13. Student feedback and representation ............................................................... 42
   Feedback from Students ....................................................................................... 42
   Student Representation ......................................................................................... 42
   Staff-Student Committee ..................................................................................... 42
   Progress Meetings ............................................................................................... 43
14. Student Surveys .......................................................................................... 44
15. And finally ................................................................................................. 45
   Graduation ........................................................................................................... 45
   Alumni Services .................................................................................................... 45
   Opportunities for Further Study ........................................................................... 45
Welcome to the Department of Aeronautics at Imperial College London. In this handbook you will find much essential information; you are expected to read this carefully and to use it as your first point of reference for any queries. This handbook is continually being updated so always check for the latest version online. The following information is designed to help you make the best use of your time and of the facilities and services provided.

**Disclaimer:** This handbook was originally compiled in Summer 2021 and is intended primarily for the use of our 2021-22 cohort. Please note that handbooks are subject to annual review and change.
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 part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

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.

We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to enrich your experience. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College’s webpages, alongside local information provided by your Department. We also provide 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.

You’ll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information. 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 restrictions.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you’re interested in getting involved then there will be opportunities for you to do so.
Our Principles

In 2012 the College and Imperial College Union agreed ‘Our Principles’ a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

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
Welcome from the Graduate School

Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students' Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating and diverse environment in which to work, to study and to research. Do make the most of all that the College and your programme has to offer.
The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been set up to support all postgraduate students at the College through:

- Training and development courses
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College

Professional skills courses

You can see the full range of free professional skills courses for postgraduate students on the Graduate School website:

- [www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters)

All courses can be booked online.

Contact us

- Level 3, Sherfield Building, South Kensington Campus
- 020 7594 1383
- graduate.school@imperial.ac.uk
- [www.imperial.ac.uk/graduate-school](http://www.imperial.ac.uk/graduate-school)
Pre-Sessional Modules

A reminder that there a number of modules for you to complete before the start of term.

The email containing the instructions and the link to the modules was sent to all students during the summer. If you did not receive this email, please contact rpanesar@imperial.ac.uk

This resource is made up of 8 modules, which reflects the prerequisite knowledge needed to study the MSc courses. Instructions on how to use the Diagnostic Test and Mini Course can be found in the ‘Instructions to Students’ PDF sent to you in the summer. The resource is only for your use and should not be shared.

Initially, we would encourage everyone to complete the ‘Intro to Mathematics’ course first as this will be integral to all of the courses. It is also worth noting that other pre-sessional modules presume that the students already know mathematics at the level of the math pre-sessional module and why it is important to start at this point first.
Welcome from your Course Director  Dr Oliver Buxton

Welcome to the Department of Aeronautics at Imperial College London. Congratulations on securing a place to study here, the MSc in Advanced Aeronautical Engineering is a highly competitive programme to gain entry to. I hope it will be a challenging programme for you, and will expand your knowledge and expertise, as well as test your abilities in a cohort of similarly talented individuals.

Please make maximum use of the opportunities presented to you, both during the taught components of your programme and during your research project, and remember your lecturers and professors are here to help you. Your cohort comprises of students from all over the world and reflects Imperial's international nature. We understand that this year will be a particularly challenging year for all of us as we deal with the consequences of the covid19 pandemic. Nevertheless, we wish all of you the very best and hope that you feel at home within our Imperial community.

Your main location of study will be:

South Kensington

Department of Aeronautics
Imperial College London
South Kensington Campus
London
SW7 2AZ

Most of your time will be spent in the City & Guilds and Skempton Buildings.

Maps
Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

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

www.accessable.co.uk/organisations/imperial-college-london

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

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:

www.imperial.ac.uk/about/covid-19/students
Departmental Contacts  Programme Administrator
Your first point of contact in the Department for all general enquiries will be the Senior Postgraduate (MSc) Administrator:

<table>
<thead>
<tr>
<th>Mrs Ravinder Panesar</th>
<th>Room 318, City &amp; Guilds Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+44 (0)20 7594 5066</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:r.panesar@imperial.ac.uk">r.panesar@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

Students should quote their CID number and programme on all email correspondence.

In the event that the Postgraduate Administrator is unavailable, MSc students may approach the Undergraduate Office staff if urgent assistance is required ae.office@imperial.ac.uk

Departmental Contacts  Course Director
The Course Director for this programme is:

<table>
<thead>
<tr>
<th>Dr Oliver Buxton</th>
<th>Room 213, City &amp; Guilds Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+44 (0)20 7594 5118</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:o.buxton@imperial.ac.uk">o.buxton@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

Departmental Contacts  PG Tutor
For advice of a more pastoral nature, the Postgraduate Tutor is:

<table>
<thead>
<tr>
<th>Dr Francesco Montomoli</th>
<th>Room 215, City &amp; Guilds Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+44 (0)20 7594 5151</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:f.montomoli@imperial.ac.uk">f.montomoli@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

Aeronautics Staff
For further details on how to contact academic/administrative/technical staff please go to http://www.imperial.ac.uk/engineering/departments/aeronautics/people/

Academic Staff have a designated office hour per week – details will be posted on their office door and on Sharepoint.

Communications
Communication within the department relies heavily on email and announcements on Blackboard Learn and you should check both on a daily basis (preferably start and end of day).
If you need to contact a member of staff by telephone or email then you can refer to the Departmental web page http://www.imperial.ac.uk/engineering/departments/aeronautics/people/academic/ for staff extension numbers and email addresses.

