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Welcome to the College

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

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

You’re now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution.

We’re committed to providing you with the very best academic resources to help you reach your true potential.

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.

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 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities (following an annual fee of £30 in 2019-20) across our campuses.

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,

First and foremost, congratulations on making it here. It's difficult to overstate how well you've done to make it to Imperial, and an easy thing to take for granted: well done.

Studying at a place like this gives you opportunities you simply wouldn’t have elsewhere. This is a well-funded institution, with extremely capable students and superb research facilities. Take advantage of both: working with others, and seeking out opportunities beyond your course, is what makes a degree here worthwhile.

Imperial has plenty to offer outside study too, giving you the chance to try something new. London is a well-connected, diverse city, where almost anything you could want is only a tube ride away. We’re a stone’s throw from some of the greatest museums in the world. We also have hundreds of student-led societies covering almost any area you can think of.

These societies are administered by your student union, the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and myself are all elected students who have taken a year out to work full-time representing you.

University is a bit of a sea change: you’re in a place where, likely for the first time in your education, you have a good degree of control over how you learn. Take advantage of this. Consider running in our autumn elections, be sure to join a society or two, and above all, make your voice heard. If there’s something you want to see changed, this is a place where we can make that happen.

No matter what problems you have or opportunities you’re looking for, we’re here to help. Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Best of luck - I hope you have a fantastic year,

Abhijay Sood

*Imperial College Union President 2019-20*

union.president@imperial.ac.uk

imperialcollegeunion.org

**Using this Handbook**

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

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

Included in this handbook is essential information about:

- What to do if you run into difficulties affecting your academic life;
- What to do if you run into difficulties in your personal life, such as illness;
- Departmental and College contacts and resources available to you;
- The structure and content of your degree programme and year of study
There are a number of other important sources of information from the Department, and we would encourage you to make use of these:

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

**Sources of Information Quick Guide**

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

- **Information and Communications Technologies (ICT):** If you’re having problems with technology (including computers, laptops and mobile devices), you can get help from ICT’s Service Desk [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

- **Current Students Website:** Useful links to Student Handbook, Blackboard Learn, DSS, Student Sharepoint Portal, DSS, Library, ICT and Computing, Programme Specifications, Campus Facilities, Careers, Policies and Expectations etc [http://www.imperial.ac.uk/aeronautics/study/ug/current-students/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/)

- **Blackboard Learn:** Here you will find all teaching materials for your modules such as course notes, tutorial sheets, module descriptors, reading lists, Panopto, coursework assignments submission boxes and details of your course lecturers [https://bb.imperial.ac.uk/](https://bb.imperial.ac.uk/)

- **Student Sharepoint Portal:** Here you will find information on past exam papers, exam reports, projects etc [https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Student-Portal.aspx](https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Student-Portal.aspx)

- **Departmental Student System (DSS):** This is the departmental and College official register for the modules you are enrolled on for credit [http://www.imperial.ac.uk/dss](http://www.imperial.ac.uk/dss).

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

- **College Website for New Students:** New students should refer to this website but is also a useful resource for current students [http://www3.imperial.ac.uk/students/newstudents](http://www3.imperial.ac.uk/students/newstudents)

- **Teaching Spaces/Campus Map:** The list of rooms timetabled for our teaching are detailed in the weblink below to assist you in finding your way around. You can use the filters to organise the listing according to buildings. [http://www.imperial.ac.uk/engineering/study/current/teaching-spaces/](http://www.imperial.ac.uk/engineering/study/current/teaching-spaces/)
  [http://www3.imperial.ac.uk/campusinfo/southkensington](http://www3.imperial.ac.uk/campusinfo/southkensington)

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

Welcome from Head of Department Professor Paul Robinson

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

In the summer of 2017 the Department moved to its new location in the City and Guilds Building on the South Kensington Campus after 60 years in the Roderic Hill Building. In making this move we have benefited from a large number of new facilities. These include wind tunnels, a flight simulator suite, a flight arena for aerial robotics (funded by one of our alumni), a technology suite with 3-D additive manufacturing equipment and a well-equipped student workshop. You will have opportunities to use these facilities during your course and I hope these practical aspects will form a valuable and enjoyable component of your learning experience in the department.

You will already know that our degree course is intellectually demanding both in terms of breadth and rigour and it can be easy to forget that it is essential to make time for activities outside of studying. The year ahead may well be challenging but I hope you manage to achieve a good balance between the demands of the course and other important activities such as spending time with your friends, pursuing sporting interests and engaging in some of the many opportunities open to you as a student at Imperial. I wish you all a very successful and enjoyable year.

Welcome from Programme Director Dr Errikos Levis

I am delighted to welcome you to the Aeronautics MEng programmes. These are exciting times for aerospace-related disciplines. Aviation is nowadays required to become more environmentally friendly, while meeting the ever-growing needs of mass transportation for globally connected economies. Almost fifty years after the pivotal first Moon landing, we are also seeing private companies venturing into the commercial exploitation of space.

Our aim is to train the next-generation of aerospace engineering leaders. Hence, our programmes will equip you with all the necessary state-of-the-art multidisciplinary knowledge and expertise required to tackle present and future challenges in aerospace science and technology. I must stress that we are particularly proud of the academic rigour of our courses and of the broad scope of our curriculum. Therefore, you will have to work very hard to get to the finish line, but please rest assured that today’s effort will pay you off in the future. I wish all of you best of luck in your studies and in your careers.

Welcome from Student Wellbeing Adviser Miss Amy Picton

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

My role will enhance the wellbeing support you receive from your Personal Tutor and the Student Support Zone. Throughout the year I will offer a non-judgemental listening and advice service. I will be available speak to on a confidential one to one basis regarding a range of issues and offer practical coping strategies. I will also work closely with college support services to signpost you to further ongoing support.

My role will include developing wellbeing resources, leading workshops and working with elected student wellbeing reps to ensure you have the tools to look after your wellbeing and achieve a healthy work life balance.

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

Hey everyone, and welcome to another year in the Aeronautics, hopefully filled with good things both in and out of the university life! It's going to be an ambitious one, so be prepared for a lot of changes!

To those of you who are starting their studies at Imperial, my congratulations on making it here, one of the most reputable universities in the world. It must not have been easy to get here, but be prepared for what's to come. The course you're about to begin is a challenging one, and you're probably going to have to be working harder than ever before! No need to be nervous however, as I hope you'll soon find you're surrounded by a wonderful team of people all determined to make sure the next four years go as smoothly as possible, and you come out as the best aeronautical engineer you can be.

Congratulations are also in order for all of you returning, I know how hard you've worked and hope you've enjoyed your well deserved break, and feel ready to take on another year in this department!

Now if you're wondering who I am, or what my picture is doing in here, my name is Victor and I'm a fourth year student and I've been elected as your Department Academic Rep for this year. The Reps Network is a network that represents all students allows for better communication between students, staff and higher college structures. I'll be leading the team of Student Academic reps you will be electing at the start of the year, to voice your concerns, your opinions and your feedback to the appropriate people.

I hope you will find that this department is more than just a place of study, and will enjoy the next year of your degree! If you ever want to get in touch, drop me an email at vl516@ic.ac.uk. or better yet just come and talk to me.

