



IMPERIAL

PGT Student Handbook

MSc Design Engineering

MSc Design with Behaviour Science

MSc Cleantech Innovation

MRes Design Engineering

Academic Year 2025-26

Dyson School of
Design Engineering

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Imperial College
London

Dyson Building

When we get frustrated by things that don't work, engineers do something about it. We're all about invention and innovation.

Dyson School of Design Engineering

1. Welcome

1.1 Welcome to Imperial

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. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of Respect, Integrity, Collaboration, Innovation and Excellence in all we do and strive to achieve.

Imperial provides 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. Your choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime.

1.2 Our Principles

In 2012 Imperial and Imperial College Union agreed 'Our Principles' This series of commitments was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union.

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 university 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 university.
- 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.

1.3 Introduction from the President of Imperial College Union



Welcome to Imperial! To begin with, a huge congratulations on joining us here at Imperial – this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to

leave with.

You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to shape your future.

Being in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I strongly encourage you to explore where and when you can – London is a fantastic place for your university memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific.

To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The three deputy presidents and I have all been democratically elected to work full time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training Student Representatives.

The Union also runs the Advice Service, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing advice@imperial.ac.uk University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

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.

Wishing you an incredible year ahead,
Nico Henry, Imperial College Union President
2025-26



union.president@imperial.ac.uk



imperialcollegeunion.org

1.4 Welcome from the Head of School



It gives me great pleasure to welcome you to the Dyson School of Design Engineering, at Imperial College London.

Founded in 2014 with the aid of a generous donation from the James Dyson

Foundation, the School is not only the most recent addition to the Faculty of Engineering at Imperial, but it also represents a significant departure from traditional engineering disciplines in pedagogy, philosophy and in the manner in which engineering design is conceptualised.

From a pedagogical perspective, our programmes build heavily on group work activities and collaborative environments, as we believe that this best prepares students for working in industry.

From a philosophical perspective, our programmes cut across engineering disciplines, such as mechanical engineering, electrical engineering, chemical engineering, and embrace important aspects of the product design process such as business and economics, psychology, human behaviours, ethics, and design thinking.

From a conceptual perspective, at the core of Design Engineering, is the human. Whatever the application, the manner in which people interact with engineered products is deeply embedded in our DNA. We are looking forward to working with you to develop meaningful technologies to help solve some of societies greatest challenges and to push back the boundaries of this new discipline.

This handbook serves a number of purposes.; it contains information about the programme with key information that will be helpful during the welcome week and beyond. Please note that the document is updated regularly so do source the online version for the latest information.

As you will soon experience, our community is extremely collaborative and welcoming. I encourage you to get to know our staff, your fellow students, as well as our physical infrastructure and college services. Do seek out the staff with your any queries that you may have – it is what we are here for!

Welcome.

Professor Robert Shorten
Head of Department
Dyson School of Design Engineering

1.5 Meet the School Teaching Staff



Maria Apud Bell

maria.apud-bell@imperial.ac.uk

Senior Teaching Fellow



Sheraz Arif

s.arif@imperial.ac.uk

Senior Teaching Fellow



Dr Marco Aurisicchio

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Associate Professor in Engineering Design



Dr Claire Baker

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Research Associate



Dr Weston Baxter

weston.baxter@imperial.ac.uk

Associate Professor



Dr David Boyle

david.boyle@imperial.ac.uk

Associate Professor



Dr Andrew Brand

andrew.brand@imperial.ac.uk

Principal Lecturer



Prof Rafael Calvo

r.calvo@imperial.ac.uk

Chair in Engineering Design



Dr Michel Cardin

m.cardin@imperial.ac.uk

Associate Professor in Engineering Systems Design



Prof Peter Cheung

p.cheung@imperial.ac.uk

Professor in Digital Systems



Prof Peter Childs

p.childs@imperial.ac.uk

Professorial Lead in Design Engineering



Dr Sam Cooper

samuel.cooper@imperial.ac.uk

Associate Professor for Machine Learning and Materials Design



Dr Pelin Demirel Liu

p.demirel@imperial.ac.uk

Reader in Innovation and Sustainability



Prof Sebastian Deterding

s.deterding@imperial.ac.uk

Chair in Design Engineering



Dr Elena Dieckmann

elena.dieckmann13@imperial.ac.uk

Assistant Professor

Meet the School Teaching Staff (Continued)



Dr Pietro Ferraro

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Assistant Professor in AI / Machine Learning



Audrey Gaulard

a.gaulard@imperial.ac.uk

Senior Teaching Fellow



Dr Chandramohan George

chandramohan.george@imperial.ac.uk

Associate Professor



Dr Mazdak Ghajari

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Associate Professor in Brain Biomechanics



Dr Stephen Green

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Principal Teaching Fellow



Homayoun Hamedmoghadam
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Research Fellow



Kamyar Hazeri

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Senior Teaching Fellow



Dr Petar Kormushev

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Associate Professor



Olga Kravchenko

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Senior Teaching Fellow



Dr Nan Li

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Reader in Lightweight Design and Manufacturing



Prof Andrew McPherson
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Chair in Design Engineering and Music



Dr Céline Mougnot

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Associate Professor



Prof. Nick Munro

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Visiting Professor



Dr Connor Myant

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Associate Professor in Digital Manufacturing Systems



Prof Thrishantha Nanayakkara

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Professor in Robotics

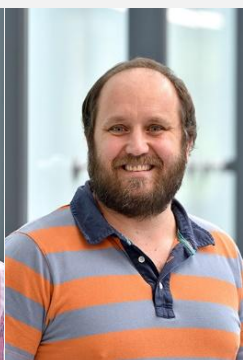
Meet the School Teaching Staff (Continued)



Dr Freddie Page

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Principal Teaching Fellow



Prof Lorenzo Picinali

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Professor in Spatial Acoustics and Immersive Audio



Prof Pierre Pinson

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Chair in Data-Centric Design Engineering



Dr Katarina Poole

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Research Associate in Immersive Audio



Dr Talya Porat

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Associate Professor in Human Factors Engineering



Dr Shayan Sharifi

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Principal Lecturer



Dr Leila Sheldrick

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Associate Professor



Prof Robert Shorten

r.shorten@imperial.ac.uk

Head of School



Charlotte Slingsby

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Senior Teaching Fellow



Dr Rebecca Stewart

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Associate Professor in Interactive Systems



Usman Talat

u.talat@imperial.ac.uk

Teaching Fellow in Business innovation



Dr Nejra Van Zalk

n.van-zalk@imperial.ac.uk

Associate Professor in Psychology and Human Factors



Dr Billy Wu

billy.wu@imperial.ac.uk

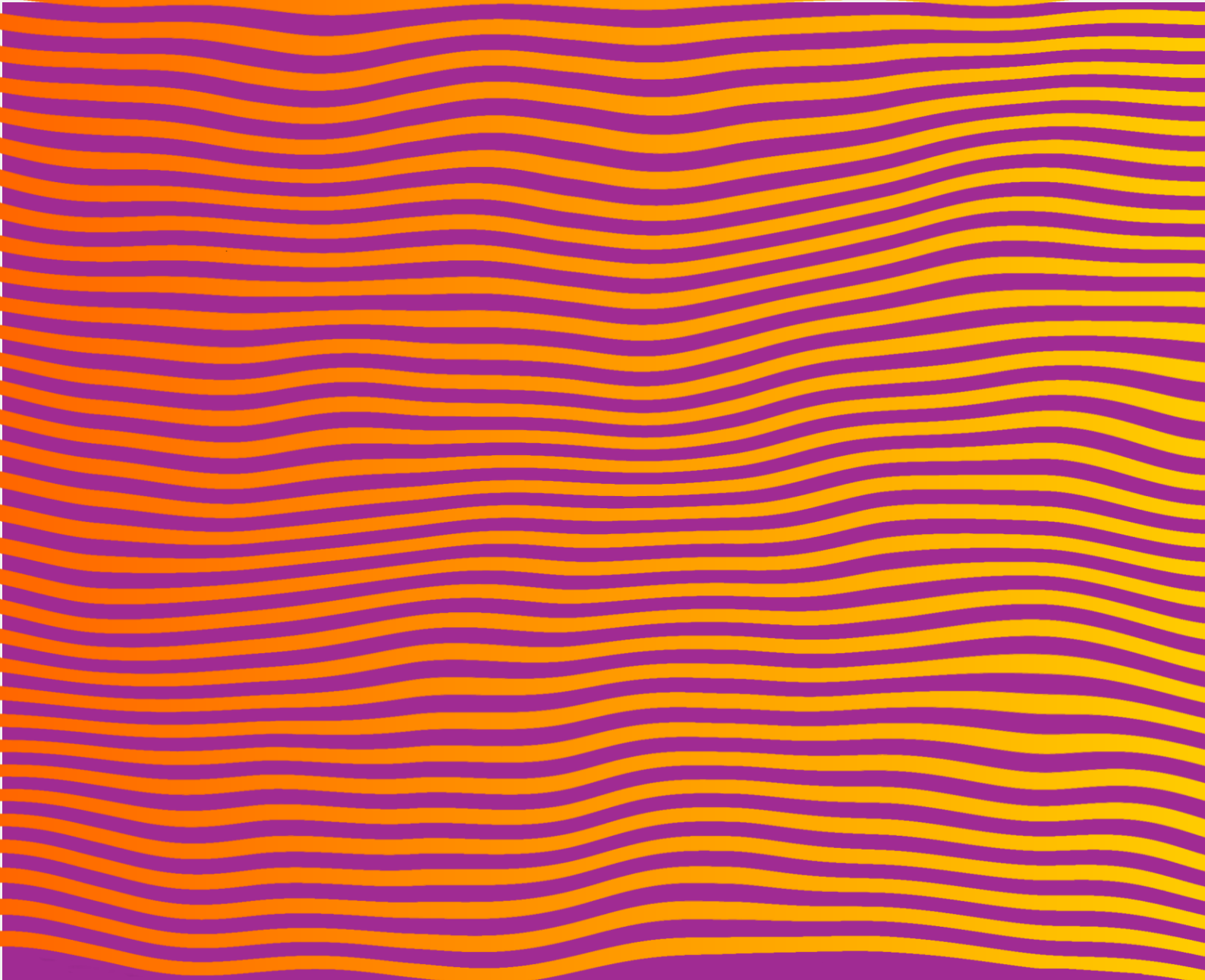
Associate Professor in Electrochemical Design Engineering



