervisor

Deadline: 6th February 2015

The technical design study is initiated by a design brief, which can be to design a product. The team of students should independently plan how to address the brief. This should include planning how to acquire the knowledge needed to carry out this design, how to organise the work as a team effort, and how progress will be monitored, as well as carrying out the work to a high standard. Each student should have an identifiable individual contribution to the design process and report. Students are encouraged to include design calculations in their report e.g. Stress, Thermal properties, Chemical stability. To support the students in this design project, they will have regular meetings with an academic supervisor.

In addition to the technical design component, students will be required to incorporate two additional chapters in their report: a review of IPR potential (1500 words) and a second on planning for quality assurance (1500 words). This ensures that IPR and quality assurance concepts presented in lectures are directly applied in a relevant setting by students. Each student should aim to contribute around 8000 words to the technical report and/or the additional chapters.

The supervisor and group will be assigned by the department and the supervisor will select the title of the project.

Timing: Autumn and Spring term

Team work with identifiable individual components

Supported by an academic design study supervisor

Assisted by lectures on business, IPR and Quality Assurance

Deadline for report: 6th March 2015

Technical presentations: 24th March 2015

The business plan is linked to the technical design study. This is comprised of three pieces of assessed work

1. a summary outlining the design concept and the route to commercialisation (1500 words and 15% of the total mark)
2. The full business plan following the business school model (60%)
3. Group presentation of your business plan as if asking for financial investment (25%)

Full guidance will be given a two hour lecture given by Colin Love from the Imperial College Business School before Christmas. You are encouraged to go and see Mr Love to help shape your business plan. C.Love@imperial.ac.uk room 182 Business School

Timing: Spring term

Team Work

Supported by Business School

Deadline for Summary: 27th March 2015

Deadline for Business Plan: 15th May 2015

Business Plan Presentations (TBC): TBC
The final requirement is that each student should **prepare a portfolio of their individual work** in a manner consistent with how work would be recorded and presented for achievement of professional qualification using the CEng model as a reference. To this end, they should include a reflective commentary of about one page summarising how these activities have developed their engineering skills and analysing where further skill development would be beneficial. The portfolio should contain at a minimum:

1. The reflective summary and updated curriculum vitae
2. An updated personal development plan
3. The literature review
4. The individual design section from the technical design study
5. Examples showing the individual contributions to the team efforts

Where students have carried out activities outside the required curriculum to develop their engineering skills, they are advised to include these for future reference.

**Timing:** Autumn, Spring and Summer term

**Supported by Personal tutor**

**Deadline:** 12th June 2015

### Assessment

<table>
<thead>
<tr>
<th>Assessment component</th>
<th>Marks</th>
<th>Individual / Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature review</td>
<td>50</td>
<td>Individual</td>
</tr>
<tr>
<td><strong>Integrated design study report</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1 per group)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual technical section</td>
<td>40</td>
<td>Individual</td>
</tr>
<tr>
<td>Contribution to team effort</td>
<td>25</td>
<td>Individual</td>
</tr>
<tr>
<td>Overall quality of the report</td>
<td>25</td>
<td>Team</td>
</tr>
<tr>
<td>IPR analysis</td>
<td>10</td>
<td>Team</td>
</tr>
<tr>
<td>Quality assurance</td>
<td>10</td>
<td>Team</td>
</tr>
<tr>
<td>Technical presentation</td>
<td>10</td>
<td>Team</td>
</tr>
<tr>
<td>Business plan</td>
<td>30</td>
<td>Team</td>
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</table>

**Individual portfolio**

(1 per student)

<table>
<thead>
<tr>
<th>Individual portfolio</th>
<th>Pass / Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Individual</td>
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</tbody>
</table>

The pass mark for this component of the course is 40% on the entire module. Students can only pass the module if all components have been submitted.
MSE 302 Materials Characterisation
Dr Stephen Skinner, Dr Michelle Moram, Dr Sarah Fearn and Mr Richard Sweeney

This course consists of both lectures and laboratories. You will learn basic principles of materials characterisation including scanning and transmission electron microscopy and X-ray diffraction along with surface, and thermal analysis. The course will be assessed by four laboratory reports (10% each), a class work exercise in X-ray diffraction (10%) and an examination (50%).