Best of luck for the year ahead!

Welcome from Undergraduate Wellbeing Representative Mr Kelvin Cheng

Hello, and a big welcome to all students, both new and returning! Hope you all had some rest over the summer and are ready for the coming year as we step into the next century as a department. I really do look forward to talking with every one of you so if you see me just stop me for a chat!

In the pursuit of excellence one mustn't neglect the importance of mental wellbeing. If you have any issues with health, relationships, financial concerns, etc. which is keeping you from achieving, do let us know, we will see how we can help. Just in case you haven't heard, there are year-specific wellbeing reps ready to support you all year round too. Drop me an email at cwc4217@ic.ac.uk anytime with anything, we can have it sorted out.

All the very best, and see you around!
## Key Department Academic Contacts

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Mr Keith Wolstenholme  
Technician  
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**Undergraduate Office (CAGB 310)**
This office is led by the Undergraduate Office Manager 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/lab demonstrator 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 enquiries **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 and year.

**Location and Facilities**

**Your main location of study will be:**

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

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

- [http://www.imperial.ac.uk/visit/campuses/south-kensington/](http://www.imperial.ac.uk/visit/campuses/south-kensington/)

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

- [http://www.imperial.ac.uk/aeronautics/facilities/](http://www.imperial.ac.uk/aeronautics/facilities/)

**Student Common Room (CAGB 205)**

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

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

**Accessing the Department**

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

- [http://www.imperial.ac.uk/aeronautics/study/ug/current-students/accessing-the-department/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/accessing-the-department/)

**Accessibility**

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

- [https://www.accessible.co.uk/organisations/imperial-college-london](https://www.accessible.co.uk/organisations/imperial-college-london)
Attendance and absence

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

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

Key dates 2019–20

Term dates for current and future academic years as well as other useful dates for undergraduate students can be found on the current student’s website at

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

You can also find useful information about key dates on the following websites:

http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/
http://www.imperial.ac.uk/admin-services/registry/term-dates/

2. General Programme Information

Programme Description (pre-2019 entry)

The department offers four MEng degrees:

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

You can also find useful information about key dates on the following websites:

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

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

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

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

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

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

For an overview for all of the academic years we have compiled a “Years at a Glance” website for current students as per the link below.

http://www.imperial.ac.uk/aeronautics/study/ug/current-students/at-a-glance/
Transfers are only open to students who have met the relevant academic requirements. For full information on the academic requirements and the transfer process for all programmes please see relevant links below.

**MEng Aeronautical Engineering with a Year Abroad (H410)**
- [http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-abroad/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-abroad/)

**MEng Aeronautical Engineering with a Year in Industry (H420)**
- [http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-in-industry/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-in-industry/)

**MEng Aeronautics with Spacecraft Engineering (H415)**
- [http://www.imperial.ac.uk/aeronautics/study/ug/current-students/Spacecraft-Engineering-H415/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/Spacecraft-Engineering-H415/)

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

**Competency Standards**
Competency standards highlight the core skills students should be able to demonstrate by the end of their programme of study in the Aeronautics Department.
- [http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/aeronautics/Competency-Standards.pdf](http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/aeronautics/Competency-Standards.pdf)

**Accreditation**
Accreditation information is available at:
- [http://www.imperial.ac.uk/aeronautics/study/ug/current-students/accreditation/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/accreditation/)

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

Also, your Tutor will usually be available for private discussions at unscheduled times but in such cases it is advisable to make an appointment first. The allocation of personal tutors for new students will be posted on the notice board outside the Undergraduate Office (CAGB 310) by the end of the first week of term.

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

Your Personal Tutor will meet with you in groups or individually several times per term and your first group tutorial will take place on Monday in Week 2. Please note due to timetable constraints your lecturer may need to rearrange the timetabled event in your calendar to one which fits in with his/her teaching. However, you will have one every week across all terms. Attendance is compulsory and your Personal Tutor will take an attendance register.

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

Your timetables are produced centrally by College but if you have any queries with the **content of the events in your timetable** then please contact the Aeronautics Undergraduate Office, come and see us in CAGB 310 or email us (from your College email only please) on ae.office@imperial.ac.uk clearly stating your full name, year, programme, CID and what the issue is.

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

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

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

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

**Options Information for Third and Fourth Years**

Students are asked to select their options in April/May for the following academic year (both Autumn and Spring term modules) and they have until at least one week after the exam results are released to students in July to select them. There is very little scope to change options on your return in October so students must follow the instructions given and choose carefully but if you do have a desperate need to change then contact Miss Jackie O’Neill in the Undergraduate Office before Thursday 11th October 2019.

**Size Limits for Lab/Coursework Reports**

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

**Working in Groups**

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

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

**Laboratory/Practical Work Attendance**

Attendance as stated in earlier Section 1 is compulsory for all timetabled events. However if you miss practical work events such as laboratories, practical examinations or workshop events it is highly unlikely we will be able to reschedule. This is due to large number of groups, short timescale when events can take place and the group size constraint for health and safety reasons. In addition you cannot just ‘turn up and join’ another group as you will be refused entry.

Important practical and safety information is provided at the start of each lab session hence you will be refused entry if you fail to turn up on time. **If YOU ARE MORE THAN 2 MINUTES LATE you will not be allowed TO JOIN THE LABORATORY SESSION.** Following the laboratory, you will be allowed to submit the relevant lab report (Year 2) or join the oral assessment session (Year 3/4), based on data gathered and shared by the remainder of your lab group, however your maximum achievable mark will be capped at a pass (40%). This rule also applies to absentees.

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


Note that trivial reasons for non-attendance or delay e.g. alarm didn’t go off, inability to locate the lab facility, public transport delays etc will not be considered as mitigation and all absences will be reported to Personal and Senior Tutor. For job or placement interviews at first instance, please ask the company to rearrange for you and if they refuse we would need proof of this refusal.
Imperial Horizons
This programme is available to all undergraduates and is designed to broaden your education, inspire your creativity and enhance your potential. They have a wide range of innovative courses which can be taken as part of, or alongside, your main degree. These non-degree credit modules offer you the opportunity to enrich your education, enhance your CV and impress future employers.

Aeronautics students can only take specific Horizons modules for degree credit in the third and fourth years. For final year students on the H401, H415 and H420 programmes, Horizons courses can only be taken for credit during the Autumn term. For full information please see link below.

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

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

www.imperial.ac.uk/imperialmobile

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

www.imperial.ac.uk/success-guide

I-Explore Modules
Through I-Explore, you’ll have the chance to deepen your knowledge in a brand new subject area, chosen from a range of for-credit modules built into your course. From academic year 2019/20, all of our undergraduate courses will include one module from I-Explore’s wide selection.

The Aeronautics Department offers I-Explore modules in your third year of study.

www.imperial.ac.uk/study/ug/i-explore
3. Assessment and Examination Regulations

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’s Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations (All continuing students) and the Single Set of Regulations (all new entrant undergraduate students, and selected postgraduate programmes).

Instructions for exam candidates can be found here:

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 (cheating) 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 and 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.