Dr Yunlong Zhao

yunlong.zhao@imperial.ac.uk

Associate Professor in Energy Storage and Bioelectronics Design



2. Key Contacts

2.1 School Officers

Most of our academic staff are engaged in teaching.

There are a few you will see and hear from more often. Staff can be away from the office therefore where possible, contact the person you wish to speak with via email in advance to arrange an appointment.

Below are some key School contacts:

Head of School (HoS)



Professor Robert Shorten
r.shorten@imperial.ac.uk

The Head of School is responsible to the University for all the School's activities, both teaching and research.

Student Wellbeing Advisor



Evis Bakiri Read
e.bakiriread@imperial.ac.uk

The Wellbeing Advisor supports the welfare and wellbeing of students, working closely with the Senior Tutor.

Director of Postgraduate Studies (DPS)



Dr Shayan Sharifi
s.sharifi@imperial.ac.uk

The DPS is responsible for all taught postgraduate activities in the School.

Exams and Assessments Officer



Dr Connor Myant
connor.myant@imperial.ac.uk

The Exams and Assessments Officer oversees all assessments, ensuring fairness and consistency.

Senior tutor (postgraduate)



Dr Chandramohan George
chandramohan.george@imperial.ac.uk

The Senior Tutor is responsible for the welfare and academic progress of all PGT and PhD students in the school.

E-Learning Officer



Dr Petar Kormushev
p.kormushev@imperial.ac.uk

The E-Learning Officer oversees the implementation and use of E-learning tools such as Blackboard, MS Teams and Panopto.

Department Disability Officer (DDO)



Dr Usman Talat
u.talat@imperial.ac.uk

The DDO provides support to students with disabilities or neurodivergence conditions. This includes setting up additional exam arrangement and reasonable adjustments.

School Safety Officer



Ingrid Logan-Rivers
i.Logan-Rivers@imperial.ac.uk

The School Safety Officer is responsible for the safety in the School, including for both teaching and research activities. Ingrid also manages the workshop and technicians.

Electives Coordinator



Dr Stephen Green
stephen.green@imperial.ac.uk

The Electives Coordinator manages the elective module portfolio, allocations, and connections with external departments.

2.2 Personal Tutors

A member of staff will act as your Personal Tutor. You will meet them regularly during the year, in groups and/or individually, to discuss

both academic progress and personal topics. You will be given the name and email address of your Personal Tutor during your first week. Meeting details will appear in your timetable.

Individual Meetings

If you require individual meetings with your Personal Tutor, you can contact them via email. Personal Tutors can provide information and guidance on any concerns or difficulties you might have experienced, and on your general progress throughout your degree. They can also write you reference letters.

If for any reason you are unable to contact your Personal Tutor, please contact the Senior Tutor.

2.3 Student Representatives

Student Reps play a vital role in ensuring Imperial understands the needs of students. Reps are expected to sit on student-staff committees, represent students in their cohorts, and signpost students to relevant support services.

In Design Engineering, we have an Academic and Wellbeing Rep for the department and for each programme. You can view your Student Reps on the Imperial College Union website:

[Find who represents you | Imperial College Union](#) [Imperial College Union Website]

Elections

Reps are elected during the Autumn Elections, which take place at the start of the autumn term. You can find out more about the election process at the link below:

2.4 Teaching Office

The Programme Administration team are known as the Teaching Office and are here to support your journey at Imperial. You will find them a short distance from Level 2 in the Dyson Building (room 1M10 RCS1).

The Teaching Office Team are available Monday – Friday, 09:00-16:30 during term time. You are welcome to visit in person* (no appointment necessary), email us individually as below, or email the team at design.engineering@imperial.ac.uk.

* Teaching Office staff work alternate days between the office and home; however, we are always available to support you, so please contact us via email or MS Teams if we are not in the office.

Education Manager



Matthew Shotliff
matthew.shotliff09@imperial.ac.uk

Matthew is responsible for overseeing the teaching office for undergraduate and postgraduate taught programmes, including teaching delivery, assessments and monitoring.

Programme Administrators



Caroline Bellingham
c.bellingham@imperial.ac.uk
Caroline is responsible for undergraduate and postgraduate admissions administration, collaborates on marketing strategies, and coordinates events at the school.



Alexandra James
a.j.james@imperial.ac.uk
Alex is responsible for managing day-to-day administration for undergraduate and postgraduate programmes, overseeing timetabling and assessments.



Naomi Egbon
n.egbon@imperial.ac.uk
Naomi is responsible for admissions and supporting the Postgraduate Taught programmes in the Department.



Jacklyn Ramsaran
j.ramsaran@imperial.ac.uk
Jacklyn is responsible for the attendance monitoring and mitigating circumstances. Jacklyn also supports exam arrangements.

Resources Administrator



Hala Khateeb
h.khateeb@imperial.ac.uk

Hala is responsible for dealing with general enquiries and assisting with administration within the School. She also supports building, estates, project management, purchasing, inventory, desk allocation and card access.

2.5 Programme Leads

The Programme Leads manage and oversee the delivery of each programme.

MSc Design Engineering



Dr Céline Mougnot
c.mougnot@imperial.ac.uk

MSc Design with Behaviour Science



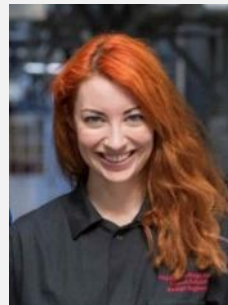
Dr Nejra Van Zalk
n.van-zalk@imperial.ac.uk