Options
At the end of your second year, all students will have selected their option courses (of 24 lectures each), which may include a Humanities or Management School course. It is worth noting that language courses may be taken without credit if you prefer to do this. Details of the options are given below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Tutors</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSE 305</td>
<td>Processing of Metals &amp; Polymers</td>
<td>CG</td>
</tr>
<tr>
<td>MSE 307</td>
<td>Engineering Alloys</td>
<td>DD/RQ/BAS</td>
</tr>
<tr>
<td>MSE 308</td>
<td>Ceramics and Glasses</td>
<td>FG/ES/BL</td>
</tr>
<tr>
<td>MSE 309</td>
<td>Polymers &amp; Composites</td>
<td>LV/ES/NSS</td>
</tr>
<tr>
<td>MSE 310</td>
<td>Electronic Structure &amp; Opto-Electronic</td>
<td>DSM/DJR</td>
</tr>
<tr>
<td>MSE 312</td>
<td>Nanomaterials 1</td>
<td>MPR/DJR/PP</td>
</tr>
<tr>
<td>MSE 315</td>
<td>Biomaterials</td>
<td>JRJ/AEP/ES</td>
</tr>
<tr>
<td>MSE 317</td>
<td>Modelling</td>
<td>APH/MWF</td>
</tr>
<tr>
<td>ME3-HNUC</td>
<td>Introduction to Nuclear Engineering</td>
<td>Mech Eng</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr S Walker</td>
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<td>MSE 316</td>
<td>Humanities/Management</td>
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</table>

Assessment Third Year (30% MEng/70% BEng)

<table>
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<tr>
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<th>Exam Mark</th>
<th>CW Mark</th>
<th>Pass Mark</th>
<th>ECTS</th>
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<td>8</td>
<td>200</td>
<td>40%</td>
<td>18</td>
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<tr>
<td>MSE 302 Materials Characterisation (Exam 50, 5 labs 50)</td>
<td>30</td>
<td>50</td>
<td>50</td>
<td>6</td>
<td></td>
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<tr>
<td>MSE 401 Comprehensive Paper</td>
<td>100</td>
<td>40%</td>
<td>6</td>
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<tr>
<td>5 x Optional Courses (5 x Exams 100 each)</td>
<td>24 Per Course</td>
<td>100 Per Course</td>
<td>40% Per option</td>
<td>6</td>
<td></td>
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</tbody>
</table>

Total 650 250 50% 60

An individual research project is valued at 200 marks and replaces 100 marks of the Integrated Materials Engineering Portfolio and 100 marks of an optional course.
The Comprehensive Examination is designed to test your overall knowledge of Materials, both in breadth and in depth. It is a three-hour examination that has five sections, labelled A to E. Each section carries equal weight (20 marks) and the total number of marks is 100.

**All questions are compulsory.**

Each of Sections A to D consists of five short questions (ie, 20 short questions in total) that, **broadly speaking**, cover the following areas:

**Section A:** Materials Chemistry (102, 202)
**Section B:** Mechanics of Materials (103, 203)
**Section C:** Microstructure, including Polymers, Metals and Ceramics (104, 204)
**Section D:** Materials Physics (105, 205)

These questions are designed to test the core concepts that we would expect a competent materials scientist or engineer to have a firm understanding of. They are similar in style to the short questions you will have seen in your examinations from years 1 and 2.

**Section E** consists of two longer questions. Broadly speaking, these will also be drawn from the same topic above, but they aim to probe deeper than the short questions and will be involve a greater element of problem-solving and critical thinking.

Mathematics (101, 201) permeates through many of the questions, particularly Section E, but there is no dedicated mathematics question or section. Crystallography, Materials Selection, Process Principles and Materials Characterization are also examinable.

A sample paper is available on Blackboard Learn and will provide an indication of what is expected.

“Cramming” is not advised for the Comprehensive Examination! It is much better to start reviewing the core material from the course from an early stage in the year. To help you to do this, short questions will be posted on Blackboard Learn every few weeks from the end of term 1, followed by the solutions a few weeks later.

You will be informed of the precise date of the Comprehensive Examination closer to the time, but it is likely to be in early June.
MEng Students - Instructions for Placement Reports

The nature of work carried out on work placements varies considerably and placement project reports are expected to reflect this. There are, therefore, no rigid requirements for the contents of the report. However, the report is expected to be about 8,000 words in length, **must not exceed 10,000 words in length**, and should normally have the following structure:

1. **Title page, including:**
   - Title that clearly identifies what the report is about
   - Name of the student
   - Name of the Company/Institution
   - Name of Supervisor

2. **Signed declaration that the report is your own original work and is xxxx words in length**

3. **Abstract or Executive Summary:**
   - One or two short paragraphs which summarise the purpose, method and main findings of the work in a clear, concise and complete way. It should include all subjects about which new information is given and include the major conclusions that have been reached.