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 the assessment brief with regards to individual work, always acknowledge the contributions of others in your work, and do not leave yourself open to allegations that you have supplied answers to enable another student to commit academic misconduct.
Exam offences

Exam offences fall into two main areas. This may be an attempt to gain academic advantage (cheating) or acting is a way that is potentially disruptive to others in the same venue (sometimes referred to as a technical offence). Examples of cheating can include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, using an unauthorised electronic device, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you. Examples of being potentially disruptive includes having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

Dishonest practice

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

Internal Examiners

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Paul Robinson</td>
<td>Head of Department/Board Chair</td>
</tr>
<tr>
<td>Dr Errikos Levis</td>
<td>Director of Undergraduate Studies</td>
</tr>
<tr>
<td>Dr Vito Tagarielli</td>
<td>Undergraduate Examinations Officer</td>
</tr>
<tr>
<td>Dr Sylvain Laizet</td>
<td>Undergraduate Senior Tutor</td>
</tr>
</tbody>
</table>

External Examiners

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Owen Tutty</td>
<td>University of Southampton</td>
</tr>
<tr>
<td>Prof Nicholas Warrior</td>
<td>University of Nottingham</td>
</tr>
</tbody>
</table>

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.

It is inappropriate for you to submit complaints or representations direct to external examiners or to seek to influence your external examiners. 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/
First Year Programme (Last delivered 2018/19 for References Only)

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

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

Introductory Maths (1st)

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

Programme Summary (1st)

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

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

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

For full details on the delivery, learning outcomes, aims and objectives, ECTS, module hours assessment, marking and feedback can be found on our programme specifications document: http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/

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

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

[b] Coursework submission and feedback deadlines can be found on the current student’s website:
   http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/

Departmental Laboratory Work (1st)
Laboratory work within the Department will consist of six experiments split over the Autumn and Spring terms as outlined in the table below. Again, attendance at all laboratories is mandatory.

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

<table>
<thead>
<tr>
<th>Laboratory Title</th>
<th>*Timetabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO94011 Strain Measurement</td>
<td>Week 7</td>
</tr>
<tr>
<td>AERO94011 Flow Visualisation</td>
<td>Week 7,20</td>
</tr>
<tr>
<td>AERO94011 Wind Tunnel Tests on a Model Cessna</td>
<td>Week 7,20</td>
</tr>
<tr>
<td>AERO94011 Pipe Flow</td>
<td>Week 7,20</td>
</tr>
<tr>
<td>AERO94011 Behaviour of Simple Beams</td>
<td>Week 20</td>
</tr>
<tr>
<td>AERO94011 Materials Mechanical Testing</td>
<td>Week 20</td>
</tr>
</tbody>
</table>

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

6. Second Year Programme

Programme Summary (2nd)
The lectures are again supported by subject tutorials (roughly 1.5 hour tutorial class for every 5 hours lectures) and surgery classes. Coursework consists of laboratory work in aerodynamics, electrical engineering, materials and structures; further computing exercises and an extensive design, make and test exercise, involving the use of machine tools, carried out during the autumn and spring terms.

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

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

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

<table>
<thead>
<tr>
<th>Modules</th>
<th>Term Taught</th>
<th>Term Examined</th>
<th>Non-Examined Assessment</th>
<th>% of Year Total</th>
</tr>
</thead>
</table>

#### Assessed by Formal Examinations

<table>
<thead>
<tr>
<th>Modules</th>
<th>Term Taught</th>
<th>Term Examined</th>
<th>Non-Examined Assessment</th>
<th>% of Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO95001 Aerodynamics</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td>9.29</td>
</tr>
<tr>
<td>AERO95004 Circuits, Signals and Systems</td>
<td>2</td>
<td>3</td>
<td>*</td>
<td>9.29</td>
</tr>
<tr>
<td>AERO95005 Materials</td>
<td>1</td>
<td>3</td>
<td>*</td>
<td>6.19</td>
</tr>
<tr>
<td>AERO95006 Mathematics</td>
<td>1, 2</td>
<td>2, 3</td>
<td>*</td>
<td>9.29</td>
</tr>
<tr>
<td>AERO95007 Mechanics of Flight</td>
<td>2</td>
<td>3</td>
<td>*</td>
<td>6.19</td>
</tr>
<tr>
<td>AERO95008 Propulsion and Turbomachinery</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td>6.19</td>
</tr>
<tr>
<td>AERO95009 Structural Mechanics and Dynamics</td>
<td>1, 2</td>
<td>3</td>
<td>*</td>
<td>9.29</td>
</tr>
<tr>
<td>[a] AERO95012 Technology, Business and the Market for Aeronautical Engineers OR Horizon Languages (French or German)</td>
<td>2</td>
<td>3</td>
<td>*</td>
<td>9.29</td>
</tr>
</tbody>
</table>

**Aggregate % of Year Total**

65

#### Assessed by Coursework[b]

<table>
<thead>
<tr>
<th>Modules</th>
<th>Term Taught</th>
<th>Non-Examined Assessment</th>
<th>% of Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO95002 Numerical Analysis</td>
<td>2</td>
<td>6.19</td>
<td></td>
</tr>
<tr>
<td>AERO95003 Manufacturing Processes</td>
<td>2</td>
<td>4.94</td>
<td></td>
</tr>
<tr>
<td>AERO95010 Experimental Methods (8 labs) Short Labs (5 @ 1.22%)</td>
<td>1, 2</td>
<td>14.5</td>
<td></td>
</tr>
<tr>
<td>Long Labs (2 @ 2.5%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials Labs (2 @ 1.74%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO95011 L2 Applications</td>
<td>1, 2</td>
<td>*</td>
<td>9.29</td>
</tr>
</tbody>
</table>

**Aggregate % of Year Total**

35

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

[b] 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/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/)

### Departmental Laboratory Work (2\textsuperscript{nd})

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

#### Laboratory Title

<table>
<thead>
<tr>
<th>Laboratory Title</th>
<th>*Timetabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO95010 Vibration of an Aircraft Model (L/I)</td>
<td>Week 6</td>
</tr>
<tr>
<td>AERO95010 Measurement of the Pressure Distribution on a Circular Cylinder (L/I)</td>
<td>Week 6,21</td>
</tr>
<tr>
<td>AERO95010 Profile Drag and Wake Momentum Lab (S/G)</td>
<td>Week 6,21</td>
</tr>
<tr>
<td>AERO95010 Materials SEM Lab (S/I)</td>
<td>Week 6,21</td>
</tr>
<tr>
<td>AERO95010 Materials Polymer Lab (S/I)</td>
<td>Week 6,21</td>
</tr>
<tr>
<td>AERO95010 Aircraft Static Stability Assessment using Flight Testing (S/G + S/I)</td>
<td>Week 21</td>
</tr>
<tr>
<td>AERO95010 Shear Centre and Principal Axes (S/I)</td>
<td>Week 21</td>
</tr>
<tr>
<td>AERO95010 Signals and Systems (S/I)</td>
<td>Week 21</td>
</tr>
</tbody>
</table>
*Where labs take place in both terms half the students will do the lab in the Autumn term and the other half will do in the Spring term (not enough room in one lab week to accommodate all students).