MRes Design Engineering Research



Dr Billy Wu
billy.wu@imperial.ac.uk

MSc Cleantech Innovation



Dr Elena Dieckmann
elena.dieckmann13@imperial.ac.uk

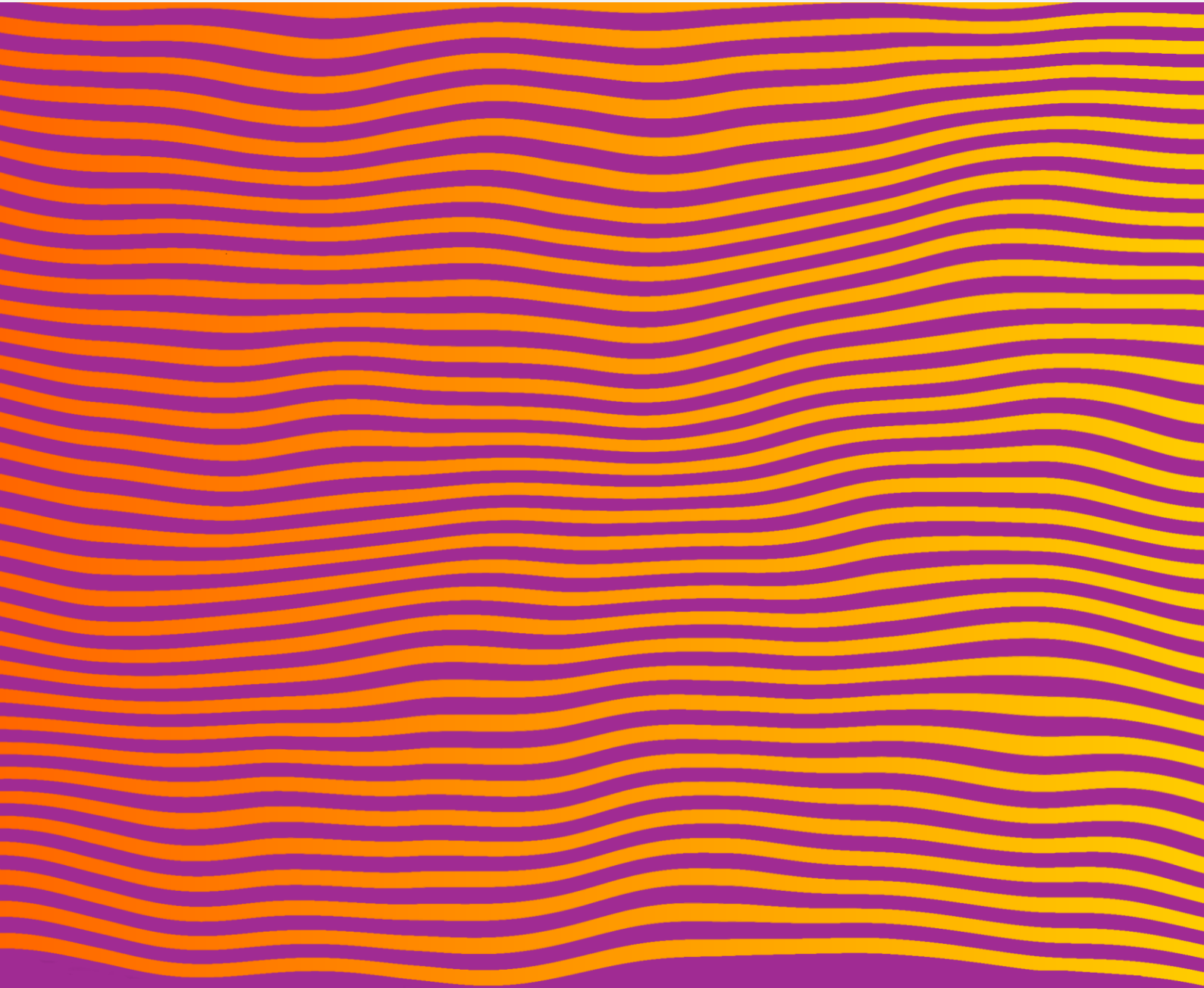


Alyssa Gilbert
a.gilbert@imperial.ac.uk
UNDAUNTED, Grantham Institute for Climate Change

2.6 Faculty Senior Tutor



Faculty of Engineering, Dr Lorraine Craig
l.craig@imperial.ac.uk



3. School Comms

3.1 Blackboard

Module info

Within Blackboard you will be able to find an area for each of the modules you are currently enrolled in. In each module area you will find information and materials about the specific module, such as:

- a module handbook
- lecture recordings (via MS Teams or 'Panopto')
- exercise and tutorial notes
- announcements
- tests
- videos
- marking scheme, etc.
- your grades

How to Login

You will be able to login into Blackboard using your Imperial College credentials via:

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

Blackboard App

There is also a Blackboard app available on all Platforms:

[Blackboard App](#) [ICL website]

Design Engineering Information

In the Blackboard homepage, on the left side under 'Organisations', you can find the 'Design Engineering Information' page. This includes helpful resources, such as useful contacts, SSCC minutes, assessment deadlines, mitigating circumstances information, and details of workshops, training, placements, competitions and other opportunities available to you.

Access to the page can also be found here: [Design Engineering Information](#)

3.2 Imperial College Email

Please ensure you read any emails sent to your Imperial College email address. Failure to read important communications will not constitute acceptable grounds for mitigating circumstances.


Re-directing Imperial email to a non-Imperial address:

Instructions on how to set up email forwarding can be found here:

[Email forwarding and automatic replies](#) [ICL website]

Access after you graduate

Access to your student accounts and services begin to deactivate 90 days after you have left the university. If you wish to enquire about backing up the contents of, or accessing your student account, please contact the ICT Helpdesk:

 +44(0) 20 7594 9000

 Log a ticket on the [ASK Customer Portal](#)

3.3 Microsoft Teams


Teams is a communication/collaboration platform that's integrated with Microsoft's other products such as Office 365. You can use Teams to create meetings, chat with students/staff, share files/links, and make video/audio calls with the option to record them.

Access via <https://teams.microsoft.com/> and log in with your Imperial username and password.

3.4 Lecture Recordings

Lecture recordings created using Panopto can be viewed directly via the course Blackboard page or the general Panopto page.

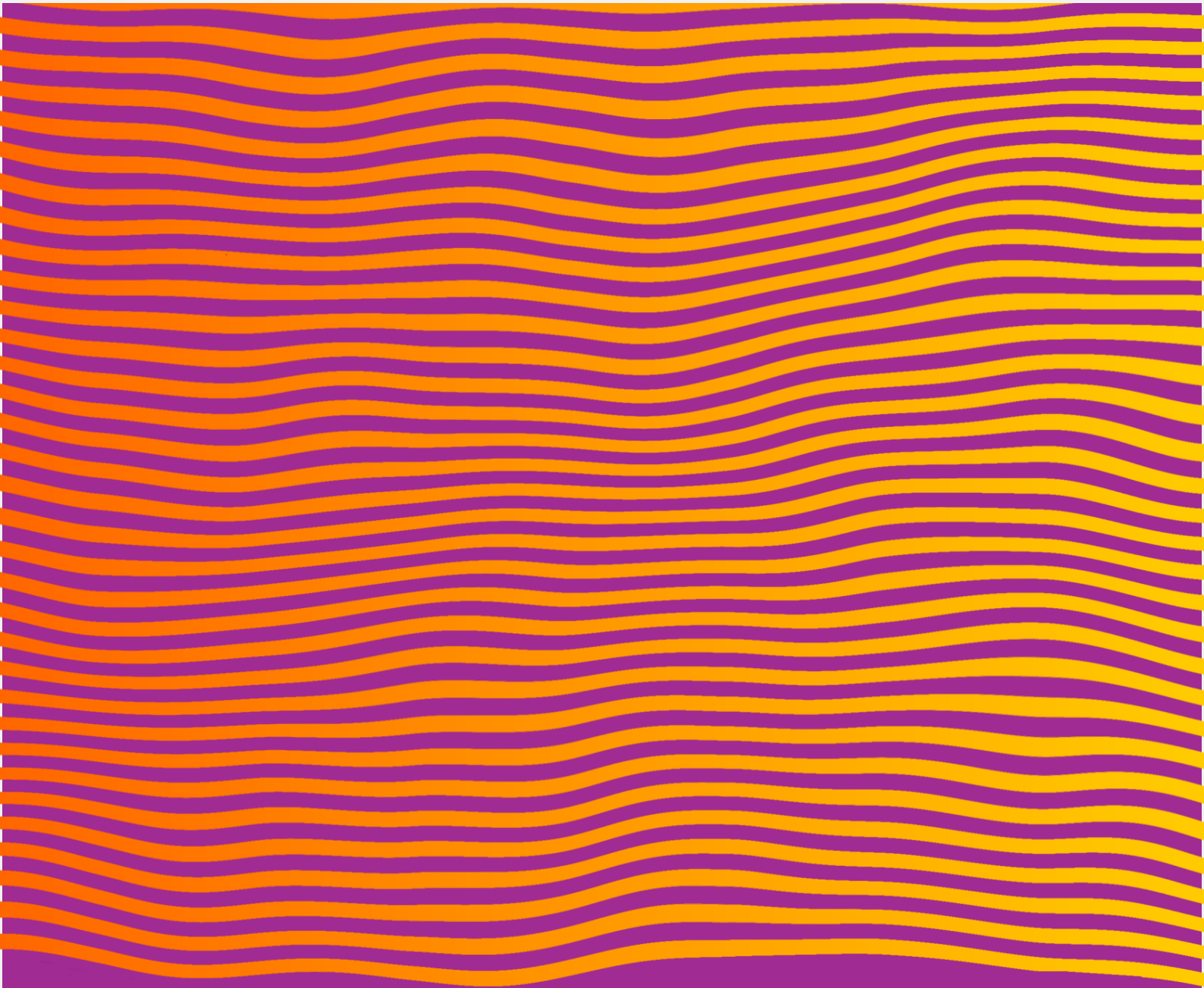
[Panopto \(Lecture recording\)](#) [ICL website]



Recordings made via MS Teams will remain in that Teams area for future referencing.

IMPORTANT

Lecture recordings are provided only for personal use by registered Imperial College students, and only for your personal educational purposes. Any redistribution (e.g. via social media), sharing via any means, editing or re-use of a lecture video will be treated as misconduct and handled as a disciplinary matter under the Code of Student Discipline.



4. Academic & Pastoral Support

4.1 Support for Academic Transition

The Imperial Success Guide brings together information on effective study, assessments and feedback, wellbeing, workshops, and support to ensure that you know where to look for advice and guidance on study skills.

