

**Imperial College
London**



**Faculty of Engineering
Department of Aeronautics**

Fourth Year H41E Erasmus Student Handbook

2018–19

1.	Introduction	2
	Welcome from the Erasmus Programme Coordinator Dr Siti Ros Shamsuddin	2
2.	Department and College Contacts	2
2.1	Department Erasmus Co-ordinator	2
2.2	Undergraduate Office (CAGB 310).....	2
2.3	Student Placement Office, Registry.....	2
2.4	International Office	3
2.5	Aeronautics Staff	3
3.	The Course	3
3.1	Project.....	3
3.2	Course Summary	3
3.3	Learning Agreements	4
3.4	Taking Courses in Other Departments	4
3.5	Choice of Options.....	4
3.6	Personal Tutor.....	5
3.7	Examinations Location	5

1. Introduction

Welcome to the Aeronautics Department at Imperial College. In this handbook you will only find information specifically for students on our fourth year H41E exchange programme. Generic information for all programmes can be found in our MEng Student Handbook which can be found on our website for current students.

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

You are expected to read both handbooks carefully and they will be your first point of reference for any queries along with information provided on our current student's website. This handbook is continually being updated so always check for the latest version online.

Welcome from the Erasmus Programme Coordinator Dr Siti Ros Shamsuddin



It is my pleasure to welcome you to the Department of Aeronautics, Imperial College London. You can easily contact me on my email and please feel free to drop by my office during my office hours for any academic related issues to discuss. I understand that this may be your first time being away from your family and coming to a different country, but I do hope you make the most of the opportunities you can get in London generally, and in Imperial specifically. We have the Imperial's Erasmus Club which you can join for year-around events and talks, and most importantly to build your own social network. Finally, I wish you all a great year at Imperial and all the best in your studies.

2. Department and College Contacts

2.1 Department Erasmus Co-ordinator

Your initial contact with the academic staff of this Department will be through the Erasmus Co-ordinator (Dr Siti Ros Shamsuddin, Room 139, City and Guilds Building, tel: +44 (0)20 7594 5042; email: s.shamsuddin07@imperial.ac.uk). She will in effect be your personal tutor and will be happy to see you at any convenient time to offer advice on any personal or academic problems you may have.

2.2 Undergraduate Office (CAGB 310)

This office is led by the Senior Undergraduate Administrator Miss Jackie O'Neill and supported by two Undergraduate Administrators, Mrs Jie Du and Mrs Shirin Yoosoofsah.

Undergraduate Office contact telephone numbers are: +44 (0)20 7594 5100 or 5102.
Opening hours are **9.30-4.30pm Mon, Tue, Thu, Fri and 9.30-12.30pm Wed.**

*Outside of these hours if you have any **urgent** enquiries e.g. lecturer has not turned up, cannot find room or medical emergency then please come in if office is open/staffed.*

Email Enquiries to Undergraduate Office Instructions

It would be easier to deal with your enquiries face to face so please do drop in during our opening hours above. However you may find it more convenient to email us but please follow the instructions below as failure to do so will result in a lengthy process or no response to your query.

- All email enquires **must be sent** to ae.office@imperial.ac.uk and not to individual office staff personal emails.
- All email enquiries **must come from** *College email accounts* and state student's full name, CID number, programme and year.

2.3 Student Placement Office, Registry

The Student Placement Office is your source of advice and assistance on all matters related to the hosting of students on placement across the College (including all registration issues, fees, bursaries, accommodation, English language requirements etc).

Assistant Registrar Placement Officer:

Adrian Hawksworth 6TU a.hawksworth@imperial.ac.uk U6T, tel +44(0)20 7594 8044
For further information please see <http://www.imperial.ac.uk/placements/>

2.4 International Office

The International Office at Imperial College deals with all students from outside the UK who wish to study here. They provide a top-class level of support whenever you may need it – before arrival, during your studies and when you move on. Areas of support they provide are:

- Preparing international students for Imperial
- Providing visa and immigration advice and services
- Provide you with assistance throughout your studies

For further information and contact details please see

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

2.5 Aeronautics Staff

For further details on how to contact academic/administrative/technical staff please refer to the MEng Handbook or go to

 <http://www3.imperial.ac.uk/aeronautics/people>

3. The Course

3.1 Project

Detailed information about the available projects this year, the allocation process, the preparatory work and the assessment of the projects, is provided in a separate document which you will find on the AE4-406 Individual Project (2018-19) folder on Blackboard. As soon as you know your allocated project you should begin any recommended preparatory reading and start preparing your work plan in consultation with your supervisor.