Study/Breakout Space
There are student break out spaces (BOSS) on Level 2 of the Skempton and City & Guilds Buildings. These areas provide an informal study space for engineering students, comprising PC/laptop benching, comfortable seating and meeting spaces. The area is provided with drinking water, vending machines, copiers and a recycling station.

There are also computer rooms in both these buildings and study space in the Library.

The MSc Study Room is located in CAGB 146B (swipe card access only). Students are not permitted to change the desk, space and computer configuration in this room.

Sharepoint  Student Portal
Sharepoint is a team and document collaboration system. Sharepoint is an internal facing website, which means you cannot view any content without an IC user account. Students can view general information about the department and College, past Project reports via the Student Portal on Sharepoint

All students should have access to this. If you find you do not then please contact the Postgraduate Administrator.

Panopto
Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. Lecturers can use the system to record live lectures, special events, tutorials and more.

Please note that whilst Staff are encourage to record their lectures on Panopto, its use is not mandatory in Aeronautics.
Recordings can be accessed directly through Panopto or may be made available via links on BBL.

https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/panopto/

Seminars
Seminars are regularly held throughout the year, scheduled on Wednesday afternoons, usually given by external speakers on topics ranging from specialist research problems to more general issues. Students are welcome to attend all such seminars falling within your field of interest. The seminar programme will be circulated. Usually we gather for tea in the Staff Common Room after the seminar, and this is a valuable, regular opportunity for the postgraduates and academic staff to get together.

You are also encouraged to attend the seminars held in other departments as advertised on our notice boards.

Student’s Obligations
Students have obligations with regard to submission of work and meeting deadlines, as well as attending lectures and other activities, attendance is therefore important.

As this is a postgraduate course, students are expected to read additional information (books, papers) in support of the lectures, to assist them in passing the written examinations, and also to provide complementary material for inclusion in laboratory reports. The individual (research) project will clearly need wide reading to provide the necessary background, and to provide comparative information against which the student’s own work can be measured.

Lecturer Attendance
If your lecturer hasn't arrived within 10 minutes of the scheduled start time then please inform the Postgraduate Administrator or the UG Office who will contact the lecturer to see where he/she is. Students (preferably one of the programme representatives) are asked to ring the Postgraduate Administrator (020 7594 5066) or UG Office (020 7594 5100/5102). Please do not leave the lecture room until notified by admin staff.

Transfers/Interruptions of Study/Withdrawals
Please discuss making any changes to your registration status with the PG Administrator, PG Tutor or your Course Director.

Important information for international students:
Some changes to registration status, such as an Interruption of Studies or Withdrawal from Studies, will affect Student Visa status, especially the Tier 4/Student Route Visa so you should also seek advice from the International Student Support Team.

http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/changes-to-registration-status/
Attendance and absence
Attendance at all timetabled events is expected and will be monitored. It is a requirement for the award of the MSc that students attend at least 90% of each set (i.e. topic) of lectures you are registered for and failure to do so may result in a student being asked to withdraw from the course. Students who repeatedly fail to attend will be asked to withdraw from the course.

You must inform your Postgraduate Administrator if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you are ill and miss an assessment deadline (this could be an examination, presentation or a coursework submission) you will need to make a claim for mitigating circumstances within 10 working days of the deadline. Please see the section on mitigation below.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office.

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/pg/apply/requirements/english

For information on English language support available while you’re here, see page 36.