[The Imperial Success Guide](#)



4.2 English Classes

The Centre for Academic English runs a series of English classes in the evenings for students who need tuition and practice.

[Centre for Academic English](#)

4.3 Evening Classes

The Centre for Co-curricular Studies offers evening classes in a broad selection of subjects outside science and technology, such as languages and humanities. Fees are normally due, but these will be considerably less than the equivalent classes held privately.

[Evening Classes](#)

4.4 Abdus Salam Library

The university's Central Library, known as the Abdus Salam Library, is next to the Sherfield Building. It provides access to high-quality resources, including laptops/iPads (plus accessories such as headphones and keyboards), electronic and print journals, textbooks, maps, and coloured overlays.

Computer workstations and printing facilities are available here, and you can get ICT support for your own device at the drop-in Service Desk on Level 1. You can also book study rooms. See further information on the library website:

[Library Services](#) [ICL website]

Department Librarian

The School has a dedicated librarian to guide and support your access to central library resources.



Nicole Urquhart - Design
Engineering Librarian
Room 110 Abdus Salam
Library
Ext. 41889

n.urquhart@imperial.ac.uk

[School Librarian's web page](#)

4.5 Guidance for the Acknowledgement of Contributions to Project Work

In addition to any stipulations regarding acknowledgement of work given by Imperial College London (and the Royal College of Art for IDE), please see the following note.

Project work often benefits from input from others, be it general advice and guidance, problem solving, coding and bug fixing, to assist with practical work. Some projects benefit from collaborative efforts on specific aspects. Some project builds benefit from input from a prototyping company or sponsor. The leverage of resource in a project can demonstrate the ability to collaborate and operate effectively.

As your projects are part of an educational pathway, we consider it essential and professional to acknowledge the input of others, outside general advice and guidance given by the staff team, in any form to your projects. A practical way of doing this is to include a clear printed acknowledgement of input to specific aspects of your project in your presentation materials e.g.:

- a poster
- an acknowledgement page in a report
- an acknowledgement slide in a presentation.

Please also remember that you will likely be asked to demonstrate mastery of relevant topics in assessments of your projects.

The following links provide the current policy on academic integrity:

[Examination and Assessments: Academic Integrity](#)

4.6 Interruption of Studies

Interruption of Studies allows students to take a break from studies where circumstances

warrant such action. The range of typical circumstances and further details are here:

[Interruption of Studies](#)

IMPORTANT

Taking Interruption of Studies has implications for international students with Student visas. Please liaise with the Teaching Office, who can put you in touch with the right department.

If you wish to take a break from your studies, the steps are as follows:

1. Optional informal discussion with the PG Student Wellbeing Adviser.
2. Discussion with your Personal Tutor.
3. Inform the [Senior Tutor](#) (you or your Personal Tutor can do this), who will send you an interruption of studies form to complete. If relevant, supporting documentation will be required.
4. Send your completed interruption of studies form, and evidence where relevant, to the Senior Tutor at desenior.tutor@imperial.ac.uk.
5. The Senior Tutor will get back to you directly with a decision on your request.
6. Once approved by the Senior Tutor, you'll be asked to complete the Interruption of Studies form in MyImperial to confirm the details with Registry.

4.7 Wellbeing

The School has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time at Imperial:

You can find details of all Wellbeing contacts within the department, and some additional external organisations, on the department's Wellbeing page:

[Design Engineering Wellbeing contacts](#)

Student Hub

At the Student Hub, you can access advice about a range of student services, such as accommodation, admissions, tuition fees, international student support, and student records.

[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

[Student Support Zone](#)

International Student Support

The International Student Support team is committed to providing the highest standard of support to Imperial's international student population. They provide specialist immigration advice for applicants, students and graduates as well as running a programme of webinars, trips, and events to foster integration, friendship and community.

[International Student Support](#)

E: international@imperial.ac.uk

P: 020 7594 8040

Multi-Faith Chaplaincy Service

The Chaplaincy Service provides online and in-person support for students. Whatever your faith, even if you don't feel you belong to any faith tradition, they support your spiritual and personal well-being. They offer meditation sessions, services, courses, resources and information.

[Multi-Faith Chaplaincy Service](#)

E: chaplaincy@imperial.ac.uk

4.8 Disability Advisory Service

The Disability Advisory Service (DAS) works with students to ensure they have the support they need. They can also help if you think that you may have an unrecognised study issue or specific learning difficulty, such as dyslexia.

Some examples of support DAS provide:

- Checking that your evidence of disability is appropriate and up to date
- Arranging a diagnostic assessment for specific learning difficulties
- Making recommendations for additional exam arrangements e.g. extra time
- Arranging library support and access to the Assistive Technology Suite
- Supporting applications, for continuing accommodation beyond the first year
- Assisting with funding for additional support agreed by your DAS Advisor e.g. for notetaking, specialist skills, mentoring, equipment, transport

[Disability Advice Service](#)

E: disability@imperial.ac.uk

P: 020 7594 9755

Department Disability Officer (DDO)

Departmental disability officers (DDOs) are the first point of contact within a student's department. They will help organise and facilitate the support we have suggested within the department.

You can contact your DDO for help with issues such as:

- Specific questions about your course, studies or departmental facilities.
- Difficulties that might arise in the rare event that there is any problem in implementing our recommendations.
- Mitigating circumstances.
- Applying for additional exam arrangements.

Department Disability Officer (DDO)



Dr Usman Talat
u.talat@imperial.ac.uk
Dyson School of Design
Engineering

4.9 Health

If you have moved home to take up your place at Imperial, you will need to register with a new doctor (also known as a GP) so that you can access NHS healthcare. It's important that you register with a doctor soon after you arrive - don't wait until you are sick, as this could delay your access to treatment.

Imperial Health Centre

E: imperialcollege.hc@nhs.net

P: 020 7584 6301

Imperial Dental Centre

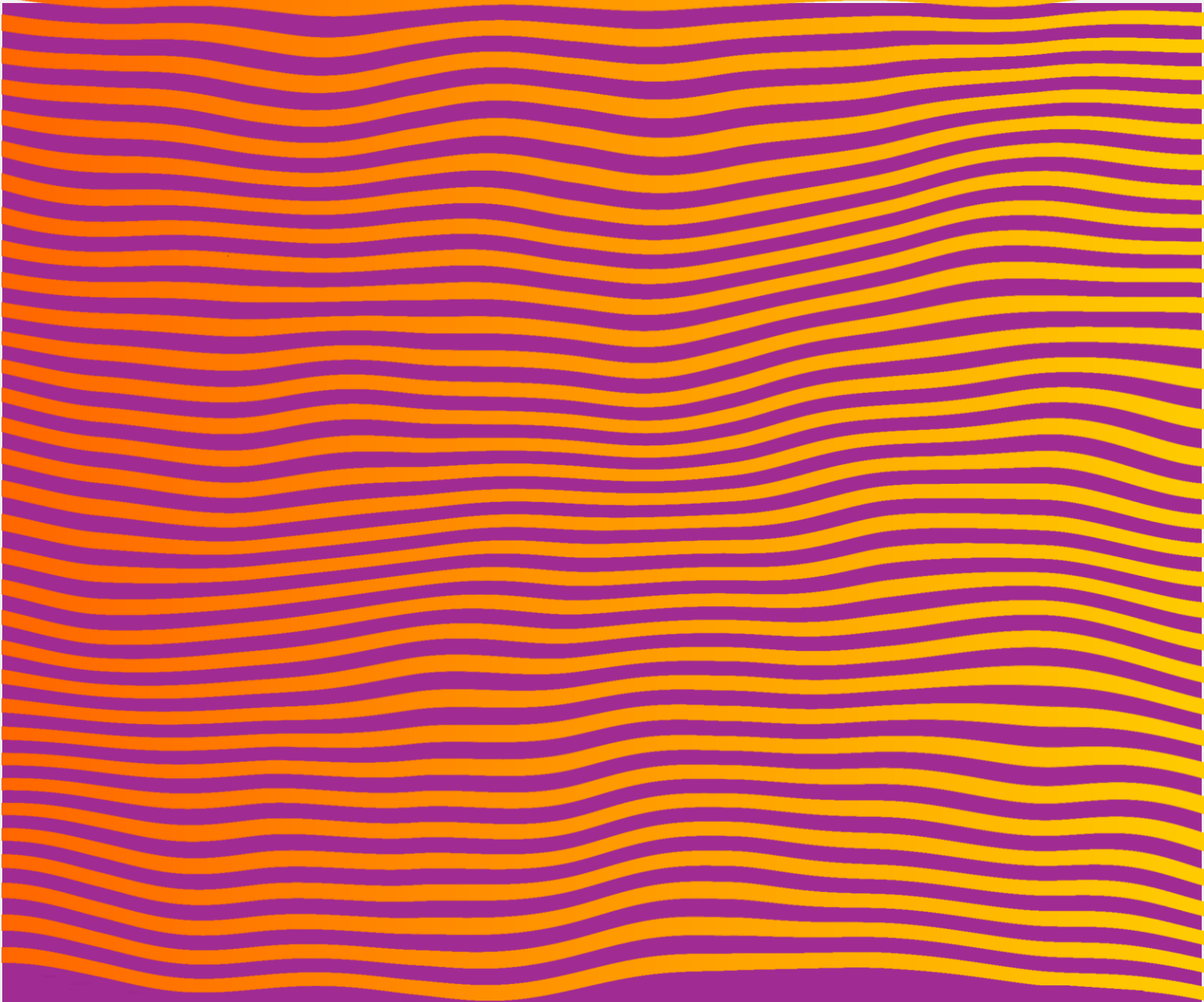
E: reception@imperialcollegedental.co.uk

P: 020 7589 6623

Student Counselling & Mental Health Advice Service

E: counselling@imperial.ac.uk

P: +44 (0)20 7594 9637



5. Assessment

5.1 Passing the year

The Design Engineering programmes consist of three successive terms, one academic year. Progression (and ultimately award) is contingent on passing the year. To pass a module, you must achieve a 50% weighted average for the entire module and pass all assessments marked as 'must pass'.

