# Contents

Welcome to the College .................................................................................................................. 1  
Our Principles ................................................................................................................................. 2  
Welcome from the Graduate School ............................................................................................... 3  
  The Graduate School ..................................................................................................................... 4  
Imperial Apps and Guides .............................................................................................................. 5  
  Imperial Mobile app ...................................................................................................................... 5  
  Welcome to Imperial app .............................................................................................................. 5  
  Imperial Success Guide .............................................................................................................. 5  
1. Introduction to the Department ................................................................................................. 6  
  Head of Department ...................................................................................................................... 6  
  Programme Director .................................................................................................................... 6  
  Postgraduate Taught Senior Tutor .............................................................................................. 6  
  Senior MSc Administrator ........................................................................................................... 6  
  Aeronautics Staff ......................................................................................................................... 7  
  Communications .......................................................................................................................... 7  
  Sharepoint – Student Portal ....................................................................................................... 7  
  Panopto ......................................................................................................................................... 7  
  Seminars ....................................................................................................................................... 8  
  Study/Breakout Space .................................................................................................................. 8  
  Changes due to Coronavirus (COVID-19) ..................................................................................... 8  
  English Language Requirements ................................................................................................. 8  
  Key dates 2021–22 ....................................................................................................................... 9  
2. Programme Information ............................................................................................................ 10  
  Overview ..................................................................................................................................... 10  
  Learning Outcome ....................................................................................................................... 10  
  Accreditation ............................................................................................................................... 11  
  Pre-sessional materials ................................................................................................................ 12  
  Programme requirement .............................................................................................................. 12  
  Module Information ...................................................................................................................... 13  
  Module Registration ..................................................................................................................... 13  
  Coursework Submission ............................................................................................................. 13  
  Submission deadlines of selected major pieces of coursework .................................................. 13  
  Coursework Extensions .............................................................................................................. 14  
  Late Submission Policy .............................................................................................................. 14  
  Mitigating Circumstances .......................................................................................................... 15
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Obligations</td>
<td>16</td>
</tr>
<tr>
<td>Lecturer’s Attendance</td>
<td>16</td>
</tr>
<tr>
<td>Attendance and absence</td>
<td>16</td>
</tr>
<tr>
<td>Your attendance in the summer for your research project</td>
<td>16</td>
</tr>
<tr>
<td>Transfer/Interruptions of Study/Withdrawals</td>
<td>17</td>
</tr>
<tr>
<td>Award criteria</td>
<td>17</td>
</tr>
<tr>
<td>3. <strong>Assessment</strong></td>
<td>18</td>
</tr>
<tr>
<td>Instruction to Candidates for Examinations</td>
<td>18</td>
</tr>
<tr>
<td>Additional Examination Arrangements</td>
<td>18</td>
</tr>
<tr>
<td>Notes on the Examinations</td>
<td>19</td>
</tr>
<tr>
<td>Past Examination Papers</td>
<td>19</td>
</tr>
<tr>
<td>Illness in Connection to Exams</td>
<td>19</td>
</tr>
<tr>
<td>Religious Obligations in Assessments</td>
<td>20</td>
</tr>
<tr>
<td>Failures in Studies/Resits</td>
<td>20</td>
</tr>
<tr>
<td>Academic Appeals Procedure</td>
<td>20</td>
</tr>
<tr>
<td>Arithmetic Marks Check</td>
<td>20</td>
</tr>
<tr>
<td>Student Complaints</td>
<td>20</td>
</tr>
<tr>
<td>Unsatisfactory Progress</td>
<td>21</td>
</tr>
<tr>
<td>Academic Integrity and Academic Misconduct</td>
<td>21</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>21</td>
</tr>
<tr>
<td>Collusion</td>
<td>22</td>
</tr>
<tr>
<td>Exam offences</td>
<td>22</td>
</tr>
<tr>
<td>Dishonest practice</td>
<td>22</td>
</tr>
<tr>
<td>4. <strong>Board of Examiners</strong></td>
<td>23</td>
</tr>
<tr>
<td>Prizes</td>
<td>23</td>
</tr>
<tr>
<td>5. <strong>Location and Facilities</strong></td>
<td>24</td>
</tr>
<tr>
<td>6. <strong>Working While Studying</strong></td>
<td>26</td>
</tr>
<tr>
<td>Placements</td>
<td>26</td>
</tr>
<tr>
<td>7. <strong>Health and Safety</strong></td>
<td>28</td>
</tr>
<tr>
<td>8. <strong>College Policies and Procedures</strong></td>
<td>30</td>
</tr>
<tr>
<td>Regulations for Students</td>
<td>30</td>
</tr>
<tr>
<td>Academic Feedback Policy</td>
<td>30</td>
</tr>
<tr>
<td>Provisional Marks Guidance</td>
<td>30</td>
</tr>
<tr>
<td>Academic Misconduct Policy and Procedures</td>
<td>31</td>
</tr>
<tr>
<td>Unsatisfactory Progress</td>
<td>31</td>
</tr>
<tr>
<td>Academic Appeals Procedure</td>
<td>31</td>
</tr>
<tr>
<td>Student Disciplinary Procedure</td>
<td>31</td>
</tr>
<tr>
<td>Intellectual Property Rights Policy</td>
<td>31</td>
</tr>
<tr>
<td>Use of IT Facilities</td>
<td>32</td>
</tr>
</tbody>
</table>
9. **Wellbeing, Support and Advice** ........................................................................ 33
   In your department ......................................................................................... 33
   Your Union ..................................................................................................... 34
   Student Hub .................................................................................................... 34
   Student Support Zone .................................................................................... 34
   Useful support contacts .................................................................................. 35