**Key:**
L = Long Lab Report,
S = Short Lab Report,
I = Individual Report Submission
G = Group Report Submission

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

**Project and Application Work (2nd)**
The second year application exercise consists of the design and construction of a small wind turbine. There will be an initial briefing and safety lectures, followed by a series of lectures on mechanical and aerodynamic design. This will be followed by tutorial sessions during the design period and manufacturing and testing sessions later in the year. You will find it necessary to work outside the scheduled sessions. Testing will take place in this department during the Summer term. You should note that the assessment of this exercise makes a major contribution to your coursework mark for the year.

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

**Cranfield Flight Test Course (2nd)**
During the second year, students may attend an optional short flight testing course held at the Cranfield Institute of Technology. A briefing will be held for students in the Department on Wednesday 29th April 2020; the test course at Cranfield will take place on Thursday 30th April and Friday 1st May 2020 and the Debriefing in the Department on Tuesday 5th May 2020 (note these dates are provisional and may be subject to change). The Undergraduate Office will email students in March 2020 informing them of how to sign up but please note that briefing, flight test day and debriefing are compulsory sessions once you sign up. Students will be issued with a Flight Certificate at the end of the course during the debriefing session.

**Information on the flight test course:**
The aircraft is a flying laboratory. The participants carry out a short flight test course which is aimed at enhancing their knowledge of flight dynamics, as well as experiencing some of the manoeuvres that an aircraft is capable of, such as the modes of motion. The course forms part of the RAeS accreditation process for an aeronautical engineering degree.

During the course, students get a pre-flight brief, make some measurements during the flights, and analyse the data after the flight as they would during the flight test process. Cranfield also give students the opportunity to ask questions that they may have, either in relation to what they have seen, flight test, or aircraft operations in general. Cranfield also present the theory slightly differently to the way that is done in normal undergraduate lectures, and typically find that people finish the course with a much greater understanding of flight mechanics / flight dynamics as well as having experienced some of the more unusual aspects of aircraft in flight. Feedback from students during courses over the years has shown Cranfield that students put a lot of things that they have seen into context and relevance, and can make connections between the theory and real world aircraft operations.

Cranfield carry this out on an Air Operator Certificate as they are effectively an airline, i.e. they comply with the same rules as BA or EasyJet. So it is all done perfectly safely for any who have concerns.
7. Third Year Programme

Programme Summary (3rd H401/H420)

In general courses assessed by examination are supported by subject tutorial and surgery classes. The major element of the coursework taken in the third year H401/H420 is a group design project. Other coursework includes laboratory work related to the lecture courses taken, and assessment exercises for the lecture courses in Aerospace Vehicle Design, Finite Elements and some of the optional subjects. The below is a list of all the optional subjects currently offered. In a given year, for reasons associated with timetabling, staff availability and course popularity, it will not be possible to offer all these options and restrictions will be placed on combinations of subjects which can be chosen as indicated below.

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

<table>
<thead>
<tr>
<th>Modules</th>
<th>Term Taught</th>
<th>Term Exam Held</th>
<th>Non-Examined Assessment</th>
<th>% of Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Core – Formal Examinations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO96001 Aircraft Aerodynamics</td>
<td>1,2</td>
<td>3</td>
<td>*</td>
<td>12.5</td>
</tr>
<tr>
<td>AERO96002 Control Systems</td>
<td>2</td>
<td>3</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td>AERO96003 Finite Elements</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td>AERO96004 Aircraft Structures</td>
<td>1,2</td>
<td>3</td>
<td>*</td>
<td>12.5</td>
</tr>
<tr>
<td>Optional Subjects – Two to be Chosen</td>
<td></td>
<td></td>
<td></td>
<td>8.33 (‘2)</td>
</tr>
<tr>
<td>AERO96023 Spacecraft Structures</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO96014 Computational Fluid Dynamics OR AERO96020 Advanced Manufacturing</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>*</td>
</tr>
<tr>
<td>AERO96006 Advanced Mechanics of Flight OR AERO96011 Materials Modelling</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>*</td>
</tr>
<tr>
<td>BIOE97069 Biomechanics (IDX) OR ELEC97062 Optimisation (IDX)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AERO96019 Innovation Management (M/B) OR BUSI96009 Corporate Finance Online OR BUSI96010 Entrepreneurship Online OR BUSI96005 Project Management (M/B) OR Language (IH) OR Non-Language (IH)</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>C/W</td>
</tr>
<tr>
<td>DESE96008 Design-led Innov &amp; Enterprise OR AERO96016 Advanced Propulsion OR BUSI96005 Project Management</td>
<td>2</td>
<td>2</td>
<td>C/W</td>
<td>3</td>
</tr>
<tr>
<td>AERO96007 Separated Flows &amp; Fluid-Struct Inter. OR AERO96012 Mathematics</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>AERO96022 Spacecraft Systems OR AERO97067 Aircraft Systems Engineering and Aerial Vehicle Technologies</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>*</td>
</tr>
<tr>
<td>AERO96021 High Performance Computing</td>
<td>2</td>
<td>C/W</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Aggregate % of Year Total 58.33
### Compulsory Core - Assessed by Coursework\(^a\)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term Taught</th>
<th>Term Exam Held</th>
<th>Non-Examined Assessment</th>
<th>% of Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO96005</td>
<td>Group Design Project</td>
<td>3</td>
<td></td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>AERO96008</td>
<td>Aerospace Vehicle Design</td>
<td>1,2,3</td>
<td></td>
<td></td>
<td>16.66</td>
</tr>
</tbody>
</table>

**Aggregate % of Year Total**: 41.67

\(^a\)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/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/)

**Key:**

- IDX = Inter-Departmental Exchange, modules run by other Departments
- M/B = Management/Business option, students can only take one across both 3rd/4th years
- IH = Imperial Horizons
- C/W = Coursework

### Programme Summary (3rd H415)

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


<table>
<thead>
<tr>
<th>Modules</th>
<th>Term Taught</th>
<th>Term Exam Held</th>
<th>Non-Examined Assessment</th>
<th>% of Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory Core – Formal Examinations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO96001 Aircraft Aerodynamics</td>
<td>1,2</td>
<td>3</td>
<td>*</td>
<td>12.50</td>
</tr>
<tr>
<td>AERO96002 Control Systems</td>
<td>2</td>
<td>3</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td>AERO96003 Finite Elements</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td>AERO96004 Aircraft Structures</td>
<td>1,2</td>
<td>3</td>
<td>*</td>
<td>12.50</td>
</tr>
<tr>
<td>AERO96022 Spacecraft Systems</td>
<td>2</td>
<td>3</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td>AERO96023 Spacecraft Structures</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td><strong>Aggregate % of Year Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>58.33</td>
</tr>
</tbody>
</table>

| Compulsory Core - Assessed by Coursework\(^a\) |             |                |                          |                 |
| AERO96005 Group Design Project | 3           |                |                          | 25.00           |
| AERO96008 Aerospace Vehicle Design | 1,2,3       |                |                          | 16.66           |
| **Aggregate % of Year Total** |             |                |                          | 41.67           |

\(^a\)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/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/)

**Key:**

- IDX = Inter-Departmental Exchange, modules run by other Departments
- M/B = Management/Business option, students can only take one across both 3rd/4th years
- IH = Imperial Horizons
- C/W = Coursework

### Departmental Laboratory Work (3rd H401/H415/H420)

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

<table>
<thead>
<tr>
<th>Laboratory Title</th>
<th>*Timetabled</th>
<th>Assessment</th>
</tr>
</thead>
</table>

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

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

**Group Design Project (3rd H401/H415/H420)**
A significant item of coursework this year is the Group Design Project which should occupy around 200 hours. This project is scheduled to take place immediately after the examinations (project will run from week 3 to week 8 inclusive in Summer term). Later this year you will be given information on the projects available. You will be asked to provide the project coordinator with a list of projects and available roles you would be interested in working on. Students on the H415 programme will have to work on a spacecraft design related project. Roles will ultimately be allocated taking the entire cohort’s selections in mind.