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

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 Master’s level study. More than just a study guide, it is packed with advice created especially for Imperial Master’s 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
<table>
<thead>
<tr>
<th>Week No</th>
<th>Dates</th>
<th>Important Events</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 01</td>
<td>04-08 Oct 2021</td>
<td>MSc Students First Day (Mon)</td>
<td>Autumn</td>
</tr>
<tr>
<td>Week 02</td>
<td>11-15 Oct 2021</td>
<td></td>
<td>Autumn</td>
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<tr>
<td>Week 03</td>
<td>18-22 Oct 2021</td>
<td></td>
<td>Autumn</td>
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<tr>
<td>Week 04</td>
<td>25-29 Oct 2021</td>
<td></td>
<td>Autumn</td>
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<tr>
<td>Week 05</td>
<td>01-05 Nov 2021</td>
<td></td>
<td>Autumn</td>
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<tr>
<td>Week 06</td>
<td>08-12 Nov 2021</td>
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<td>Autumn</td>
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<tr>
<td>Week 07</td>
<td>15-19 Nov 2021</td>
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<td>Autumn</td>
</tr>
<tr>
<td>Week 08</td>
<td>22-26 Nov 2021</td>
<td>MSc Composites Lab Week</td>
<td>Autumn</td>
</tr>
<tr>
<td>Week 09</td>
<td>29 Nov-03 Dec 2021</td>
<td>MSc Composites Lab Week</td>
<td>Autumn</td>
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<tr>
<td>Week 10</td>
<td>06-10 Dec 2021</td>
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<td>Autumn</td>
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<tr>
<td>Week 11</td>
<td>13-17 Dec 2021</td>
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<td>Xmas</td>
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<td>Week 12</td>
<td>20-24 Dec 2021</td>
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<td>Xmas</td>
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<td>Week 13</td>
<td>27-31 Dec 2021</td>
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<td>Xmas</td>
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<tr>
<td>Week 14</td>
<td>03-07 Jan 2022</td>
<td></td>
<td>Xmas</td>
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<tr>
<td>Week 15</td>
<td>10-14 Jan 2022</td>
<td>Exams: All UG/MSc</td>
<td>Spring</td>
</tr>
<tr>
<td>Week 16</td>
<td>17-21 Jan 2022</td>
<td>Exams: AE3/AE4/MSc</td>
<td>Spring</td>
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<tr>
<td>Week 17</td>
<td>24-28 Jan 2022</td>
<td></td>
<td>Spring</td>
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<tr>
<td>Week 18</td>
<td>31 Jan-04 Feb 2022</td>
<td></td>
<td>Spring</td>
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<tr>
<td>Week 19</td>
<td>07-11 Feb 2022</td>
<td></td>
<td>Spring</td>
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<tr>
<td>Week 20</td>
<td>14-18 Feb 2022</td>
<td></td>
<td>Spring</td>
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<tr>
<td>Week 21</td>
<td>21-25 Feb 2022</td>
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<td>Spring</td>
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<tr>
<td>Week 22</td>
<td>28 Feb-04 March 2022</td>
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<td>Spring</td>
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<td>Week 23</td>
<td>07-11 March 2022</td>
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<td>Spring</td>
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<tr>
<td>Week 24</td>
<td>14-18 March 2022</td>
<td>January Provisional Exam Results Released to Students</td>
<td>Spring</td>
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<tr>
<td>Week 25</td>
<td>21-25 March 2022</td>
<td></td>
<td>Spring</td>
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<tr>
<td>Week 26</td>
<td>28 March-01 April 2022</td>
<td></td>
<td>Easter</td>
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<tr>
<td>Week 27</td>
<td>04-08 April 2022</td>
<td></td>
<td>Easter</td>
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<tr>
<td>Week 28</td>
<td>11-15 April 2022</td>
<td></td>
<td>Easter</td>
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<tr>
<td>Week 29</td>
<td>18-22 April 2022</td>
<td></td>
<td>Easter</td>
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<tr>
<td>Week 30</td>
<td>25-29 April 2022</td>
<td></td>
<td>Easter</td>
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<tr>
<td>Week 31</td>
<td>02-06 May 2022</td>
<td>Exams: All UG/MSc</td>
<td>Summer</td>
</tr>
<tr>
<td>Week 32</td>
<td>09-13 May 2022</td>
<td>Exams: All UG/MSc</td>
<td>Summer</td>
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<tr>
<td>Week 33</td>
<td>16-20 May 2022</td>
<td></td>
<td>Summer</td>
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<tr>
<td>Week 34</td>
<td>23-27 May 2022</td>
<td></td>
<td>Summer</td>
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<tr>
<td>Week 35</td>
<td>30 May-03 June 2022</td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td>Week 36</td>
<td>06-10 June 2022</td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td>Week 37</td>
<td>13-17 June 2022</td>
<td></td>
<td>Summer</td>
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<tr>
<td>Week 38</td>
<td>20-24 June 2022</td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td>Week 39</td>
<td>27 June-01 July 2022</td>
<td></td>
<td>Summer</td>
</tr>
<tr>
<td>Week 40</td>
<td>04-08 July 2022</td>
<td></td>
<td>Holiday</td>
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<tr>
<td>Week 41</td>
<td>11-15 July 2022</td>
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<td>Holiday</td>
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<tr>
<td>Week 42</td>
<td>18-22 July 2022</td>
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<td>Holiday</td>
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<tr>
<td>Week 43</td>
<td>25-29 July 2022</td>
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<td>Holiday</td>
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<tr>
<td>Week 44</td>
<td>01-05 Aug 2022</td>
<td></td>
<td>Holiday</td>
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<tr>
<td>Week 45</td>
<td>08-12 Aug 2022</td>
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<td>Holiday</td>
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<tr>
<td>Week 46</td>
<td>15-19 Aug 2022</td>
<td></td>
<td>Holiday</td>
</tr>
<tr>
<td>Week 47</td>
<td>22-26 Aug 2022</td>
<td></td>
<td>Holiday</td>
</tr>
<tr>
<td>Week 48</td>
<td>29 Aug-02 Sept 2022</td>
<td></td>
<td>Holiday</td>
</tr>
<tr>
<td>Week 49</td>
<td>05-09 Sep 2022</td>
<td>MSc Projects Presentations</td>
<td>Holiday</td>
</tr>
<tr>
<td>Week 50</td>
<td>12-16 Sep 2022</td>
<td></td>
<td>Holiday</td>
</tr>
<tr>
<td>Week 51</td>
<td>19-23 Sep 2022</td>
<td></td>
<td>Holiday</td>
</tr>
<tr>
<td>Week 52</td>
<td>26-30 Sept 2022</td>
<td></td>
<td>Holiday</td>
</tr>
</tbody>
</table>

**Bank Holidays**
- Christmas Day (in lieu) 27-Dec-21
- Boxing Day (in lieu) 28-Dec-21
- New Years Day (in lieu) 03-Jan-22
- Good Friday 15-Apr-22
- Easter Monday 18-Apr-22
- Early May Bank Holiday 02-May-22
- Spring Bank Holiday 02-Jun-22
- Platinum Jubilee 03-Jun-22
- Summer Bank Holiday 29-Aug-22