5.2 Mitigating Circumstances

What are mitigating circumstances?

These are circumstances beyond your control that may prevent you from sitting an exam, delivering an assessed presentation or submitting coursework on time, or may seriously affect your performance during or in preparing for your assessments.

What should you do if you have mitigating circumstances?

You are advised to inform the Senior Tutor and your Personal Tutor of any circumstances affecting your academic performance as early as possible.

If you would like the School to take these circumstances into account, you should make a formal request using the online mitigating circumstances request form.

[Mitigating Circumstances Form](#)

It allows both extension and other circumstance requests and includes modules in departments outside of the School. For especially sensitive circumstances, you may bypass the form and choose to contact desenior.tutor@imperial.ac.uk.

Supporting evidence is expected to be submitted with the request. Depending on the circumstances, you may be given a set period for submitting the evidence. Failing to submit the evidence by the assessment deadline may invalidate your request.

In certain circumstances, such as illness of short duration, you may not be able to obtain evidence. In these circumstances, you may be able to self-certify to provide an explanation as to why evidence cannot be provided. The maximum self-certification period is seven calendar days.

When should you make the request?

Requests for extension to an assessment deadline should be submitted before the assessment submission deadline. Otherwise, the request should otherwise be submitted within ten working days of the deadline/exam date. If you cannot submit the mitigating circumstances form within this timeframe (e.g. you had an accident and are in hospital without access to a computer), you should contact the Senior Tutor as soon as possible.

Who makes the decision?

- A. Request for extension made before an assessment deadline:
Any member of the School Mitigating Circumstances Advisory Panel (MCAP), usually the Senior Tutor, can authorise an extension if the extension is a maximum of two weeks.
- B. Request for anything else:
The MCAP will consider all other requests. The panel comprises the following:
 - Senior Tutor (Chair)

- Deputy Senior Tutor
- Examination Officer

Also in attendance:

- One member of the Teaching Office (minutes)
- School Wellbeing Advisor

Decision

A. Request for extension made before an assessment deadline:

The request will be assessed within three working days from the request date. If the request is rejected, we will provide clear reasoning and advise on other support mechanisms, if appropriate.

B. Request for anything else:

If the request is accepted, one of the following will be recommended to the Board of Examiners:

1. Defer. This will allow the Board of Examiners to consider offering the student:
 - a) a further opportunity to attempt the assessment(s) at the next available assessment point. If relating to a first attempt at the assessment, this will receive an uncapped mark.
 - b) to take an uncapped resit to retrieve outstanding modules
 - c) to be permitted to take a resit to enable progression
 - d) to be offered an opportunity to retake the year as a first attempt

Where the assessment has been passed or the module overall is a pass, the Board may also consider:

e) extended consideration at the borderline for an uplift in classification in accordance with the university regulations

f) consideration at the borderline where a qualifying mark is required for continued progression

2. Allow Late. The late submission assessment(s) is accepted as though 'on time' and will receive an uncapped mark.

If the request is rejected, clear reasons will be provided. You will also be given 5 working days to resubmit an amended claim. Please note that resubmission is permitted only once per request.

Mitigating circumstances and group coursework

If a member of your group is affected by Mitigating Circumstances, please first contact the relevant Module Leader and ask for their advice.

If the Module Leader cannot resolve the matter to the group's satisfaction, the group should submit a mitigating circumstance request (which must be signed by all affected students). This can be assessed by the Senior Tutor and, if applicable, approved by Chair's action.

The Mitigating Circumstances Request form can be found here: [Mitigating Circumstances Form](#)

Mitigating Circumstances Process



IMPORTANT

The university Health Centre can certify illness only for absence lasting more than one week, or absence from an examination. Submit the form as soon as you can.

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 on [this page](#) of the university website.

5.3 Getting Your Results

An interim Board of Examiners meeting takes place in the second week of July to review and ratify marks from the Autumn and Spring terms. This allows the department in the last week of July to confirm which students may be required to undertake a resit assessment(s) in the Summer Resit period (August).

The PGT main Board of Examiners meeting takes place in late September, where final progression and award decisions are ratified. The Department then give the results and awards to the Student Records team in Registry. They aim to release results to students within ten working days of receiving the confirmed results from the department. You will receive an email notification when your results are available to view via [My Imperial](#).

IMPORTANT

Please note any marks released before the final Board of Examiners meeting remain provisional until formally ratified by the Board.

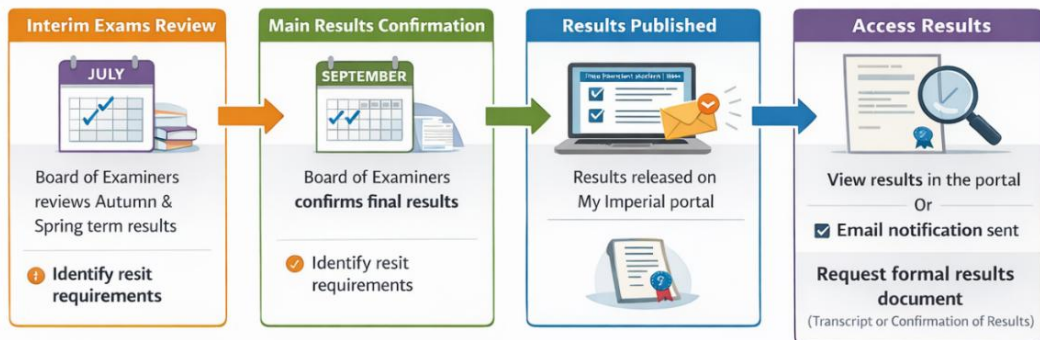
Please see the link below for information on how to request a formal results document.

[Request an official document](#)

If you are a sponsored student and need your exam results sent to your sponsor, please contact the Student Hub.

[Student Hub](#) [ICL website]

Getting Your Results



5.4 Resits

In the case of a fail in one or two modules, the Board of Examiners may set a resit capped at the pass mark.

5.5 Appeal and Complaints Procedures

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 university, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. If you are considering filing an appeal using the university procedures, before doing so we recommend you contact the Director of Postgraduate Studies (DPS) and/or the Assessments and Examinations Officer to arrange a meeting to discuss the issues you are experiencing.

If you believe that you have grounds for an appeal, we have laid out clear and consistent procedures through which appeals can be investigated and considered:

student.complaints@imperial.ac.uk
[Appeal and Complaints Procedures](#)
[Regulations for students](#)
[Terms & Conditions](#)

5.6 Plagiarism

Online Plagiarism Course

The university operates an online plagiarism Blackboard course. We expect all new students to complete this course. It will help you to understand plagiarism and therefore help you to avoid plagiarising through your degree programme.

TurnItIn

The School uses plagiarism detection tools such as TurnItIn both to receive electronic submissions of coursework via Blackboard and to check electronic duplicates of printed submissions.

[Student Guide to Turn It In](#)

5.7 Late Submission of Coursework

Late Submission of Coursework

Each piece of coursework will have a specified submission date, set in advance and published in the module description.

Coursework submitted up to 24 hours late will be capped at the pass mark. Coursework submitted more than 24 hours late will receive 0%.

Having a major coursework item capped or zeroed due to late submission can lead to a lower degree classification and outright failure. You should allow for potential delays such as computer/internet/printer glitches or delays to your journey when planning your coursework submissions.

IMPORTANT

Some coursework will be submitted electronically via Blackboard and/or Turnitin. Once you have submitted your work on Blackboard/Turnitin, you will be provided with a preview of the file you have submitted. It is your responsibility to ensure that you have submitted the correct file. If you submit the wrong file in error and subsequently miss the coursework deadline, your work will be marked as late, and the relevant policy for late submission will be applied.