4. **Contents page:** listing of chapters, sections, subsections

5. **Introduction:**
   - A brief introduction to the structure, position and mission of the Company/Institution
   - A description of the background and history of the problem you have worked on in order to explain the relevance of your work (why did you do this project?). A complete and coherent introduction to the aims and objectives of the work and the concepts behind it.

6. **Description of the work performed, including:**
   - A description of the techniques used (methods)
   - A chapter describing the results obtained (results)
   - A critical analysis (discussion)

7. **Summary of findings and achievements (conclusions)**

8. **Any recommendations that have come out of the work**

9. **Acknowledgements**

10. **A bibliography giving full details of references referred to in the report**

11. **Appendices**

Please also see the Guidelines for Research Project Reports, which appears later in this handbook, for more information regarding the expected content of methods, results, discussion and conclusions sections.

Please check with your supervisor before presenting any aspects of your project in reports, oral presentation or on web pages. If necessary, reports should be clearly marked CONFIDENTIAL, in which case they will only be read by those involved in marking.

A copy of the report should be given to your placement supervisor. A copy should also be uploaded to Blackboard Learn by **4pm on 3rd October 2015**.

The report is first and second marked within the department and then moderated by the year coordinator. Comments from your placement supervisor are taken into account. On **13th October 2015** you will be required to give a 10 minute presentation on your placement to all third and fourth year MEng students and some of the placement sponsors. A timetable will be circulated in the first week of term.

**Breakdown of Assessment**

100 marks are allocated for the Work Placement, with 80% for the written report and 20% for the oral presentation.
Option Choices and Project Allocation for the Fourth Year

At the beginning of the Summer term you will be given information on the choice of options for study in your fourth year. You will be asked to confirm your selections as soon as possible so we can plan the timetable accordingly*. However, if you do change your mind, providing the course selected is not over-subscribed, you will be permitted to change your selection. Information regarding the options available in Humanities and Management subjects will also be provided during the Summer term with the necessary instructions for registration.

Final year projects will be allocated to students on the MEng courses during the summer. The procedure for the allocation of projects is as follows: at the start of the Summer term a list of available projects will be published and you will be given two weeks to consider these and to discuss them with potential supervisors, after which you will submit your three choices. The Undergraduate Office in conjunction with the Fourth Year Co-ordinator will assign projects after the Examiner’s meeting has taken place. Every effort will be made to assign the students with one their choices whilst maintaining a balance of projects across academic staff. Where competition for a project exists the project will be assigned to the student with the best academic performance. Any changes to projects and/or titles must be approved and confirmed by the Undergraduate Office.
# Mark sheet for Business plan

<table>
<thead>
<tr>
<th>Materials - Design Project</th>
<th>May-11</th>
<th>Assessed - Colin Love</th>
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<tbody>
<tr>
<td>Lab / Class Group</td>
<td>Group Name</td>
<td>Project Title</td>
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## Protocol / Summary

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<tbody>
<tr>
<td>Description of design concept</td>
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<tr>
<td>Overall viability of commercialisation</td>
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</table>

**Protocol total**

## Presentation


## Business Plan

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<tr>
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<th>6</th>
<th>8</th>
<th>10</th>
<th>%mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exec summary / Team / Intro to business / references</td>
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<tr>
<td>Product and services</td>
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<tr>
<td>The Market / competitive review</td>
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<tr>
<td>Sales and Distribution</td>
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<tr>
<td>Production strategy and structures</td>
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<tr>
<td>Financials - funding / deal structure</td>
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</tbody>
</table>

**Business plan total**

## Overall Grade


**Comments:**

*All selections should be recorded on DSS, www.imperial.ac.uk/DSS*
Year 3 Literature Review Assessment Form 2014-2015

Student: 
Project: 
Name of Supervisor: 

1. Scientific content
Mark out of 20 whether the student has covered the area? Is there a critique of a past research? Is the title answered?

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

2. Quality and relevance of bibliography
Mark out of 10 whether the student has included a number of proper journal articles. Deduct marks for review articles, books and especially websites. Are the most important papers/authors covered? Are the most recent papers included?

0 1 2 3 4 5 6 7 8 9 10

3. Style, presentation and readability of the Literature Review Report
Mark out of 10 – is it in the style of a literature review? Does it flow well? Are figures referenced correctly with “after…”? Are figures cited in text and described? Are references cited properly? Are the references in the bibliography in the same style throughout?