10. **Student Administration** ................................................................................ 38

13. **Work-life Balance** ...................................................................................... 39
   Graduate Students’ Union ............................................................................... 39
   Move Imperial ................................................................................................. 39

14. **Student feedback and representation** ....................................................... 40
   Feedback from students ............................................................................... 40
   Student representation .................................................................................. 40
   Staff-Student Committee .............................................................................. 40

15. **Student Surveys** .......................................................................................... 42

16. **And finally** .................................................................................................. 43
   Graduation ..................................................................................................... 43
   Alumni Services .............................................................................................. 43
   Opportunities for Further Study ................................................................. 43
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 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

‘Masterclass’ 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/students/masters/](http://www.imperial.ac.uk/study/pg/graduate-school/students/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)
Imperial Apps and Guides

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

**Welcome to Imperial app**

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

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

**Imperial Success Guide**

The Imperial Success Guide is an online resource with advice and tips on the transition to 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](http://www.imperial.ac.uk/success-guide)
1. **Introduction to the Department**

**Head of Department**

Professor Paul Robinson  
Professor in Mechanics of Composites  
City and Guilds Building Office 318

**Programme Director**

Dr Koon-Yang Lee  
Reader in Polymeric Materials  
City and Guilds Building Office 325  
koonyang.lee@imperial.ac.uk

**Postgraduate Taught Senior Tutor**

Professor Francesco Montomoli  
Professor in Computational Aerodynamics  
City and Guilds Building Office 215  
f.montomoli@imperial.ac.uk

**Senior MSc Administrator**

Mrs Ravinder Panesar  
City and Guilds Building Office 318  
+44 (0)20 7594 5066  
r.panesar@imperial.ac.uk

The Department is based in the City and Guilds Building at Imperial College London's South Kensington Campus.
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 at for staff extension numbers and email addresses.

http://www.imperial.ac.uk/engineering/departments/aeronautics/people/academic/

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

Study/Breakout Space

The MSc Common/Study Room is located in 146B (swipe card access only). 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.

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](http://www.imperial.ac.uk/about/covid-19/students)

English Language Requirements

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](http://www.imperial.ac.uk/study/pg/apply/requirements/english)
## Key dates 2021–22

### Term dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>2 October 2021 - 17 December 2021</td>
</tr>
<tr>
<td>Spring term</td>
<td>8 January 2022 - 25 March 2022</td>
</tr>
<tr>
<td>Summer term</td>
<td>30 April 2022 - 1 July 2022</td>
</tr>
</tbody>
</table>

### Closure dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas/New year</td>
<td>24 December 2021 - 1 January 2022</td>
</tr>
<tr>
<td></td>
<td>(College reopens on 4 January 2022)</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>12 April 2022 – 19 April 2022</td>
</tr>
<tr>
<td></td>
<td>(College reopens on 20 April 2022)</td>
</tr>
<tr>
<td>Early May Bank Holiday</td>
<td>2 May 2022</td>
</tr>
<tr>
<td>Spring Bank Holiday</td>
<td>2 June 2022</td>
</tr>
<tr>
<td>Platinum Jubilee Bank Holiday</td>
<td>3 June 2022</td>
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<tr>
<td>Summer Bank Holiday</td>
<td>29 August 2022</td>
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### Examination periods