We would like to emphasise that both Blackboard and Turnitin will send you a submission receipt via email. It is your responsibility to store such receipt and produce it if requested. If after having submitted an

assignment online you do not receive an email receipt, please contact your module leader as soon as possible. In case of problems with your submission (e.g. the file has not been submitted correctly), if you are not able to provide evidence of the submission via the email receipt, your work will be marked as late, and the relevant policy for late submission will be applied

Moderation

Major items of coursework are double marked. The moderation process is intended to ensure fair and accurate marking and to resolve discrepancies in project report marks between the supervisor and the second marker.

Feedback to Students

The School has a policy of 15 working days for coursework to be marked and returned to you. Sometimes circumstances mean that an academic will not be able to achieve this turn-around but they will notify you if this is the case.

5.8 Examinations

Past Papers

Normally, each examined module provides at least the last two exam papers, with answers or outline solutions, on Blackboard. These provide a useful guide for paper and question style but cannot be relied on to guide your revision. Defining what you must be able to do in an exam is the job of the intended learning outcomes given in the module descriptor.

Exam Advice

The Imperial Success Guide provides excellent advice on taking university exams. You should refer to this information regularly.

[The Imperial Success Guide](#)

Exam Stress

Most people find exams at least a bit stressful. We suggest you refer to the university Health Centre for advice on how to manage stress. If you find that you are becoming overwhelmed by stress, there is help available for you. Please also refer to section [4.7](#) above - 'Wellbeing Advisor'.

[Advice for exam stress](#)

Sitting an Exam

Your exams will be in your timetable. It will include the information that you require including time, date and locations of exams. Occasionally supplemental information will be emailed to you directly.

IMPORTANT

You must carry your Imperial identity card, so that your CID number can be noted and your identity verified.

The only items you can take into exams are:

- Pens, pencils, erasers and rulers. These must either be loose or in a transparent pouch.
- Your College identity card. This must be placed on your desk so that your CID is visible to be noted and your identity checked.
- Still water in a clear plastic bottle.

You will be provided, if necessary, with:

- A basic scientific calculator — you will not be allowed to take your own, or any peripheral equipment. The calculator provided has all the usual scientific functions. If you need to familiarise yourself with this model, the Teaching Office can issue one on overnight loan if required, otherwise they shall be issued in session.

Other than water, no food or drink is allowed during examinations.

College examination conditions and rules e.g. the absolute rule against speaking to neighbours are stated in the Instructions to candidates for examinations and are similar to those for any other public exams.

[Instructions to Candidates for Examinations](#)
[Handy Exam Guidance](#)

Consideration of Additional Examinations Arrangements in Respect of Disability

Additional assessment and examination arrangements are provided by the university for individual candidates registered as students at the university who have physical, mental or sensory impairments (whether temporary or permanent) or specific learning difficulties. For further details, please read below. You should contact the School's Disability Officer; see section [4.8](#) of this document.

[Procedures for consideration of exam arrangements in respect of Disability](#)

Examination Feedback

Please note that your examination scripts once completed belong to the university under the GDPR legislation. This means that you do not have the right to view them. Please see the [university GDPR webpages](#) for further information.

5.9 Grades & Marks for Exams & Coursework

Imperial assesses postgraduate examinations and coursework submissions on a scale of correspondence between percentage mark, letter grade A to F and degree class.

1. A marginal fail is a failing mark within 10% of the pass mark (applicable to elective and compulsory modules at the discretion of Board of Examiners).
2. All grades and numerical marks issued during the academic year are provisional. They are issued to provide feedback and to provide an indication of progress.
3. Final marks are awarded only after the Board of Examiners has convened (in July and September; see [5.3](#)). Ultimately these marks, appropriately weighted by ECTS credits, will be used to determine which degree class is awarded. These correspondences are shown in the following Table:

Letter Grade	Mark Range (%)	Corresponding degree class	Descriptor
A*	A* ≥85	Distinction	Exceptional
A	A+ ≥77, <85 A ≥73, <77 A- ≥70, <73	Distinction	Excellent
B	B+ ≥67, <70 B ≥63, <67 B- ≥60, <63	Merit	Very Good
C	C+ ≥57, <60 C ≥53, <57 C- ≥50, <53	Pass	Good Good/Pass
D	D+ ≥47, <50 D ≥43, <47 D- ≥40, <43	Fail	Marginal-Fail
F	F <40	-	Fail


5.10 Student Prizes and Awards

The programme has several awards to recognise students' academic achievements or their contribution to the wider university experience. Awards are made at either departmental or university level. Departmental awards operate at the discretion of the School and are not announced at the graduation ceremony. University awards have been ratified by the university's Senate and are announced at the graduation ceremony.

The awards described here are mentioned on the awardees' transcripts. All internal and external awards available to Design Engineering students will be advertised on Blackboard.

The Dean's List

Because Imperial graduates compete in an international market, Imperial has matched the USA practice of recognising the top 10% of A-graded students on a 'Dean's list' — and



marking this achievement on the transcript of graduating students.

The conditions are:

- Achieving an overall mark of 70% or greater during the previous 12 months, and
- Being placed within the top 10% (rounded up) of students in their cohort — e.g., of their year and programme.

DESIRE (Design Engineering Selected Innovation REcognition)

The DESIRE award is a prestigious award within the School. It is something that all students should aspire to win during their degree and it will appear on transcripts of the awardees.

Please note that the DESIRE selected works need not necessarily be associated with the top mark or grade scoring project. DESIRE is a departmental award, and its winners will not be explicitly mentioned during the graduation ceremonies

Which projects get DESIRE awards?

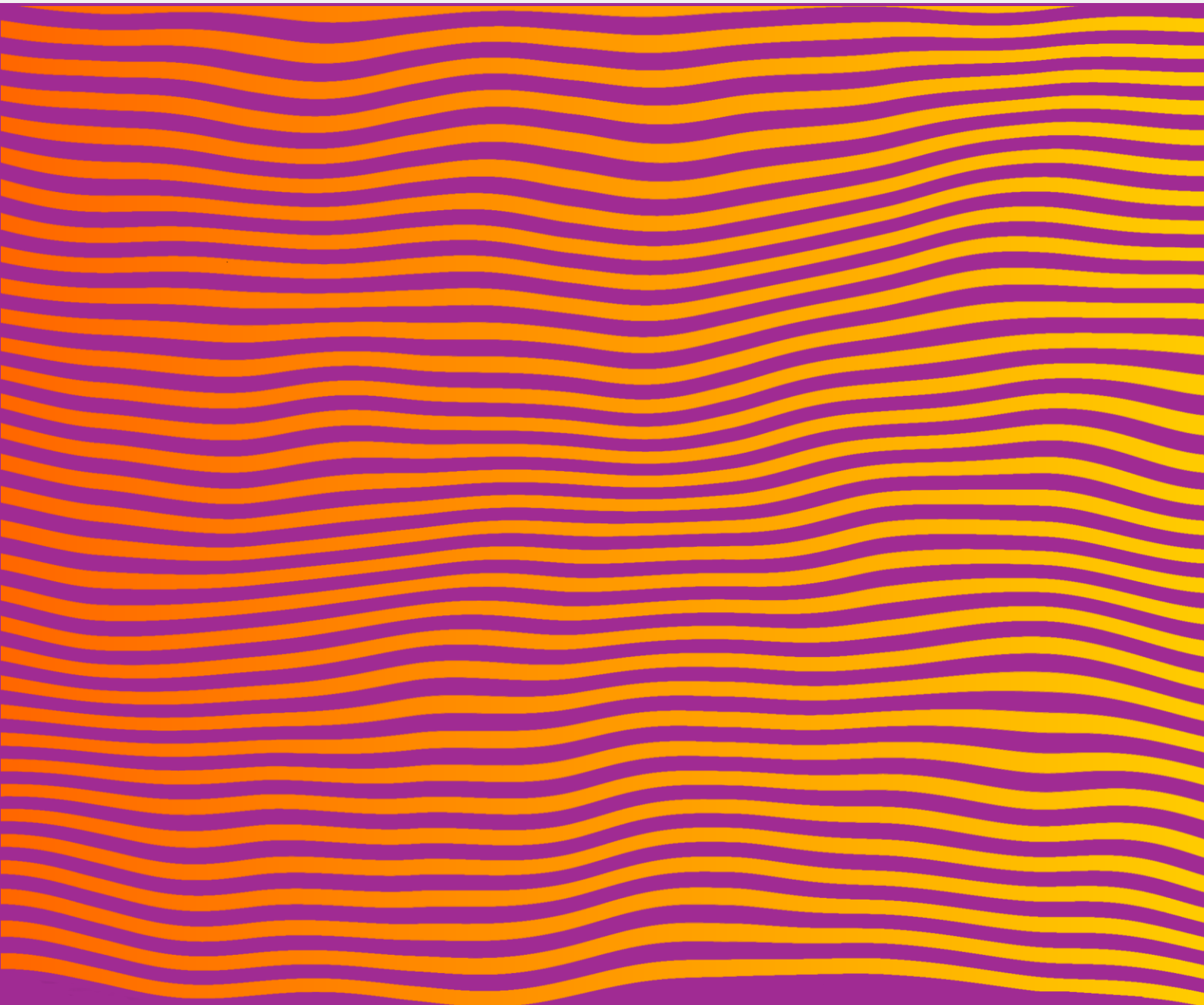
Not all projects qualify for the DESIRE award. It is only for modules where there is a design engineering output in the form of significant coursework, e.g. Design Master's Project.