**Term Dates : 2021-2022**
- Autumn Term: Sat 2 Oct to Fri 17 Dec 2021
- Spring Term: Sat 8 Jan to Fri 25 March 2022
- Summer Term: Sat 30 Apr to Fri 01 July 2022

**College Closure Dates**
- Christmas: Fri 24 Dec 2021 to Mon 3rd Jan 2022 (incl)
- Easter: Wed 13 Apr to Tues 19 Apr 2022 (incl)

**Graduation Ceremonies**
- Commemoration Day Wed 20 Oct 2021 (TBC)
- PG Awards Day Wed 11 May 2022 (TBC)
3. Programme Information

Overview of the Programme
Air travel is vital for the continued prosperity of the world economy and is predicted to grow significantly over the next 20 years. The challenge facing aviation is to meet the predicted growth in demand in a way that ensures that the environment is protected. This MSc programme provides modules on the fundamental disciplines that are of prime importance for developing new enabling technologies vital to the design of more environmentally friendly future aircraft.

The degree is assessed by written examination, associated coursework, and a substantial individual research project, run as a background activity from December to May and then full time from May to September. It may be possible for projects to be carried out in industry. The normal duration of the programme is one year full-time.

Accreditation/Professional Membership
The MSc Advanced Aeronautical Engineering course is accredited by The Royal Aeronautical Society (RAeS. You are encouraged to apply for membership of RAeS: https://www.aerosociety.com/membership-accreditation/joinupgrade/membership-grades/students/ – FREE

General Status and Scope
The MSc is normally awarded after one year of full-time study. The initial qualification for the MSc course in Advanced Aeronautical Engineering is normally a 1st class or good 2nd Class Upper Honours Degree of a U.K. University or an approved equivalent degree, in Engineering (Aeronautical or Mechanical.

Requirements of the Course

Modules
Students must attend exactly nine modules chosen from those offered in the Autumn and Spring terms. There are four core modules that must be taken, the remaining five modules are optional and you may wish to consult with the Course Director for guidance on suitable combinations.

The taught modules are confined to the Autumn and Spring terms, with the associated examinations held in two stages; the first examination session is in the first two weeks of the Spring term, involving subjects taught in the preceding Autumn term. The second examination session takes place in the first two weeks of the Summer term and involves subjects taught in the preceding Spring term.

Each module has 5 ECTS credits associated with it and a student has to gain a minimum number of credits to meet the award criteria. There are two forms of assessment; written coursework assignments or written examination papers. A number of modules are assessed by a combination of the two, though some are assessed by coursework only or exam only.

Each student must pass 90 ECTS for the degree to be awarded. To pass 90 ECTS credits, each student must pass the 4 core modules (5 ECTS each) and 5 optional modules (5 ECTS each) as well as their major individual research project (45 ECTS). The pass mark for all modules and the major individual research project is 50%.

To qualify for the award of a postgraduate certificate a student must have a minimum of 30 ECTS credits at Level 7 obtained only from the taught modules taken, i.e. excluding the Major Individual Research Project.
Module Information

You can view your current options, lecturers, terms, module descriptors - including aims, syllabus, pre-requisites, learning outcomes, teaching methods and assessment - on DSS (Departmental Student System) http://www.imperial.ac.uk/dss

You will be given access to optional pre-sessional revision modules (see page 9) which will consist of mini courses that you can work through in your own time, covering the following topics:

- Revision Stress Analysis
- Introduction to Programming
- Introductory Mathematics
- Control Theory
- Introduction to Compressible Flow
- Aircraft Performance and Flight Mechanics
- Introduction to Fluid Dynamics

These revision lectures will not be assessed and therefore do not count for credit. Formative, self-assessment (e.g. diagnostic tests) will be provided to guide you through these modules.

<table>
<thead>
<tr>
<th>Autumn</th>
<th>Core Modules</th>
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<tbody>
<tr>
<td></td>
<td>AERO70031 Emerging Technology for Green Aviation 5</td>
</tr>
<tr>
<td></td>
<td>AERO70021 Aerospace Structures* 5</td>
</tr>
<tr>
<td></td>
<td>AERO70025 Applied Aerodynamics 5</td>
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<tr>
<td></td>
<td>AERO70022 Aircraft Design and Airworthiness* 5</td>
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</tbody>
</table>

<table>
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<tr>
<th>Elective (Optional) Modules</th>
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<tbody>
<tr>
<td></td>
<td>AERO70002 Advanced Manufacturing 5</td>
</tr>
<tr>
<td></td>
<td>AERO70005 Aerothermodynamics of Launchers and Re-Entry Vehicles 5</td>
</tr>
<tr>
<td></td>
<td>AERO70010 Finite Elements 5</td>
</tr>
<tr>
<td></td>
<td>AERO70012 Innovation Management 5</td>
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<tr>
<td></td>
<td>AERO70014 Lightweight Structures 5</td>
</tr>
<tr>
<td></td>
<td>AERO70018 Spacecraft Structures 5</td>
</tr>
<tr>
<td></td>
<td>AERO70035 Structural Integrity and Health Monitoring* 5</td>
</tr>
<tr>
<td></td>
<td>AERO70013 Turbulence and Turbulence Modelling 5</td>
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</tbody>
</table>

* These module run in both Autumn and Spring term and students are required to attend lectures in both terms

Exams for Autumn term modules will take place during the first two weeks of Spring term.
### Spring