8. Fourth Year Programmes

**Programme Summary (4th H401/H420)**
We refer to the 4th year of the H420 as the 4th year with a taught component, but it is indeed the fifth year since the start of their studies for students on that programme.

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

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


<table>
<thead>
<tr>
<th>Modules</th>
<th>Term Taught</th>
<th>Term Exam Held</th>
<th>Non-Examined Assessment</th>
<th>% of Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory Core – Formal Examinations</strong></td>
<td></td>
<td></td>
<td></td>
<td>8.33</td>
</tr>
<tr>
<td>AERO97007 Structural Dynamics</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td><strong>Optional Subjects – Three to be Chosen</strong></td>
<td></td>
<td></td>
<td></td>
<td>8.33 (3*)</td>
</tr>
<tr>
<td>AERO96014 Computational Fluid Dynamics OR</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>AERO96020 Advanced Manufacturing</td>
<td>1</td>
<td>1, 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO96006 Advanced Mechanics of Flight OR</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>AERO96011 Materials Modelling</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>AERO96019 Innovation Management (M/B) OR</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>BUSI96009 Corporate Finance Online OR</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSI96010 Entrepreneurship Online OR</td>
<td>2</td>
<td>1</td>
<td>C/W</td>
<td></td>
</tr>
<tr>
<td>BUSI96005 Project Management OR</td>
<td>1, 2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language and Horizon Courses (IH)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO97006 Applications of Fluid Dynamics OR</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>BIOE97069 Biomechanics (IDX) OR</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELEC97062 Optimisation (IDX)</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modules</td>
<td>Term Taught</td>
<td>Term Exam Held</td>
<td>Non-Examined Assessment</td>
<td>% of Year Total</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>----------------</td>
<td>------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Compulsory Core – Formal Examinations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO97007 Structural Dynamics</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td>AERO97011 Aerothermodynamics of Launchers and Re-Entry Vehicles</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td><strong>Optional Subjects – Three to Be Chosen</strong></td>
<td></td>
<td></td>
<td></td>
<td>8.33 (*3)</td>
</tr>
<tr>
<td>AERO97051 Applied Computational Aerodynamics</td>
<td>1</td>
<td>C/W</td>
<td></td>
<td></td>
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<tr>
<td>AERO96014 Computational Fluid Dynamics OR AERO96020 Advanced Manufacturing</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>AERO96006 Advanced Mechanics of Flight OR AERO96011 Materials Modelling</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>AERO96019 Innovation Management (M/B) OR BUSI96009 Corporate Finance Online OR BUSI96010 Entrepreneurship Online OR BUSI96005 Project Management OR Language and Horizon Courses</td>
<td>1, 2</td>
<td>2, 1</td>
<td>C/W</td>
<td></td>
</tr>
</tbody>
</table>
AERO97006 Applications of Fluid Dynamics OR
BIOE97069 Biomechanics (IDX) OR
ELEC97062 Optimisation (IDX)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO97011</td>
<td>Aerothermodynamics of Launchers and Re-Entry Vehicles</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>AERO96007</td>
<td>Separated Flows &amp; Fluid-Struct Inter.</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>AERO96012</td>
<td>Mathematics</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>AERO96016</td>
<td>Advanced Propulsion OR</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>BUSI96005</td>
<td>Project Management</td>
<td>2</td>
<td>C/W</td>
</tr>
<tr>
<td>AERO97067</td>
<td>Aircraft Systems Engineering and Aerial Vehicle Technologies</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>AERO96021</td>
<td>High Performance Computing</td>
<td>2</td>
<td>C/W</td>
</tr>
</tbody>
</table>

| Aggregate % of Year Total | 41.66 |

Compulsory Core - Assessed by Coursework

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>AERO97009</td>
<td>Individual Project</td>
<td>1,2,3</td>
<td>58.33</td>
</tr>
</tbody>
</table>

Aggregate % of Year Total

| 58.33 |

[a] Coursework submission and feedback deadlines can be found on the current student’s website:

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

Key:

M/B = Management/Business option, students can only take one across both 3rd/4th years
IH = Imperial Horizons

Individual Project (4th H401/H415/H420)

Detailed information about the available projects this year, the allocation process, the preparatory work and the assessment of the projects, is provided in a separate document which you will find on the 2019-2020 - Aero UG: Individual Project (AERO-97009-0) folder on Blackboard. As soon as you know your allocated project you should begin any recommended preparatory reading and start preparing your work plan in consultation with your supervisor. For internal projects, you should plan your work keeping in mind the spread of workload required for other modules throughout the academic year.

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

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

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

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

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

Programme Summary (4th H410)

In general lectures and courses assessed by examination are supported by subject tutorials/example classes at the rate of one for every four lectures. The major element of the coursework taken this year is the individual project which is taken in the Department. Other coursework includes the design project work associated with the Aerospace Vehicle Design module, and coursework assessments associated
with of the optional modules (such as for example the laboratory exercise associated with the Control Systems module).

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

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


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<th>Term Taught</th>
<th>Term Exam Held</th>
<th>Non-Examined Assessment</th>
<th>% of Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory Core – Formal Examinations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO97007 Structural Dynamics</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td>8.33</td>
</tr>
<tr>
<td>Optional Subjects – Five to be Chosen</td>
<td></td>
<td></td>
<td></td>
<td>8.33 (‘5)</td>
</tr>
<tr>
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<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>AERO96006 Advanced Mechanics of Flight OR AERO96011 Materials Modelling</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>AERO96019 Innovation Management (M/B) OR BUSI96009 Corporate Finance Online OR BUSI96010 Entrepreneurship Online OR BUSI96005 Project Management OR Language and Horizon Courses (IH)</td>
<td>1</td>
<td>2</td>
<td>C/W</td>
<td></td>
</tr>
<tr>
<td>AERO97006 Applications of Fluid Dynamics OR BIOE97069 Biomechanics (IDX) OR ELEC97062 Optimisation (IDX)</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO96023 Spacecraft Structures</td>
<td>1</td>
<td>2</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>AERO96007 Separated Flows &amp; Fluid-Struct Inter. OR AERO96012 Mathematics</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO96016 Advanced Propulsion OR BUSI96005 Project Management</td>
<td>2</td>
<td>3</td>
<td>C/W</td>
<td></td>
</tr>
<tr>
<td>AERO96022 Spacecraft Systems OR AERO97067 Aircraft Systems Engineering and Aerial Vehicle Technologies</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO96021 High Performance Computing</td>
<td>2</td>
<td>C/W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO96002 Control Systems</td>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggregate % of Year Total</td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>Compulsory Core - Assessed by Coursework[a]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AERO97010 Individual Project</td>
<td>3</td>
<td></td>
<td></td>
<td>25.00</td>
</tr>
<tr>
<td>AERO97051 Applied Computational Aerodynamics</td>
<td>1</td>
<td>*</td>
<td></td>
<td>8.33</td>
</tr>
<tr>
<td>AERO96008 Aerospace Vehicle Design</td>
<td>1</td>
<td></td>
<td></td>
<td>16.66</td>
</tr>
<tr>
<td>Aggregate % of Year Total</td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
</tbody>
</table>