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>In Spring term</td>
<td>11-22 January 2022</td>
</tr>
<tr>
<td>In Summer term</td>
<td>26 April – 10 May 2022</td>
</tr>
<tr>
<td>Supplementary Qualifying Test</td>
<td>August/September 2022 (TBC)</td>
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### Key events

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Great Exhibition Road Festival</td>
<td>9 October – 15 October 2021</td>
</tr>
<tr>
<td>Postgraduate Graduation</td>
<td>May 2022 (exact date TBC)</td>
</tr>
</tbody>
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2. Programme Information

Overview

Advanced composite materials are a vital material technology that also offer operational savings and extended service lifetimes due to their high strength-to-weight and high stiffness-to-weight ratios. It is used extensively in the aerospace, automotive, marine and wind turbine industries. Public’s growing demand for more environmental friendlier materials has also sparked the development of bio-based composite materials as sustainable alternative to fossil-derived materials. This MSc course aims to provide a broad education in all aspects of composite science and technology for students coming from widely different backgrounds in science and engineering. The emphasis given throughout the course is to set composite materials in context against other materials and, hence, to show the circumstances under which they might best be used by all sectors of industry. In addition to mechanical performance, attention is given to costs, ease of fabrication, durability, and other factors which impinge on creating viable industrial products.

This course provides a high quality, broadly-based education on both the theory and practice of the science and technology of composite materials, delivered by experts in their field, who are also committed teachers, communicators and researchers. There is an accentuation on group working and presentational skills throughout the course. Specialisation is allowed for via research project work. The programme is offered as a full-time one-year course and leads to the MSc degree. The course is composed of core modules that are taught across the first two terms (October-December, January-March), see programme structure below. Students will also undertake a comprehensive laboratory programme in the Autumn term and a Group Design project in the Spring term. From May onwards, all student time is devoted to the individual research project.

Learning Outcome

By the end of the MSc programme, you will be able to

1. Apply the comprehensive knowledge and understanding of the scientific, mathematical and computational principles, methods and models relevant to the analysis of composite materials;

2. Evaluate the current and developing (future) technologies, materials, equipment and processes in, and relevant to, the field of composite science and technology;

and will be able to

3. recognise the commercial, economic and social context of composite materials, the need for professional and ethical conduct in engineering management techniques, including project and change management, and the requirement to promote sustainable development;

4. apply and integrate fundamental knowledge to investigate new and emerging technologies in composite science and technology, and effectively communicate your findings;

5. identify, apply and integrate the knowledge necessary, in order to propose creative solutions to complex, interdisciplinary, open-ended and ill-defined problems in
composite science and technology, as well as any related disciplines, effectively working with uncertainty;

6. plan and carry out experimental work, identifying the most appropriate approach and equipment, utilising relevant practical and laboratory skills, considering health, safety and risks.

7. develop a comprehensive knowledge and understanding of composite design processes, as well as their effective planning and management, in order to generate innovative designs;

8. work effectively within diverse, multicultural, interdisciplinary teams;

9. identify and evaluate business, customer and user needs, as well as key design constraints including legal, social, environmental, ethical and commercial requirements in an engineering context;

10. plan, monitor and improve upon a personal programme of work, including the ability to undertake effective self-learning and evaluate and improve personal performance and self-efficacy as the foundation for lifelong learning and continuous personal development.

Prior to the completion of the complete programme of study, these learning outcomes will be achieved only partially, up to a level appropriate for the relevant exit degree level.

On completion of the PG Certificate, students will be able to:

- Apply the comprehensive knowledge and understanding of the scientific, mathematical and computational principles, methods and models relevant to the analysis of composite materials;
- Evaluate the current and developing (future) technologies, materials, equipment and processes in, and relevant to, the field of composite science and technology.

**Accreditation**

The MSc Composites course is accredited by The Royal Aeronautical Society (RAeS), Institute of Materials, Minerals and Mining (IOM3) and the Institution of Mechanical Engineers (IMechE).

You can apply for a student membership of IOM3:

![http://www.iom3.org/student-membership](http://www.iom3.org/student-membership)

You can apply for student membership of RAeS:

![http://aerosociety.com/Membership/whichmembership/student](http://aerosociety.com/Membership/whichmembership/student)

You can become an affiliate member of IMechE:

![https://www.imeche.org/membership-registration/become-a-member/affiliate-member](https://www.imeche.org/membership-registration/become-a-member/affiliate-member)
Pre-sessional materials

You are given access to optional pre-sessional revision modules, which will consist of content that you can work through in your own time, covering the following topics:

- Stress Analysis (compulsory)
- Introductory Mathematics (compulsory)
- Programming 1 & 2
- Fundamentals of Fluid Dynamics
- Introduction to Compressible Flow
- Aircraft Performance and Flight Mechanics
- Control Theory

Introductory Mathematics and Stress Analysis are compulsory to complete as the content will be used throughout this MSc programme. You are also encouraged to look at other pre-sessional materials as they may be useful in the optional modules you will be taking. Please note that these pre-sessional materials will not be assessed and therefore do not count for credit.