Selection for the DESIRE award

The selection of the winner may be done on the day of the assessment or after the completion of the assessment. The selection will be done by a panel of Design Engineering experts with substantial experience in the unique aspects being assessed for the award. The chair of the panel will be the module leader. If the panel decide that none of the submitted work

demonstrates significant outstanding quality, then the award will not be issued. This is to retain the quality of the award-winning projects. Winning projects are listed on the School's award webpage:

[Desire Awards webpage](#)



6. School Spaces

6.1 Teaching Spaces

Details of which rooms you need to attend will be clearly listed on your calendar.

[South Kensington Campus Map](#)

The rooms that we will use most frequently are:

Studio 3, Level 3, Dyson Building Flat floor teaching space

2nd Floor Study Space, Level 2, Dyson Building Flat floor teaching space

The Dyson Library, Level 1, Dyson Building Flat floor teaching space

1851 Lecture Theatre, Ground Floor, Dyson Building

Lecture Theatre / Flat floor teaching space

409 Roderic Hill Lecture Theatre

Tiered Lecture Theatre

IMPORTANT

Lecture and tutorial rooms may not be consistent, week to week; always check your timetable.

Finding Roderic Hill Lecture Theatre

A lecture theatre that we will be using quite frequently is Roderic Hill 409. This can be a little hard to locate the first time, so there are detailed instructions on how to find the room below. You may also use rooms 414 and 422, which are just around the corner from 409.

[How to find Roderic Hill](#)

The 2nd Floor Study Space in the Dyson Building is available for all students to use as a communal study/social area. This area contains PC/laptop benching, comfortable seating, and a kitchenette. Note that while currently, no teaching is scheduled to take place in this space, teaching events can be scheduled in this space. We will of course notify students where this occurs.

Clean Studio Policy

Please clear up the space after you put anything that you want to keep in your allocated share box. (See: Project Storage). The Level 2 Studio is a communal space used by everyone. As we have storage solutions for all in the form of shared lockable boxes in the Level 2 Studio, we will be implementing a Clean Studio Policy.

IMPORTANT

The Level 2 Studio is a communal space used by everyone and operates a Clean Studio Policy. Items left on tables, desks, worktops, and the floor in the Studio on Level 2 will be thrown away every Monday morning.

6.2 Meeting rooms

The School has several meeting rooms. You will mostly use these for Personal Tutorials and meetings with academics that they may arrange.

Student use of meeting rooms

The meeting rooms are primarily for staff use. They use a booking system, and students cannot book them. You may use an empty meeting room but must leave as soon as you are requested to.

Dyson Building Meeting Rooms

Trapezoid Rooms 1, 2 & 3

These three rooms are located next to each other on the 2nd Floor of the Dyson Building, alongside the Study Space.

These rooms may be used by students when they are not in use, however they cannot be booked by students and priority is given to timetabled teaching and departmental activities.

How to find the Teaching Office

The Teaching office is joined to the Dyson Building via a link bridge leading to and from Dyson level 2.

6.3 Storage

Storage space in the School Workshop is limited. Items may only be stored if, agreed in advance by the Workshop Head Technician, and if clearly marked with:

- the owner's name
- the supervisor's name
- contact numbers
- dates defining the period of storage.

ACE Workshop staff will inspect the workshop daily and tidy as necessary: any items left out will be subject to disposal.

Email the Workshop Manager, Ingrid Logan-Rivers: i.Logan-Rivers@imperial.ac.uk

Chemical Storage

Chemicals cannot be stored in the ACE lab without the prior agreement of the School's Technicians and the completion and signing off a COSHH assessment.

[Download COSHH form \(doc\)](#)

Project Storage in Dyson Level 2



In the Studio space of the 2nd Floor, Dyson Building, there are limited storage units. This storage is managed by the School's Student Representatives.

IMPORTANT

Items should not be left out anywhere in the building and will be disposed of, unless they have the express prior permission from the Department Operations Manager, Natalia Goehring:

n.goehring@imperial.ac.uk.

6.4 School Workshop

The School's workshop facilities are located on the ground floor of the ACE Building.

Up to date information on the workshop facilities and procedures, can be found here:

[Dyson School workshop handbook](#)

Workshop Training

Before you can use any equipment in any of the Workshops you need to be appropriately trained. Induction sessions are scheduled throughout the MEng course

Workshop Hours

09:00-17:00 - Weekdays* - Supervised
Technical support, supervision and selected power tools will be made available in the ACE Lab Workshop during these hours.

08:00-22:00 - Every day* - Unsupervised
Qualified students can access the workshop benches and use hand-tools during these hours.
*Not including university closure days

Personal Protective Equipment

You must always wear the following items in the Workshops:

- Sturdy shoes with closed toes
- Safety Glasses
- Boiler suit or lab coat
- Long hair must be always tied back
- All jewellery must be taken off

Glasses and lab coats are available to be borrowed from the entrance of ACE Workshop.

Technicians



Ingrid Logan-Rivers
Technical Services and Safety Manager



Gordon Addy
Senior Workshop Technician



Karl Addy
Workshop Technician



Chloe Allen-Greeves
Workshop Technician



Claudia Morgan
Workshop Technician



**Tito
Nwofor**

Workshop
Assistant

Please see the ACE Workshop Handbook in the Design Engineering Information section of Blackboard - see section 3.1 above for more details.



**Harry
Touelle**

Workshop
Technician

Project Work in Research Labs

Imperial College and School health and safety rules dictate that students on taught courses may only work in laboratories during technical staff hours — i.e. between 08:30–17:00, Monday to Friday, while the university is open. Even outside these hours, no-one is permitted to work alone unless the work has been declared (in writing) to be non-hazardous and authorised by their supervisor and the laboratory manager — otherwise, a second person must be present.