[a]Coursework submission and feedback deadlines can be found on the current student’s website:

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

Key:
IDX = Inter-Departmental Exchange, modules run by other Departments
M/B = Management/Business option, students can only take one across both 3rd/4th years
IH = Imperial Horizons
C/W = Coursework
Departmental Laboratory Work (4th H410)
Fourth year H410 students will undertake the laboratory exercise associated with the AERO96002 Control Systems elective module in Week 22 if they have selected it. The laboratory will be assessed based on students’ conduct during the laboratory and orally shortly after the completion of the lab session.

Individual Project (4th H410)
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 2019-2020 - Aero UG: Ind Project (Short) (AERO-97010-0) 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.

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

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.

9. Assessment

You must attend all practical and laboratory sessions. These reinforce learning, give you hands-on experience, and may introduce concepts before you encounter them in a classroom setting.

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

We monitor your attendance at these classes, and the attendance record is one of the factors taken into account by the Examiners when considering the outcome for students who fail the year. A student failing the year at first attempt and who has a poor attendance record might not be considered for the condoning of a single subject failure, and might not be offered a re-sit opportunity should they fail more than one subject.
For many of these classes, you will be assigned problem/tutorial sheets to attempt. Lecturers or teaching support staff may ask to see your answers, although the problems are not formally marked or assessed it is considered as non-examined assessment. It is very important to attempt the set material. Only by doing so will you be able to acquire the skills for using the module material, rather than learning facts. Completing problem/tutorial sheet exercises further provides you with an excellent source of feedback on your progress in a module. We also monitor participation in these sessions, and students who consistently fail to attempt the problems will be brought to the attention of the Senior Tutor and the Director of Undergraduate Studies. Likewise, attendance at practical or laboratory sessions is compulsory. Attendance at practicals will be monitored, and students who fail to attend practicals regularly will be noted.

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

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

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

**Coursework Summary**
During your degree, you will work on various sorts of exercise to be carried out outside the classroom. These will include problems, design projects, practical reports and essays. Many courses have associated coursework, and in each year, there will be formal coursework assessments in several subjects. There are very strict deadlines for the submission of assessed coursework. You should plan your work so that you can complete these assignments in the appropriate time. Firm deadlines also assist the staff in returning marks and any comments on your work promptly. Failure to complete coursework can lead to failure of the year. Some work will be formally assessed and consequently contribute to your final mark for the year and consequently for the whole degree programme.

**Late work will be penalised as per the table below and this will be rigidly adhered to.** For further details, please consult the ‘Late Submission Policy’ in Section 9 of this handbook.

<table>
<thead>
<tr>
<th>Days/Hours Late</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (up to 24 hours after the assessment deadline)</td>
<td>Capped at the passmark of 40%</td>
</tr>
<tr>
<td>2 (more than 24 hours after the assessment deadline)</td>
<td>Mark of zero awarded</td>
</tr>
</tbody>
</table>

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

[http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/)

Coursework must be your own work and not copied, or plagiarised, from others. Blackboard has a plagiarism detector called Turnitin which we use for some coursework submissions. For more information on plagiarism, please see the ‘Plagiarism’ information in Section 2 of this handbook.
Coursework Extensions
Ongoing serious illness or serious personal problems may sometimes prevent you from completing a coursework on time. In such cases the Senior Tutor may occasionally allow an extension but the following problems are not acceptable reasons for an extension and will be refused:

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

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


Exams
We recognise that examinations are a stressful experience. There are lots of resources in place to support you during this time. Please refer to Section 10 – ‘Well-being and Advice’ for a list of places where you can find help and support. Also, make sure you have a look at the following College resources, which have been written to help students succeed in their studies and examinations:

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

If you do have problems before or during the examinations, please contact the Undergraduate Office and the Senior Tutor and let us know, so we can try and support you. You may wish to apply for mitigating circumstances (find out more in Section 9 – ‘Mitigating Circumstances’).

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

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

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

Full details and further information on how to request this arrangements is available on our current
student’s website:

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

Exams Scheduling
For all our exam sessions we have to wait until the Business School and IDX Departments set their exam dates. For the January exams we hope to have the timetable finalised by mid-end of November and the Summer term exams by the end of February.

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


Spring Term Weeks 15-16: Monday 6th January to Friday 17th January 2020.

First Year
AERO40001 Aerodynamics 1
AERO40005 Materials 1
AERO40007 Mechanics
Second Year
AERO95001 Aerodynamics
AERO95006 Mathematics
AERO95008 Propulsion and Turbomachinery
Third and Fourth Year
AERO96003 Finite Elements
AERO96006 Advanced Mechanics of Flight
AERO96011 Materials Modelling
AERO96014 Computational Fluid Dynamics
AERO96019 Innovation Management
AERO96020 Advanced Manufacturing
AERO96023 Spacecraft Structures
AERO97006 Applications of Fluid Dynamics (IDX)
AERO97007 Structural Dynamics
AERO97011 Aerothermodynamics of Launchers and Re-Entry Vehicles
BUSI96010 Entrepreneurship Online

Summer Term Weeks 31-32: Monday 27th April to Friday 8th May 2020

First Year
AERO40002 Introduction to Aerospace
AERO40006 Mathematics 1
AERO40008 Structures 1
AERO40009 Thermodynamics and Heat Transfer
Third and Fourth Year
AERO96001 Aircraft Aerodynamics
AERO96002 Control Systems
AERO96004 Aircraft Structures
AERO96007 Separated Flows and Fluid-Structure Interaction
AERO96012 Mathematics
AERO96016 Advanced Propulsion
AERO96022 Spacecraft Systems
AERO97067 Aircraft Systems Engineering and Aerial Vehicle Technologies
BUSI96009 Corporate Finance Online
ELEC97062 Optimisation (IDX)

Summer Term Weeks 34-36: Monday 18th May to Friday 5th June 2020

Second Year
Supplementary Qualifying Tests (SQTs): Monday 24th August to Friday 4th Sept 2020

Undergraduate SQTs will only take place in the Department/College and we cannot accommodate any student’s preference on exam dates/times. Timetable will be issued mid-July and this cannot be changed once set.

Access to Examination Answer Booklets
The Faculty of Engineering does not permit students access to their examination booklets.

Access to Past Examination Papers and Examination Reports
According to the Registry guidelines, past examination papers and solutions should be available to students for a minimum of two years for all modules. The department decided to provide our students at least the past FOUR years’ exam papers unless the module syllabus is changed/not applicable to the current course. Students are reminded that just completing past paper exercises is not going to be sufficient preparation to sit the exams being set. The past papers and examination reports are available on our current student portal on sharepoint


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

If this is the case you should speak to someone in the Department as soon as possible – usually this would be the Senior Tutor. Your Tutor should listen to your situation and discuss potential solutions with you, although it will not always be possible to find a solution.