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>AERO70021 Aerospace Structures**</td>
<td>5</td>
</tr>
<tr>
<td>AERO70022 Aircraft Design and Airworthiness**</td>
<td>5</td>
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<table>
<thead>
<tr>
<th>Elective (Optional) Modules</th>
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</thead>
<tbody>
<tr>
<td>AERO70003 Advanced Propulsion</td>
<td>5</td>
</tr>
<tr>
<td>AERO70016 Orbital Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>AERO70023 Analytical Characterisation of Composite Materials</td>
<td>5</td>
</tr>
<tr>
<td>AERO70028 Composite Innovation – Nanocomposites and Structural Power</td>
<td>5</td>
</tr>
<tr>
<td>AERO70009 Computational Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>AERO70026 Artificial Intelligence for Aerospace Engineers</td>
<td>5</td>
</tr>
<tr>
<td>AERO70030 Control Theory for Flow Management</td>
<td>5</td>
</tr>
<tr>
<td>AERO70032 Flow Instability &amp; Transition</td>
<td>5</td>
</tr>
<tr>
<td>AERO70019 Spacecraft Systems</td>
<td>5</td>
</tr>
<tr>
<td>AERO70035 Structural Integrity and Health Monitoring**</td>
<td>5</td>
</tr>
<tr>
<td>AERO70036 Systems Engineering for Unmanned Aerial Vehicles</td>
<td>5</td>
</tr>
</tbody>
</table>

** Continued from Autumn Term.

Exams for Spring term modules will take place during the first two weeks of Summer Term.

### Module Registration

You are automatically enrolled on all of the core and optional modules for this MSc programme and should check that all are visible to you in DSS (www.imperial.ac.uk/dss).

For optional modules, you will need to drop the modules you do not wish to take. The deadline for dropping the autumn term modules you do not wish to continue with is 17:00 on 25th October 2021. The spring module drop deadline will be confirmed at a later date.

Please note modules cannot be dropped or changes made to your modules after the deadline. Therefore, please ensure that you thoroughly read the module information available on BBL, DSS and on the Imperial website before making your choices.
Research Project Overview

This is just a brief overview of your research project. Full research project details will be issued in a separate MSc Projects Information document on Blackboard Learn under module AERO70034 Major Individual Research Project with the list of project topics available.

The project constitutes a piece of individual research that for full-time students is a continuous activity from immediately after your Summer term examination session to the end of the course (approximately the second week of September which is when you are expected to give an oral presentation and submit your project report). Some preparatory work (literature review, project planning, assembling materials and test apparatus where relevant) is expected to be undertaken as soon as your project has been allocated. You should arrange to meet with your allocated project supervisor shortly after your project has been allocated to discuss the preparatory work that you will be expected to do between the project allocation and the start of the full-time project period. You are expected to work full-time during the project period and assume the working week is at least 40 hours though you should spend considerably more time on the project by additionally working during evenings and weekends in order to achieve your goals. Requests for a ‘holiday’ during the project period will not be entertained. Students are not to be absent from College without permission from the Course Director (project supervisors, internal or external are not authorised to grant leave of absences). All requests for leave of absence must be sent to the Course Director via the Postgraduate Administrator in the first instance.

The project is assessed by progress in conducting the work, a dissertation of 40 pages, log book and an oral presentation.

There are penalties for late submission of project work on exactly the same basis as those for coursework (See section “Coursework Submission Penalty Scheme”).

Advice on aspects of report writing will be provided separately, but students are advised to consult dissertations from previous years to see the standard expected (in particular refer to those projects which have won prizes). Past projects can be accessed via the Student Portal on Sharepoint under UG and MSc Student Reports.

There is further information on projects and supervisor/student responsibilities on the Imperial website:

Master’s Students and their Project Supervisors
4. Assessment

MSc Award Criteria

To qualify for the award of an MSc degree a student must have:

• Accumulated no fewer than 90 ECTS credits at Level 7 of which no more than 10 ECTS credits may be from a Compensated Pass;

• Met any specific requirements for an award as outlined in the approved programme specification for that award.

For MSc programmes in the Department of Aeronautics, the class of the Degree may be awarded as follows:

1. Distinction: The student has achieved a mark of 70.0% or greater for their taught modules’ assessment aggregate AND a mark of 70.0% or greater for their project.

2. Merit: The student has achieved a mark of 60.0% or greater for their taught modules’ assessment aggregate AND a mark of 60.0% or greater for their project but either the taught modules’ assessment aggregate or the project mark or both are below 70.0%

3. Pass: The student has achieved a mark of 50.0% or greater for their taught modules’ assessment aggregate AND a mark of 50.0% or greater for their project but either the taught modules’ assessment aggregate or the project mark or both are below 60.0%

Award of a PG Certificate

To qualify for the award of a postgraduate certificate a student must have a minimum of 30 ECTS credits at Level 7 obtained only from the taught modules taken, i.e. excluding the Major Individual Research Project.

Coursework Submission and Deadlines

Coursework submission will be electronically via the online submission boxes on Blackboard Learn unless otherwise stated.

You can find details of coursework deadlines here:
http://www.imperial.ac.uk/aeronautics/study/pg/msc-coursework-deadlines/

Coursework Extensions

Illness or serious personal problems/family matters may sometimes prevent you from completing a coursework on time. In such cases the Course Director may occasionally allow an extension. All requests for extensions must be filed on a coursework extension request form, which can be obtained from the student Sharepoint portal. All forms should be submitted to the Postgraduate Administrator. The form should contain a clear motivation for the request and shall, if possible, be accompanied by supporting documents (e.g. doctor’s letters, police reports etc). Other academic staff are not allowed to give extensions, but ask your supervisor or coursework marker to put their initials and date on the form if they support your application. You will be notified of the Course Director’s decision by the Postgraduate Administrator.