Programme requirement

To qualify for the award of an MSc degree a student must have accumulated no fewer than 90 ECTS credits of which no more than 10 ECTS credits may be from a Compensated Pass.

There are 6 core modules in this MSc programme.

<table>
<thead>
<tr>
<th>Module code</th>
<th>Term</th>
<th>Module name</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO70033</td>
<td>1/2</td>
<td>Fundamentals of Composite Materials</td>
<td>5 credits</td>
</tr>
<tr>
<td>AERO70002</td>
<td>1</td>
<td>Advanced Manufacturing</td>
<td>5 credits</td>
</tr>
<tr>
<td>AERO70014</td>
<td>1</td>
<td>Lightweight Structures</td>
<td>5 credits</td>
</tr>
<tr>
<td>AERO70023</td>
<td>2</td>
<td>Analytical Characterisation of Composite Materials</td>
<td>5 credits</td>
</tr>
<tr>
<td>AERO70027</td>
<td>1/2</td>
<td>Composite Engineering Practice</td>
<td>15 credits</td>
</tr>
<tr>
<td>AERO70034</td>
<td>1-4</td>
<td>Major Individual Research Project</td>
<td>45 credits</td>
</tr>
</tbody>
</table>

You are required to choose 2 optional modules from the following list

<table>
<thead>
<tr>
<th>Module code</th>
<th>Term</th>
<th>Module name</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO70010</td>
<td>1</td>
<td>Finite Elements</td>
<td>5 credits</td>
</tr>
<tr>
<td>AERO70012</td>
<td>1</td>
<td>Innovation Management</td>
<td>5 credits</td>
</tr>
<tr>
<td>AERO70035</td>
<td>1/2</td>
<td>Structural Integrity and Health Monitoring*</td>
<td>5 credits</td>
</tr>
<tr>
<td>AERO70009</td>
<td>2</td>
<td>Computational Mechanics**</td>
<td>5 credits</td>
</tr>
<tr>
<td>AERO70028</td>
<td>2</td>
<td>Composite Innovation – Nanocomposites and Structural Power</td>
<td>5 credits</td>
</tr>
</tbody>
</table>

*Note that this module has a cap of 30 students only
**This module requires the pre-requisite of Finite Elements
Module Information
You can view your lecturers, terms, module descriptors - includes aims, syllabus, pre-requisites, learning outcomes, teaching methods, assessment and reading list - on DSS (Departmental Student System)

http://www.imperial.ac.uk/dss

Contact details of lecturers can also be found under relevant module (under Teaching Team on Blackboard Learn)

Blackboard Learn (Virtual Learning Environment) | Administration and support services | Imperial College London

Module Registration
You are automatically enrolled on all core and optional modules for this MSc programme and should check that all are visible to you in DSS (www.imperial.ac.uk/dss). To select the two optional modules you would like to take in this MSc programme, 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.

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

Submission deadlines of selected major pieces of coursework
Some modules are summatively assessed using written exams whilst some others are assessed either through coursework solely or a combination of written exams and coursework. Here, we highlight the submission deadlines of selected major pieces of coursework for this MSc programme. It should be noted that this list is by no means exhaustive. If you are unsure of the submission deadline of any pieces of coursework associated with the module, please consult the module leader.

AERO70033 Fundamentals of Composite Materials
Channel Warping coursework 25th March 2022

AERO70027 Composite Engineering Practice
Non-destructive Evaluation Report 17th December 2021
Mechanical Testing of Polymer Composites Report 4th February 2022
Perspective on the ethical, legal, and/or societal implications of nanotechnology in composite materials 25th February 2022
Group Design Project 25th March 2022
AERO70034 Major Individual Research Project
Thesis submission 2nd September 2022
Project oral presentations 7th-9th September 2022

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 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

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.

**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.
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, if only as a mark of respect and good manners. 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’s 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.

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 the Postgraduate Tutor 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/Student Route visas to the Home Office.

You must inform the MSc Administrator if you are not able to attend any lectures more than 3 days in a row during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you may be asked to produce a medical certificate immediately.