0 1 2 3 4 5 6 7 8 9 10

4. English
Mark out of 10 – Has correct spelling and grammar been used throughout?

0 1 2 3 4 5 6 7 8 9 10

TOTAL MARK: ________ out of 50
Comments: Please give written feedback to justify the marks awarded. These written comments (which need not be typed) will be passed on to the student. Please highlight the aspects that the student did well and provide constructive criticism and guidance on how to improve, if necessary.
Department of Materials Third Year Design Study

Marking Scheme

The total number of marks available for the Design Study is 120, distributed as follows:

(a) Assessment of the individual sections
   marks should be awarded on the merit of each section,
   i.e. the technical component of the work, including calculations 40

(b) Assessment of the performance of each student during
   group meetings with the supervisors
   marks for contribution to discussions concerning development
   of the design study, also with reference to leadership qualities 25

(c) Standard of the final report
   Each student is given the same mark, based on an assessment
   of the complete report 25

(d) IPR
   Survey of prior IPR within the area of the project 10

(e) Quality assurance
   Description of quality assurance techniques applied to production of article 10

(f) Oral presentation
   an individual mark for each student given by the moderator 10

Group:
Supervisor:

<table>
<thead>
<tr>
<th>Name of student:</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Section /40</td>
<td></td>
</tr>
<tr>
<td>Contribution to Team Effort /25</td>
<td></td>
</tr>
<tr>
<td>Overall quality of the report /25</td>
<td></td>
</tr>
<tr>
<td>IPR /10</td>
<td></td>
</tr>
<tr>
<td>Quality assurance /10</td>
<td></td>
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<tr>
<td>Group presentation(*) /10</td>
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<tr>
<td>Subtotal</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

(*) marked by presentation moderator and individual marks given.

Signed: _____________________________________________

Please return this form to Fiona Thomson in the Student Office by 20th March 2015
COMMENTS

Student 1:

Student 2:

Student 3:

Student 4:

Overall:

Supervisor:
Appendix A

1. What is Imperial Horizons?

Imperial Horizons gives students the opportunity to develop their knowledge and skills beyond their core degree subject. Students can study a language either from scratch or build on existing knowledge, explore the humanities, learn about business and investigate global challenges. The aims of the programme are to broaden undergraduate education, inspire creativity and enhance professional impact.

2. What options are available?

In 2014-15, Imperial Horizons will be offered to all undergraduate students in Autumn and Spring Terms.

Science, Culture & Society

3rd & 4th years (Thursday 4:00 – 6:00pm)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Autumn</th>
<th>Spring</th>
<th>Weeks</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSCS3001</td>
<td>Advanced Creative Writing</td>
<td></td>
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<td>20</td>
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<tr>
<td>HSCS3002</td>
<td>Global History of Technology &amp; Industry</td>
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<tr>
<td>HSCS3006</td>
<td>Extended Essay</td>
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<tr>
<td>HSCS3003</td>
<td>Philosophy of Mind</td>
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<td>20</td>
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</tr>
<tr>
<td>HSCS3004</td>
<td>Science &amp; Beauty</td>
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<tr>
<td>HSCS3005</td>
<td>Science &amp; Humanism</td>
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<tr>
<td>HSCS3007</td>
<td>Technology, Justice &amp; Security</td>
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<td>20</td>
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<tr>
<td>HSCS3008</td>
<td>Visual Culture, Knowledge &amp; Power</td>
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Global Challenges

3rd & 4th years (Thursday 4:00 – 6:00pm)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Spring</th>
<th>Weeks</th>
<th>ECTS</th>
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Languages and Global Citizenship

3rd & 4th years (Thursday 4:00 – 6:00pm)

<table>
<thead>
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<th>Autumn</th>
<th>Spring</th>
<th>Weeks</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>ML92, ML93</td>
<td>Arabic (levels 2 &amp; 3)</td>
<td>20</td>
<td>6</td>
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<tr>
<td>ML02, ML03, ML04, ML05, ML06</td>
<td>French (levels 2 &amp; 3, 4* 5* &amp; 6*)</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>ML12, ML13, ML14, ML15, ML16</td>
<td>German (levels 2 &amp; 3, 4* 5* &amp; 6*)</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>ML22, ML23</td>
<td>Italian (levels 2 &amp; 3)</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>ML32, ML33, ML34, ML35</td>
<td>Japanese (levels 2 3 4 &amp; 5)</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>ML62, ML63, ML72, ML82, ML83</td>
<td>Mandarin (levels 2 &amp; 3, plus Cantonese level 2 &amp; heritage levels 2 &amp; 3)</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>ML52, ML53</td>
<td>Russian (levels 2 &amp; 3)</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>ML42, ML43, ML44, ML45, ML46</td>
<td>Spanish (levels 2 &amp; 3, 4* 5* &amp; 6*)</td>
<td>20</td>
<td>6</td>
</tr>
</tbody>
</table>