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

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

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

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

The project will occupy about 200 hours. There will be some time available for completion of the project after your final set of examinations which will be held at the start of the Summer term examinations (project runs from week 3 to week 8 inclusive in Summer term). You should note however, that it may not be possible for you to leave all of your project work until after the examinations. For example, for some projects it may be necessary to have equipment and specimens manufactured in the workshops; for others there may be limited availability of test facilities (eg. wind tunnels, tensile test machines etc.). You should discuss your work programme with your project supervisor early in the Autumn term.

3.2 Course Summary

The table below lists all the optional subjects currently offered for students on the Erasmus/Exchange programme (revised annually) by the Aeronautics Department. Entirely up to your Home Institute as to what options you undertake from those offered.

In a given year, for reasons associated with timetabling, staff availability and course popularity, it may not be possible to offer all these options and restrictions may be placed on combinations of subjects. Terms may be subject to alteration.

Modules	Term Taught	Term Exam Held
Formal Examinations		
AE3-402 Separated Flows & Fluid-Struct Interaction	2	3
AE3-408 Materials in Action	1	2
AE3-410 Mathematics	2	3
AE3-412 Introduction to Turbulence and Turbulence Modelling	1	2

AE3-414 Computational Fluid Dynamics OR AE3-421 Advanced Manufacturing	1 1	2 2
AE4-401 Applications of Fluid Dynamics OR BE4-MBMX Biomechanics (IDX) OR EE4-29 Optimisation (IDX)	1 1 1	2 3 3
Language ((IH) OR Non-Language (IH)	1,2 1,2	2 2
DE3-DLIE Design-led Innov & Enterprise OR AE3-416 Advanced Propulsion OR BS0821 Project Management (M/B)	2 2 2	C/W assessed 3 3
BS0808 Finance & Financial Management (M/B)	2	3
AE3-420 Innovation Management (M/B)	1	2
BS0852 Entrepreneurship Online (M/B)	1	2
AEM-AAE02 Aircraft Systems Engineering and Aerial Vehicle Technology	2	3
<u>Assessed by Coursework only</u>		
AE4-404 Applied Computational Aerodynamics	1	
AE4-406 Individual Project	3	
AE3-403 Aerospace Vehicle Design	1	
AE3-406 Airframe Design	1,2	

Key:


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

M/B = Management/Business option


IH = Imperial Horizons

C/W = Coursework

Coursework submission and feedback deadlines can be found on the current student's website:

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

Programme specifications contain information on the aims, objectives, learning outcomes, modules hours, ECTS as well as details of how our modules are delivered, see link below for full information.

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

3.3 Learning Agreements

Any changes or signature required for your learning agreements then please contact the Department Erasmus Coordinator.

3.4 Taking Courses in Other Departments

You may take courses in other Imperial College departments apart from those listed in the modules offered to you from the Aeronautics Department above (you would need to contact the relevant departments directly to make arrangement if you wish to do other courses as we do not liaise for you) as per the Erasmus learning agreement. *However these are subject to administrative restrictions i.e. we would not be able to accommodate for these on your timetable and you would have to ensure that they do not clash with the timetabled courses you have selected in Aeronautics. Also we cannot guarantee there will not be an examination scheduling clash between our exams and those of courses taken in other departments which are not offered by us.*

You are also required to inform the Undergraduate Office in Aeronautics if you are taking courses in other Departments as soon as you have received confirmation you are registered to ensure they receive your results.

If at any time you drop any course you must inform the Undergraduate Office immediately. Failure to notify us will result in zero marks on your official transcript which will not be removed.

3.5 Choice of Options

Students were asked to select their options earlier in the year for both Autumn and Spring term modules. There is very little scope to change options when you start in October so students must follow the

instructions given and choose carefully but if you do have a desperate need to change then go and see Miss Jackie O'Neill in the Undergraduate Office before Friday 12th October 2018.

3.6 Personal Tutor

There are personal tutorial sessions scheduled in the Autumn, Spring and Summer terms with the Erasmus Program Coordinator who is also your Personal Tutor. In addition she will be happy to see you at any mutually convenient time to discuss academic or personal problems you may have.

3.7 Examinations Location

We have two examination sessions. The first examination session takes place during the first two weeks of the Spring Term (January) and the second examination session takes place during the first two weeks of the Summer Term (April/May). Exams will only take place during this period and will only take place at Imperial College. If your ERASMUS agreement ends before either of these examination sessions then students are required to return to take them. ***You will not be allowed to take our examinations at your home institutes.***