The following problems are normally not acceptable reasons for an extension:

• Loss of data due to lack of back-up files or loss of College H:drive
• Minor illness/equipment problems during a long project.
• Congestion of work due to poor planning of your time.
• Printer problems (plan printing)
**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:

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

Note that failures of computers or printers WILL NOT be accepted as a valid excuse for late submission.

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.

**Instruction to Candidates for Examinations**

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:

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

Instructions for exam candidates can be found here:


**Additional Examination Arrangements**

If you wish to apply for additional examination arrangements then you need to make the Postgraduate Administrator aware that you intend to apply during the first two weeks of the Autumn term (regardless of when your exams take place). The relevant documents then must be submitted as detailed in the sections below. (As physical disabilities may occur at any time during the year due to accidents etc then please notify the Postgraduate Administrator immediately and submit Appendix A).

For further details and documents referred to in the sections below please go to:

College Health Centre: If you cannot arrange an appointment quickly with your own GP then please go to the College Health Centre. When booking appointments please ensure you mention it is to apply for ‘Additional Examination Arrangements’.
[http://www.imperialcollegehealthcentre.co.uk/](http://www.imperialcollegehealthcentre.co.uk/)

Notes on the Examinations
Students are required to complete all elements of the examinations (written papers, coursework, project). Failure to do so, other than on grounds of personal illness or the death of a near relative (spouse, parent or sibling), could result in the student being failed in the examinations as a whole and, therefore, being required to re-sit all elements in the following year.

Students who request a deferral of any element of the examinations must submit such requests to the Postgraduate Administrator in advance of the examinations. If the request is supported it will be submitted to the appropriate College committee for approval. Approval is only agreed in truly exceptional circumstance. Please note the following:

- Exams already passed cannot be taken again just to improve grades.
- Students must turn up for examinations promptly. Any late arriving students should report directly to the exam room.
- All exams notices will be posted on your notice board and you will at times be emailed to check information posted there.
- Candidates are not allowed to use their own calculator. At each examination taking place in this department, every candidate will be issued with a Casio FX-85GT PLUS calculator. Examples are available for practice (though not for loan).

Past Examination Papers
Past examination papers and solutions are only available to students for the past TWO years (may be more for undergraduate courses). These are available via the Student Portal on Sharepoint.

Illness in Connection to Exams
If you feel that an illness will seriously affect your exam performance you must report this before the exam or as soon as possible after and should provide evidence in form of a doctor’s letter. The fact that an illness has hampered your exam preparations is not sufficient to not sit an exam, but will be considered in the evaluation of your exam results. However, remember that you are expected to prepare for the exam during the entire year and not just during two weeks prior to the exam!

If an ongoing illness prevents you from sitting an exam this must be supported by a doctor’s letter clearly stating that you are unfit to sit the exam. If you become ill just before an exam you are expected to turn up at the College Health Centre at 8:30 am to be examined (tell reception that you are supposed to sit an exam to be seen urgently), unless you can show that you were unable to reach the College due to your illness. If you become ill during an exam you will be escorted to the College Health Centre for examination.
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/

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 to you complete your studies within the same College year (rather than over the summer holiday or in the next year).

Once you have notified a member of staff and obtained evidence, you must complete the ‘Mitigating Circumstances Claim Form’ and submit it with the relevant required documentation.

On this form, you will need to give a complete account of your extenuating circumstances, attach your evidence and submit it to the Postgraduate Administrator within 10 days (see last paragraph in this section). The information on the form will be kept strictly confidential and only read by a small panel of academic staff, who will decide if your circumstances were unavoidable and affected your performance; they will pass their verdict to the Board of Examiners, who can give you special consideration.

Please note that as stated on the mitigation forms your application (including supporting documentation) must be submitted within 10 working days of the examination or coursework submission date. Applications submitted after this 10 day period will not be considered. Ideally medical certificates should be obtained from Imperial College Health Centre. If supplied from other UK based practitioner they should be registered with the General Medical Council (GMC) as stated on the mitigation form.

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.
Religious Obligations in Assessments
The Department will where possible assist students with religious obligations where there are any clashes with examination assessments. Students are asked to read the following and inform the Postgraduate Administrator of any such instances immediately.


Failures in Studies/Resits
All decisions on student failures are taken at the Examiners Meeting in October, and are confirmed by the Chair of the Exam Board. Students who fail are allowed to re-sit the failed exams the following year (please note that under College regulations you are only allowed to resit failed examinations or resubmit coursework on ONE further occasion i.e. two attempts in total for any one exam or coursework).

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. In the event that 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

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. 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 a marks check for a previous year of study.

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 Students Complaints process through which your concern can be investigated and considered.

student.complaints@imperial.ac.uk

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline

Unsatisfactory Progress
Unfortunately sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. 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
**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 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:


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

**Plagiarism**

Plagiarism is the presentation of another person’s thoughts, words, images 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/)

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

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/)

**Compulsory Online Plagiarism Awareness Course**

All Master’s students will be required to self-enrol onto the course which is available via Blackboard. Instructions on how to enrol onto the course can be found on the Graduate School’s Plagiarism Awareness Online Course webpage. The course will take approximately 1.5 hours to complete but can be saved and returned to at a later date. There is no limit to the amount of times students can take the course – it can be accessed anytime, so there will always be an opportunity to refresh understanding.
The deadline for completion of the Online Plagiarism awareness course is XX November. A few weeks before this, the Departmental Librarian will be giving a lecture on Avoiding Plagiarism and Referencing which you may find helps a great deal with the online course. Details of the lecture are will be in your calendar.