Your attendance in the summer for your research project

You are expected to work full-time during the project period in the summer and should 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.
Transfer/Interruptions of Study/Withdrawals

Please discuss making any changes to your registration status with the PG Administrator, PGT 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 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/

Award criteria

Award of a PG Certificate

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

Award of an MSc Degree

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

- Accumulated no fewer than 90 ECTS credits 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:

- 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.
- 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%
- 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%
3. Assessment

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.

For further details and documents referred to above, 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/)

Disabilities Office:

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

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/
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 their 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.
4. Board of Examiners

Board of Examiners

- Dr Koon-Yang Lee (Chair of the Examination Board)
- Prof. Paul Robinson (Head of Department)
- Dr Francesco Montomoli (PG Tutor)
- Module Lecturers and Project Supervisors make up the rest of the membership of the Board

External Examiners

- Prof. Pedro Camanho - Universidade do Porto (Academic)
- Mr Ian Joesbury - Vendigital Ltd (Industrial)

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. 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:

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

Prizes

Currently the Board of Examiners awards the following prizes to Composites students:

**Airbus Prize for the Best Student in MSc Composites**

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.
5. Location and Facilities

Imperial has a number of campuses in London and the South East. All have excellent travel links and are easily accessible via public transport.

Your main location of study will be:

South Kensington Campus
Exhibition Road, SW7 2AZ, London, United Kingdom

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, students or visitors 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

Library Services

The Central Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

www.imperial.ac.uk/library

Shuttle bus

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to
show your College ID card to board. You can download the timetable and check the latest service updates at:

🌐 www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

SafeZone

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

SafeZone is optional to register for 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.
6. 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.

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

For more information on placements visit the Placements website:

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

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
7. 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:

![Link]

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

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

![Link]


Your Departmental safety contact is:

- Dr Nigel MacCarthy
- City and Guilds Building Office 222
- 0207 594 5043
- n.maccarthy@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include (but not limited to):

- Start of session Departmental Safety Briefing
- Risk Assessment Foundation Training (RAFT) for experimental research

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

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

www.imperial.ac.uk/safety

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.

**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
8. 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](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)
- [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

Academic Feedback Policy

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

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

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:

Academic Misconduct Policy and Procedures

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

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

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:

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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]

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/]

Intellectual Property Rights Policy

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

[www.imperial.ac.uk/research-and-innovation/research-office/ip/ip-policy/]

Further information about the Imperial Enterprise Lab can be found at:
www.imperial.ac.uk/students/enterprising-students

www.imperialenterpriselab.com/support/experts-in-residence

Use of IT Facilities

View the Conditions of Use of IT Facilities:

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.

9. Wellbeing, 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 at Imperial.

Your PGT Senior Tutor

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

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.

Departmental Disability Officers

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

Your Departmental Disability Officer is: Dr Oliver Buxton

Email: o.buxton@imperial.ac.uk

Telephone: 0207 594 5118

More information on Departmental Disability Officers is available at:

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

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

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

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

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.

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](mailto:imperialcollege hc@nhs.net)
- [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)

Imperial College Dental Centre

- **Prince’s Gardens, South Kensington Campus**
- **020 7589 6623**
- [www.imperialcollegedental.co.uk](http://www.imperialcollegedental.co.uk)

Student Counselling and Mental Health Advice Service

- **020 7594 9637**
- [counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk)
- [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)

Multi-Faith Chaplaincy Service

- **Chemistry Building, South Kensington Campus**
- [chaplaincy@imperial.ac.uk](mailto:chaplaincy@imperial.ac.uk)
- [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)

Disability Advisory Service

- **Room 566, Level 5, Sherfield Building, South Kensington Campus**
- **020 7594 9755**
- [disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)
- [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)
Library Services
The Central Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and
the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter: @imperiallibrary.

www.imperial.ac.uk/library

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

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/

For tuition fees queries, contact the Tuition Fees team:

📞 020 7594 8011
✉️ 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
10. 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 7267

✉️ certificates@imperial.ac.uk
13. Work-life Balance

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

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

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

- 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
14. 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 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 1 – 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.
15. 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)
16. 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 Wi-Fi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

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

HTTPS://www.imperial.ac.uk/alumni

Opportunities for Further Study

After you have completed your MSc, you may choose to go on to PhD study. Imperial College offers a variety of PhD scholarships, which you can find here:

HTTPS://www.imperial.ac.uk/mathematics/postgraduate/doctoral-programme/prospective/phd-funding-opportunities/

Individual academics or research groups may also have funding for PhD. Please do feel free to consult academics you wish to conduct your PhD with.