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


Release of January Examination Results
The results of the January exams will be released in the first half of March and this will be in the form of numeric marks out of 100.

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

- These are preliminary results that we are releasing for your information only; they are not necessarily the final results. Hence they are not binding and cannot be appealed against.
- These are exam results only (i.e. they do not include any coursework component).
- Following college regulations and procedures, academics and the Undergraduate Office do not and will not have access to the scripts until after the final examiners meeting; hence you should not contact members of staff to discuss your results.
- The goal of providing you these preliminary results is to give you our best estimate of what your marks will be. Therefore, for exams which correspond to an entire module, if any moderation was needed, it would have been completed before results were released. However, for exams that correspond to only part of the exam assessment for that module (e.g. 1st and 2nd year maths), no moderation will be considered until the full module is complete and assessed.
- Results will only be released for courses run by the Aeronautics department; any results for service teaching courses (such as business school, IDX, Horizons) will not be included as they are not releasing any marks.
Release of Results following Exam Board
The Examiners' Board for Aeronautical Engineering meets to consider the results of the examinations on Thursday 2nd July 2020 and results will be released to students only via student e-service within one week.

Those who have not managed a clear pass will be emailed by the Senior Tutor (Dr Sylvain Laizet) or Examinations Officer (Dr Vito Tagarielli) with an individual letter, setting out possible courses of action within one week of the examiner's board.

Registry will email you when the official results are released on-line. Your results will not be available until you have received the notification email so please do not keep checking the self-service page. Please refer to the Registry website below for information on the exam results process including how to obtain formal confirmation of your results and/or degree certificates in the case of graduating students.


For AE4 H41E Exchange/Erasmus students two copies of your transcript will be mailed directly to your home institute in August and they in turn will pass to you one of the copies. You cannot obtain copies of your transcript from our Registry so please do not request.

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


Supplementary Qualifying Tests (SQTs)

• Supplementary Qualifying Tests (SQTs) are offered only at the discretion of the Board of Examiners. Failure in any of your exams therefore does not automatically mean you will be offered SQTs. Students will be informed shortly after the Final Examiner's Meeting if they have been offered SQTs. SQTs are not available to Exchange/Erasmus students.

• SQTs will only take place in the Department/College and will be held as per the information in the Examinations Year Schedule section below. The SQT timetable will be issued mid-end July and this cannot be changed once set. (Students will have to organise their own accommodation if required).

• SQT results are submitted to Registry who will email you when the official results are released on-line. As the Department has to submit ALL student SQT results in one file the Undergraduate Office will also email you individually as soon as they are aware whether or not you have proceeded to the next year (individual marks will not be given) as the timescale is quite tight before the start of term (note these results are ‘unofficial’ and are subject to Registry approval and the Department will not be responsible for any errors made in issuing these ‘unofficial’ results). Please do not ring/email the Undergraduate Office for these ‘unofficial’ results but wait until you are emailed by us.

Scheme for the Award of Honours

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

i) Weighting of marks from successive years.
The award of a degree is based on the work of all four years. Marks are given in the proportions $1 : 2 : 3 : 3$ for the four parts respectively.

ii) Pass criteria.
Candidates must pass each Part of the course before proceeding to the next. Supplementary qualifying tests (SQTs), normally in not more than two subjects, may be offered to candidates whose performance in Parts I, II or III is marginally unsatisfactory.
Parts I & II (home-based and year abroad courses)
The pass criteria, which must be satisfied separately, are:

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

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

Part III
The pass criteria for the ‘home-based’ courses are:

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

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

Part IV (home-based and year abroad course)
The pass criteria which must be satisfied separately are:

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

iii) Honours classification
The bands for the grading of honours will normally be as follows:

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

iv) Pass degrees
A pass degree is not available on the MEng course.

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

H401/H420/H415 Programmes
All candidates who pass Part IV will be awarded an honours degree and the classifications are based on the four year total. Weighting of course elements:

<table>
<thead>
<tr>
<th></th>
<th>Part I</th>
<th>Part II</th>
<th>Part III</th>
<th>Part IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal examinations:</td>
<td>75%</td>
<td>65%</td>
<td>58%</td>
<td>34%</td>
</tr>
<tr>
<td>Coursework:</td>
<td>25%</td>
<td>35%</td>
<td>42%*</td>
<td>8</td>
</tr>
<tr>
<td>Individual Project:</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>58%</td>
</tr>
</tbody>
</table>

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

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

- Formal examinations – 50%,
- Coursework – 50% (which includes Individual Project – 25%)
Failures in Studies

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

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

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

Exchange/Erasmus Students

There is no provision for failure in studies.

10. College Policies and Procedures

Regulations for Students
All registered students of the College are subject to the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

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

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

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

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

- [http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/)

Please note that your examination scripts once completed are belong to the College under the GDPR legislation. This means that you do not have the right to view them. Please see the College GDPR webpages for further information at [www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2---exam-records/](http://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2---exam-records/)

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


Late Submission Policy
You are responsible for ensuring that you submit your coursework assessments on time and by the published deadline. Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

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

Mitigating Circumstances
Sometimes 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.

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. Further information can be found at [link].

Through the procedure you may also be able to request an extension to deadline to some forms of assessment. This procedure should be used where possible to enable students to complete their studies within the normal College year, rather than outside the teaching session.

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at [link].

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

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

Academic Misconduct Policy and Procedures
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:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline
Academic Appeal Procedure
We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. In the event that you believe that you have grounds to appeal these decisions, we have laid out clear and consistent procedures through which appeals can be investigated and considered:

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

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 using the procedure below. 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.

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/students/enterprising-students/intellectual-property/

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.

www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-notice.pdf
Student Withdrawal Procedure

The Academic Regulations require that a student admitted to any course of study must attend to the satisfaction of the Head of Department. The College reserves the right to require any student whose academic progress is unsatisfactory or who fails in an examination to withdraw from the College. **Withdrawal decisions may be taken at any time during the session.**

When academic progress is considered so unsatisfactory as to be likely to lead to a withdrawal decision during the session, the Senior Tutor will clearly warn you of this possibility in good time (i.e. a minimum of six weeks’ notice), both orally and in writing. In giving such warnings the position in respect of coursework and its significance in assessment will be made clear.

If your academic progress continues to be unsatisfactory after the issue of a warning and if, following discussions with you, it is the view of the Department that there are no or insufficient extenuating circumstances, a decision that you be required to withdraw may be made by the Head of Department and shall be reported to the Academic Registrar for formal communication to you.

For full details on Student Withdrawals and Appeals please refer to [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

**Interruption or Withdrawal from Studies**

Students are encouraged to discuss any changes in registration with their Personal Tutor or Senior Tutor. They will be able to discuss your options with you and help you make the right choice for you and your studies. Full information on our regulations is available:


**Procedure for Dealing with Failures (MEng Degree)**

There is no provision in Imperial College London regulations for appeals to be made on academic grounds against the decision of Examiners. Marks are only finalised at the final examiners' meeting, where processes are approved by external examiners as well as the College examiners. This means that marks provided earlier in the academic year (for individual coursework items or examinations) might be adjusted, or revised, on the basis of examiners’ recommendations.