* Classes will only be run subject to demand except if required to accommodate Year in Europe or Language for Science students

Note: Extra Year in Europe hour classes are required for French, German and Spanish and will run on Fridays 12 - 2pm

All the courses have been approved by the cross-faculty Imperial Horizons Committee. They are designed specifically to develop the Imperial Graduate Attributes, the core competencies we aspire to across all our disciplines.

3. How do students benefit?

The key benefits of Imperial Horizons are:

- **Students develop a unique career edge.** The courses are a selling point for employers, developing valuable skills in communication, team-working and problem-solving, and promoting enhanced business and organisational awareness.

- **Improved student experience.** The courses are designed to have maximum positive impact on student experience. Imperial Horizons SOLE feedback in 2012-13 and 2013/14 was excellent.

- **Free and taught during scheduled teaching slots.** All Departments have set aside time to avoid clashes with core degree studies. There are no additional charges.

- **Two-term Imperial Horizons courses are worth 6 ECTS credits,** and are also available to take as part-credit towards students’ degrees where departments allow.

- **Successful completion of Imperial Horizons courses will be recorded on student transcripts.** A fail is only recorded if the Imperial Horizons course was taken as part credit towards a student’s degree.
4. When is Imperial Horizons taught?

Courses run for one or two terms (Autumn and Spring terms). Students enrolling on a one-term course are encouraged to take a further one-term course.

Third / Fourth Years (Thursdays 16:00-18:00)

<table>
<thead>
<tr>
<th>Course</th>
<th>Total number of weeks</th>
<th>Autumn Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Weeks</td>
<td>Start</td>
</tr>
<tr>
<td>Business &amp; Professional Skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business &amp; Professional Skills</td>
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<td></td>
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</tbody>
</table>

5. How do students enrol?

Second, third and fourth year students. Although on-line enrolment for second, third and fourth years took place in May-July 2013 and course allocations have been made, we are still accepting late applications where there is still space available. Interested students should complete the late enrolment form available on the Imperial Horizons website: [www.imperial.ac.uk/horizons](http://www.imperial.ac.uk/horizons) by Wednesday 8th October 2014 (NB this date is earlier than the first year deadline because the second year courses start earlier than the first year courses). **There is no guarantee students enrolling late will be successfully allocated to one of their 3 preference choices.**

6. Can students withdraw?

If a student wishes to withdraw we ask that they do this within the first 2 weeks.

7. Can Imperial Horizons be taken for credit?

All two-term courses are available to take for part-credit towards an undergraduate degree where departments allow.

8. What will be recorded on student transcripts?

Students following an Imperial Horizons course will have their achievement (Distinction/Merit/Pass/Fail) marked on their transcripts. NB Fails for non-credit students will NOT be recorded on transcripts.

9. What previous experience is needed to take a language course?

Language and Global Citizenship courses are available at several levels from level 1 (complete beginner) up to post A level and beyond. Prerequisites for language courses can be found on the Imperial Horizons website. If students are unsure of their level they should contact the appropriate language coordinator for advice. Students taking a Year in Europe or BSc/MSci with a Language for Science need to take the relevant language Imperial Horizons course. These students will also get a third weekly hour, probably on Friday lunchtimes.

10. What about the Humanities and Languages lunchtime programme?

This programme no longer exists and has been replaced by Imperial Horizons.
11. How can students find out more?

- Talks on Imperial Horizons will take place Tuesday, Thursday, Friday during Welcome Week at 1pm, in S303A, Centre for Co-Curricular Studies.
- An information stall will also be available during Welcome Week on the Level 2 concourse of the Sherfield Building
- The website will be kept up to date

We ask Departments to include Imperial Horizons in their own material and talks for new students. Example material is provided with this document.

Website: [www.imperial.ac.uk/horizons](http://www.imperial.ac.uk/horizons)  E-mail: horizons@imperial.ac.uk