**Collusion**
This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.  

You should note that whilst the College encourages students to support each other in your studies you should be careful to ensure that you do not exceed any assessment brief with regards to individual work, 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 are considered an attempt to cheat. This can include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you. It would also include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction 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 or other individual to submit as your own), 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.
Remote, open-book exams and Academic Integrity

Please note the following for the remote, open-book exam format for January (exam format for April/May TBC)

The time-limited remote assessments have been designed to be run as an open book examination. We have worked hard to create exams that assess synthesis of knowledge rather than factual recall. Thus, access to the internet, notes or other sources of factual information in the time provided may not be helpful and may well limit your time to successfully synthesise the answers required. The use of the work of another student, past or present, constitutes plagiarism. Giving your work to another student to use may also constitute an offence. Collusion is a form of plagiarism and will be treated in a similar manner. These are individual assessments and thus should be completed solely by you.

The College will investigate all instances where an examination or assessment offence is reported or suspected, using plagiarism software, vivas and other tools, and apply appropriate penalties to students. In all examinations we will analyse exam performance against previous performance and against data from previous years and use an evidence-based approach to maintain a fair and robust examination. As with all exams, the best strategy is to read the question carefully and answer as fully as possible, taking account of the time and number of marks available.
5. Board of Examiners

MSc Advanced Aeronautical Engineering/ MSc Advanced Computational Methods
Joint Board of Examiners

Chair of Board of Examiner - Dr Oliver Buxton
Deputy Chair - Professor Sergei Chernyshenko

Module Lecturers and Project Supervisors make up the rest of the membership of the Board.

External Examiners

Professor Alfredo Pinelli, City, University of London
Professor Harvey Thompson, Leeds University

External examining acts as an essential part of the College’s quality assurance and enhancement process, serving to ensure 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 course. 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.

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


Prizes
Currently the Board of Examiners awards the following prizes to Advanced Aeronautical Engineering students:

Airbus Prize for the Best Student in MSc Advanced Aeronautical Engineering For annual award to the student with the best performance on the programme

Airbus Prize for Individual MSc Project
For annual award to the student with an outstanding project on an Aeronautics related topic (one prize, open to all three MSc programmes)

Recipients will receive a monetary prize and a certificate.
6. Placements

For MSc students, this applies only if you undertake your Major Individual Research Project (AERO97021) externally. There are no other placements on this degree programme.

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)

For general information on undertaking a 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)

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

- [www.imperial.ac.uk/careers/opportunities/internships/](http://www.imperial.ac.uk/careers/opportunities/internships/)
7. Working While 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 issue with your supervisor or Personal/Senior Personal Postgraduate 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.

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.
8. Health and Safety

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world’s leading researchers of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

You will be required to follow the safety requirements put in place on campus and in all College buildings (including halls) to ensure we keep the campuses and the Imperial community safe and to mitigate the impact of the pandemic, particularly in our ability to deliver your degree programme and to offer you a full student experience.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:

- www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

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


Your Departmental safety contact is

- Dr Nigel MacCarthy
- Room 222, City & Guilds Building +44
- (0)20 7594 5043
- n.maccarthy@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include Safety Briefing (part of Start of Session) and RAFT (Risk Assessment Training for Experimental Research Projects).

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.

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional 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
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. Please include contact details for your Department’s Safety Officer.

**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)
9. College Policies and Procedures

Regulations for Students
All registered students of the College are subject to 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:

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


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


Provisional Marks Guidance
As soon as exam results for your Autumn term modules are available, we will release (at the very least) an indicative grade on Blackboard Learn. This is done primarily to help assist you in choosing your Spring term modules and the module drop deadline for Spring will be set relative to the release of the provisional exam results (Note where a module is assessed by exam and coursework elements you will receive actual marks for the coursework element).

Usually, Summer examination results are not released to students until after the Exam Board has met. If you wish to discuss your progress, feel free to talk to your Course Director. 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:


Provisional results are not provided for Major Individual Research Projects.
**Academic Appeal 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. In the event that 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)

**Release of Official Examination Results/Awards**
The Board of Examiners will meet to consider the results of the examinations in mid-late October and results will be released to students only via student e-service within 10 days.
Those who have not managed a clear pass will be emailed by the Course Director with an individual letter, setting out possible courses of action within 10 days of the examiner’s board. Registry will email you when the official results are released on-line. Please note that your final official results will only be available once you have received the notification email. 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.


**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:

[www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/](http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/)

**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/research-office/ip/](https://www.imperial.ac.uk/research-and-innovation/research-office/ip/)

**Use of IT Facilities**
View the Conditions of Use of IT Facilities:

[http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/)
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.

10. Well-being, support and Advice

In your department
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 here. This includes:

Postgraduate Tutor
The Department’s Postgraduate Tutor can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential. If necessary they will direct you to an appropriate source of support.