Exceptions to the pass criteria are at the discretion of the Examiners. It is also at the discretion of the Examiners to offer Supplementary Qualifying Tests (SQTs), normally in not more than two subjects, to candidates whose performance in Parts I, II or III is marginally unsatisfactory. Candidates who have failed and are not eligible for SQTs or have exceeded the number of examination attempts must repeat the year in attendance. A candidate who is required to withdraw is invited to discuss the case with the Senior Tutor. If disagreement over the withdrawal persists, the candidate may appeal to an Appeal Tribunal set up by the Board of Appeal. The appeal is against the decision to withdraw, not the result of the examination. For further information please refer to


**Academic Integrity**

You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism is available on the College website:

Academic Misconduct Policy and Procedures
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.

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

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

See the Admissions website for details:

www.imperial.ac.uk/study/ug/apply/requirements/english

For information on English language support available while you’re here, see Support for International Students in Section 9.

Appeal and Complaints Procedures
We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and 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:

https://www.imperial.ac.uk/research-and-innovation/research-office/ip/ip-policy/

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/

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

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

If you are here on a Tier 4 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 Personal Tutor. If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

http://www.imperial.ac.uk/study/international-students/
11. Well-being Support and Advice

In your Department
Your Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

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

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

Senior Tutor
Your Senior Tutor has overall responsibility for the academic and pastoral care as well as maintaining discipline for the undergraduate students. Full details on the role of Senior Tutor are available at:
http://www.imperial.ac.uk/media/imperial-college/staff/personal-tutors-guide/public/Pages-from-QAEC.2016.24-Personal-Tutors.pdf

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

Dr Sylvain Laizet is your Senior Tutor and all email enquiries are to be sent to the Senior Tutor email account aero.seniortutor@imperial.ac.uk. All other contact details can be found in Section 1 – Key Department Contacts.

Departmental Disability Officers
Departmental Disability Officers are the first point of contact in your department for issue 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, o.buxton@imperial.ac.uk. All other contact details can be found in Section 1 – Key Department Contacts.

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:

Departmental Student Wellbeing Advisor
The role of Wellbeing Advisor is a new post and enhances the support students receive from their personal tutors. Your Departmental Wellbeing Advisor is Miss Amy Picton, a.picton@imperial.ac.uk. All other contact details can be found in Section 1 – Key Department Contacts.

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

More information about the departmental student wellbeing support is available at
https://www.imperial.ac.uk/aeronautics/study/ug/student-wellbeing/
Mums and Dads scheme
Imperial College Union’s ‘Mums and Dads’ scheme matches first years with returning students in the Department to help you tap into the experience and peer support available from existing students.

https://www.imperialcollegeunion.org/mums-dads-201920

In your hall of residence
If you’re staying in College accommodation you will have access to a range of support within your hall. All halls have a Hall Warden team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. This is supported by the Hall Activities Fund, which all residents contribute to at a rate of £2 per week.

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

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

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

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

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

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

www.imperial.ac.uk/student-support-zone

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

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

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

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

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

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

International Student Support team
020 7594 8040
www.imperial.ac.uk/study/international-students
12. Departmental Information and Other Key Information

Health and Safety
You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:

- comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- attend appropriate induction and training.
- report any accidents, unsafe circumstances or work-related ill health of which you become aware to the appropriate person.
- not interfere with any equipment provided for Health and Safety.
- inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

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

The Department’s Health and Safety Information can be found at:
https://www.imperial.ac.uk/aeronautics/local/health-and-safety/

Your Departmental safety contact(s) is/are:

**Safety Officer**
Dr Nigel MacCarthy
Tel: +44 (0)20 7594 5049
Email: n.maccarthy@imperial.ac.uk

**COSHH assessor and display screen (DSE) assessor**
Mr Roland Hutchins
Tel: +44 (0)20 7594 5060
Email: r.hutchins@imperial.ac.uk
You will be required to complete inductions and attend training sessions to safely complete this course if you are going to do experiments in the Department, full details on our website above.

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.

SafeZone

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

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

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

Smoke-Free Policy

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

www.imperial.ac.uk/smoke-free
Placements
The College defines a placement as:

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

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

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

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning

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

See Department links and contacts information below:

Year Abroad Placements
Dr Siti Shamsuddin, Year Abroad Coordinator
Tel: +44 (0)20 7594 5042
Email: s.shamsuddin07@imperial.ac.uk
http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-abroad/

Year in Industry Placements
Dr Aaron Knoll, Careers Officer
Tel: +44 (0)20 7594 7580
Email: a.knoll@imperial.ac.uk
http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-in-industry/

Undergraduate Final Year Project Placements
Dr Errikos Levis, UG Projects Coordinator
Tel: +44 (0)20 7594 5082
Email: errikos.levis03@imperial.ac.uk

13. Student Records and Data
The Student Records and Data 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 Records and Data 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 and examinations
+44 (0)20 7594 7268
records@imperial.ac.uk
14. Work-life Balance
The pace and intensity of postgraduate study at Imperial can be demanding so it’s important to find time for outside interests.

Imperial College Union
The Union’s range of 375+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

www.imperialcollegeunion.org/about-us

Active 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.

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

www.imperial.ac.uk/sport

15. Student Feedback and Representation

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

Student feedback results for past SOLE surveys can be found at:

https://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/ug-sole/ug-sole-results/

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, and the election process are available on the Imperial College Union (ICU) website.

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

In Aeronautics two representatives are elected for each year which are led by the Department Representative.

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

The Senior Tutor oversees the Staff-Student Committee and will issue clear guidelines/requirements for the student representatives once elected.
There are two meetings scheduled in the Autumn term and three in the Spring term (Fridays 12-1 in Weeks 5, 10, 18, 21, 24). These are subject to change as are dependent on whether or not students have any issues to be discussed. Similarly students can request additional meetings if required.

16. **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:

- UG SOLE lecture/module survey
- Student Experience Survey (SES)
- National Student Survey (for final year students only)

**The UG SOLE lecturer/module survey** runs at the end of the Autumn and Spring terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them. There are also separate surveys for your BPES and Horizon modules.

For **UG SOLE** your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please do not use offensive language or making personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. While this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

**The Student Experience Survey (SES)** is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

**The National Student Survey (NSS)** is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs in the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England.

When you are in the final year of your programme, you will be invited to take part in the **National Students Survey (NSS)**. NSS asks all final year undergraduates to rate a range of elements related to their student experience such as, academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available.

For Imperial’s results visit the Unistats website:

[unistats.direct.gov.uk/Institutions/Details/10003270](http://unistats.direct.gov.uk/Institutions/Details/10003270)

All these surveys are anonymous and the more students that take part, the more representative the results so please take a few minutes to give your views.

As a result of feedback to previous surveys, we have made significant changes to our teaching and lecturers will inform you of any changes in the introductory lectures of their courses.

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)

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

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

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

[surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
17. Alumni Services and Opportunities for Further Study

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

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

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

www.imperial.ac.uk/alumni

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

http://www.imperial.ac.uk/aeronautics/study/pg/
http://www.imperial.ac.uk/aeronautics/study/phd/