Faculty Senior Tutor
In the event that you would like to seek additional support or guidance, or that you wish to air your issues in confidence, the Faculty Senior Tutor, Dr Lorraine Craig, can be contacted by email l.craig@imperial.ac.uk in the first instance. Depending on the nature of your query, it may be passed onto other more relevant staff.

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 Centre
The Union’s advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

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

Advice services
The tutor system is complemented by a College-wide network of advice and support. This includes a number of specialist services.

Careers Service
The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based.
Visit the Career Service's website to:

- Book a careers appointment
- Find resources and advice on successful career planning

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

**Counselling and Mental Health**
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith and Silwood Park Campuses.

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

**Financial support and tuition fees**
If you’ve got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team:

020 7594 9014
[student.funding@imperial.ac.uk](mailto:student.funding@imperial.ac.uk)

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

[http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/](http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/)

For tuition fees queries, contact the Tuition Fees team:

020 7594 8011
[tuition.fees@imperial.ac.uk](mailto:tuition.fees@imperial.ac.uk)

**Imperial College Union (ICU) Advice Centre**
Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

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

**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, and exams.

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

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. The 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

Useful support contacts

Health and wellbeing

Imperial College Health Centre
40 Prince’s Gardens, South Kensington Campus
020 7584 6301
imperialcollege.hc@nhs.net
www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre
Prince’s Gardens, South Kensington Campus
020 7589 6623
imperialcollegedental.co.uk

Student Counselling and Mental Health Advice Service
020 7594 9637
counselling@imperial.ac.uk
www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service
Chemistry Building, South Kensington Campus
chaplaincy@imperial.ac.uk
www.imperial.ac.uk/chaplaincy

Disability Advisory Service
Room 566, Level 5, Sherfield Building, South Kensington Campus
020 7594 9755
disabilities@imperial.ac.uk
www.imperial.ac.uk/disability-advisory-service

International students’ support

Centre for Academic English
Level 3, Sherfield Building, South Kensington Campus
www.imperial.ac.uk/academic-english

International Student Support team
020 7594 8040
www.imperial.ac.uk/study/international-students
Departmental Disability Officers

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

Dr Oliver Buxton
Room 213, City & Guilds Building
+44 (0)20 7594 5043
o.buxton@imperial.ac.uk

More information on Departmental Disability Officers is available at:

www.imperial.ac.uk/disability-advisory-service/support/ddos

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

SafeZone

SafeZone is the College’s new app through which you can quickly and directly contact the Security team whenever you need them. In an emergency situation, whether you’re 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.

SafeZone is optional to register to and is now available to download on the Apple and Android App stores. Visit www.imperial.ac.uk/campus-security for more details about SafeZone.

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.

11. 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, Transport for London and the UKVI, 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 Student Administration Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

Student Records
+44 (0)20 7594 7268
student.records@imperial.ac.uk

Degree certificates
+44 (0)20 7594 8037
certificates@imperial.ac.uk
12. **Work-life Balance**

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

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**Graduate Students’ Union**

The Graduate Students’ Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises a number of academic and social events during the year.

**Move Imperial**

Imperial College has a wide range of sports and activities on offer that cater for all standards 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.

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

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 £30 you will get use of the gym and swimming facilities on our campuses.

- [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 MoveFromHome campaign, more information can be found at:

- [www.imperial.ac.uk/sport/movefromhome](http://www.imperial.ac.uk/sport/movefromhome)
13. 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 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 representative, are available on the Imperial College Union (ICU) website.

www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

Staff-Student Committee
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

We have one Staff Student Committee for MSc students, which meets once a term – though students can always request additional meetings if necessary.

The committee is made up of:

PGT Tutor
MSc Composites Course Director
MSc Advanced Computational Methods Course Director
MSc Advanced Aeronautical Engineering Course Director
Departmental Health & Safety Officer
Subject Librarian
Postgraduate Administrator (Secretary)
PG Departmental Representative
Student Representatives x 2  MSc Advanced Computational Methods
Student Representatives x 2  MSc Advanced Aeronautical Engineering
Student Representatives x 2  MSc Composites

Only the Student Representatives are expected to attend these meetings. They gather feedback from their respective cohorts for discussion. The Postgraduate Administrator will contact the Representatives for any agenda items prior to the meeting.
Students can find minutes of the meetings (current and previous years) via the Student Sharepoint Portal.

Progress Meetings
Progress meetings are a less formal termly opportunity for the whole cohort to meet with your Course Director to talk about how the programme is going so far. Sometimes we will use this opportunity to provide specific information to you. This will appear in your timetable and we do recommend that you attend.
14. Student Surveys

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

- PG Student Online Evaluation (SOLE) module survey or departmental equivalent
- Student Experience Survey (SES)

The PG SOLE module survey (or equivalent for your department) runs at the end of the autumn and spring terms. This survey is your chance to tell us about the modules you have attended.

The Student Experience Survey (SES) is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover a range of College services and on the Imperial College Union.

All these surveys are confidential and the more students that 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/pg-student-surveys](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)

For further information on surveys, please contact the Registry’s Surveys Team at:

- [surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
15. And finally

Graduation

The MSc Graduation ceremony is usually held in May of the following year. Graduation is not organised by the Department, so please contact the Graduation Team:
graduation@imperial.ac.uk
https://www.imperial.ac.uk/graduation

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 Wifi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

Opportunities for Further Study

After you have completed the MSc in Advanced Aeronautical Engineering, you may choose to go on to PhD study.

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