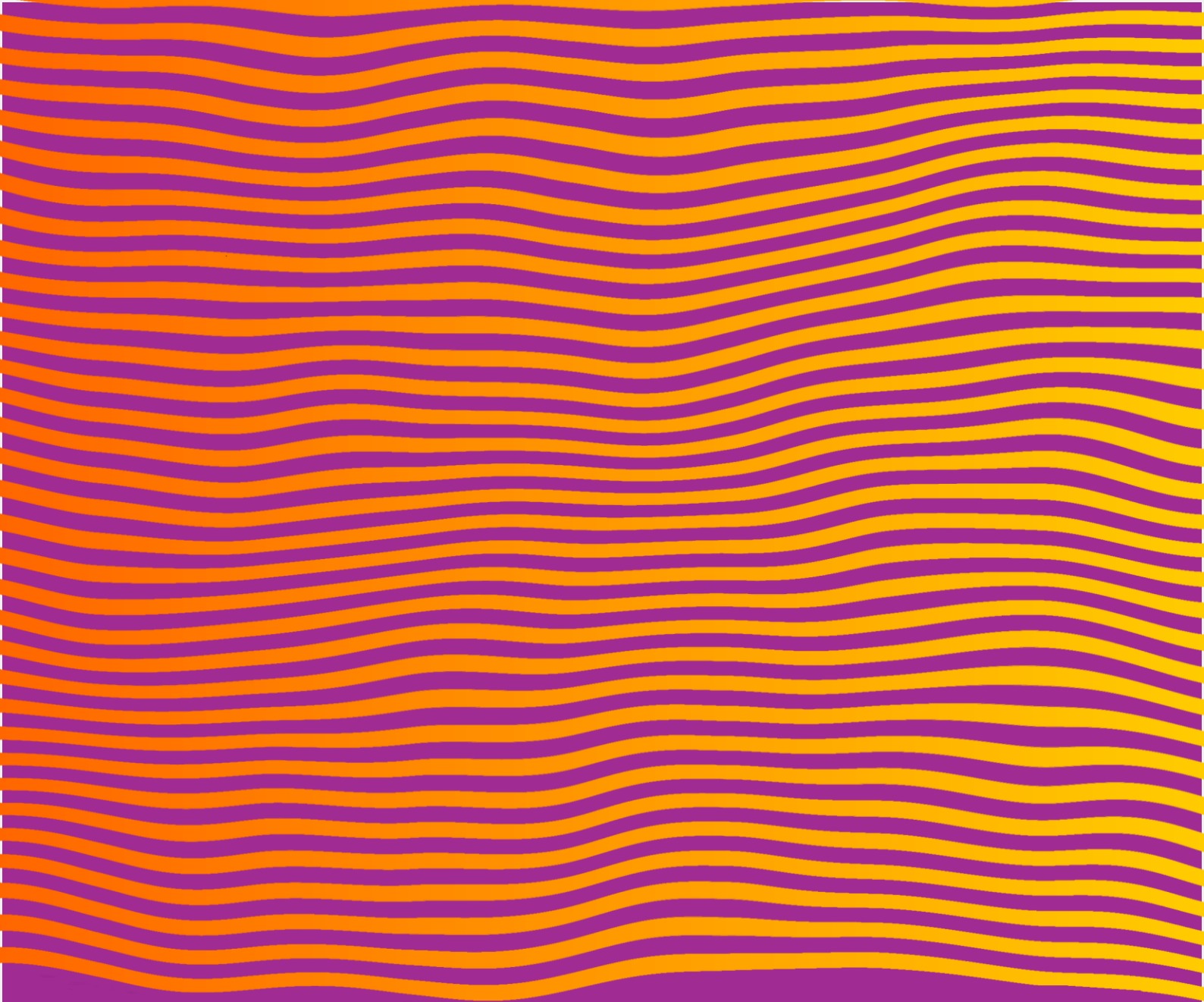


**Oliver
Trvey**

Audio
Technician

NOTE

For some laboratories, 'lone working' permission is not available.



7. Computers

7.1 Laptop Recommendations

To undertake your studies, you will need to have a laptop. See the guidance on the Information for Offer Holders page for recommended laptop specifications:

[Laptop Recommendations](#) [ICL website]

You will be responsible for basic laptop maintenance of your own machine, including:

- Virus protection
- Ransomware protection
- Regular security updates
- Backing up your data

[Imperial College IT security advice](#)
[ICT resources for new students](#)
[ICL website]

7.2 ICT Support

You can get drop-in support at the [Abdus Salam Library](#) Service Desk on Level 1 during office hours. You can also access online support 24/7 via the [ASK portal](#).

7.3 Borrowing a department laptop

The Department has 36 laptops - PC and Mac - that you may borrow for 4-hours at a time (note, late returns may incur a fee). These laptops are stored in secure lockers located in the Level 2 student space that you operate yourself using your Imperial College ID card. These laptops will be pre-installed with all the relevant software. The loan laptops are not to be taken out of the Dyson building.

7.4 Accessibility and Inclusive Technology

Guidance on Microsoft and Apple accessibility features is available at the following webpage:

[Inclusive Technology](#) [ICL website]

Imperial offers software recommendations designed to support students in their studies and staff with their work; from [managing anxiety](#) to [making referencing easy](#), inclusive technology can transform the way you work.

Find out more about Inclusive Technology at Imperial, including resources, software, and training, at the following link:

[Inclusive Technology](#) [ICL website]

7.5 Software


Your department will provide access to any software you may need for the course. All students are provided with a personal Adobe Creative Cloud Licence. See the following webpage for any other software that is available to you during your degree:

[Get devices and software](#) [ICL website]

7.6 Printing

Staff and students can print, photocopy or scan documents using the touch card printers. These printers are located in libraries, departments and other key areas across all campuses.

Access to touch card printers is controlled by your ID card. When you print a document, it is



sent to a common print queue, meaning that you can collect it from any touch card printer.

[How to print](#)

Printing costs

Students are given an annual minimum print allowance of £25. This print allowance will renew at the start of each academic year.

Below are instructions on how to buy print and photocopy credit:

[Pay for printing and photocopying](#)

[ICL website]

7.7 Internet Access

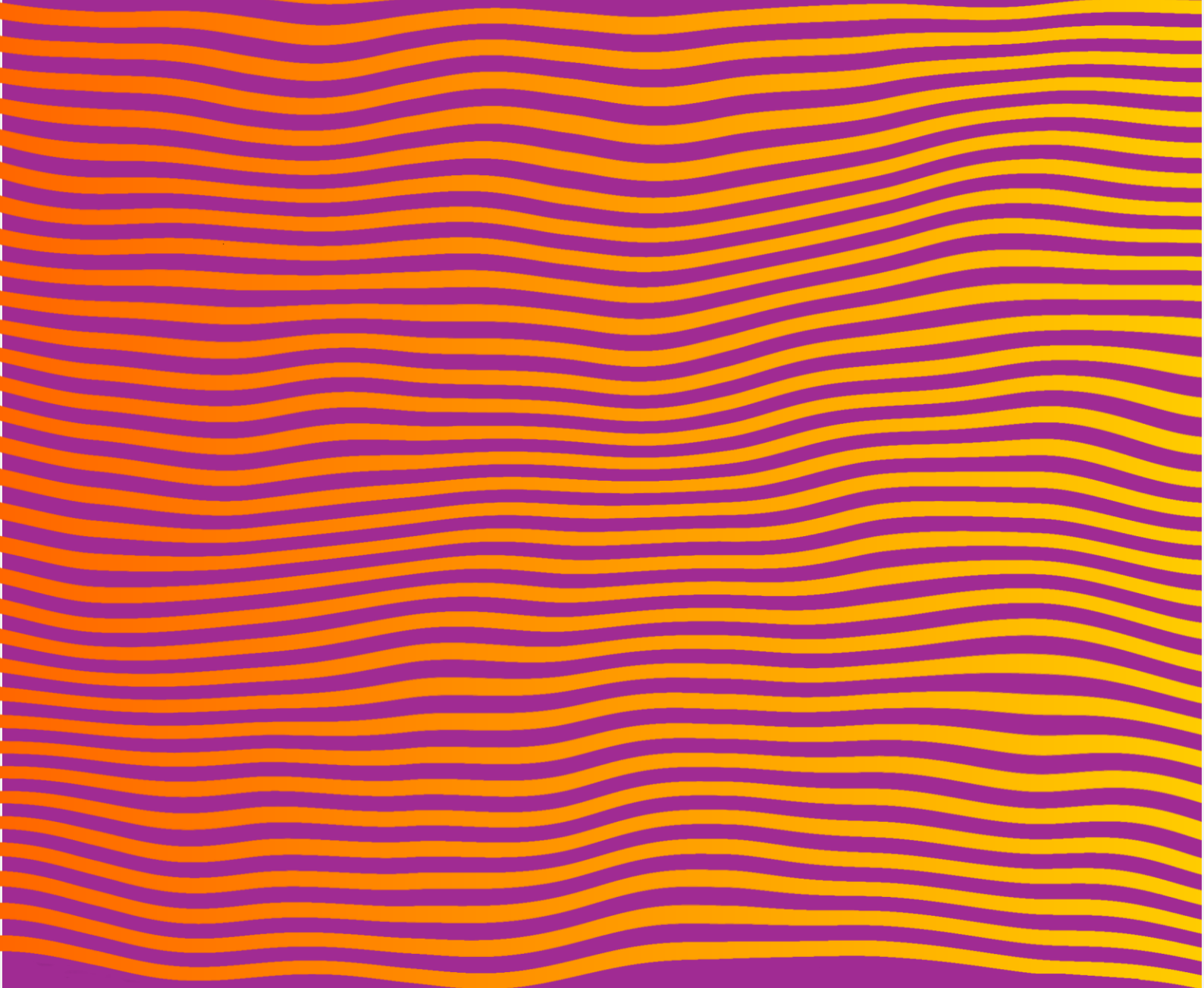
Most areas of Imperial campuses and Halls of Residence have Wi-Fi coverage, but if you find yourself in one with high usage and low coverage please [contact the ICT Service Desk](#).

When you access the Wi-Fi network, you agree to abide by the [Conditions of use of IT resources](#).

Please see instructions below on how to access the university WIFI networks:

[Accessing Imperial College WIFI](#)

[ICL website]



8. Professional Development

8.1 Careers Service

Throughout all four years of your course, you will have the opportunity to engage with careers sessions to prepare you for future employment and opportunities.

These careers sessions will be scheduled into your timetable.

University Career Services

There is a central Careers Centre based on the 5th Floor of the Sherfield Building. Full details of their services can be found on their webpage.

[Imperial College Careers](#) [ICL website]

Blackboard opportunities page

Competitions, placements, and career opportunities are posted regularly to Blackboard by academic and Teaching Office staff. Remember to check this page regularly for updates:

[Blackboard: Competitions and Opportunities page](#)

8.2 Imperial Enterprise Lab

The Enterprise Lab is a dedicated support service for students, staff and alumni who want to develop their entrepreneurial mindset, skills, and networks. They can help you to test new ideas and launch products, services, and ventures that address real-world challenges to make a positive difference to people and planet.

[Imperial Enterprise Lab](#)
[Imperial Enterprise Lab website]

8.3 Intellectual Property

What is IP?

Intellectual Property (IP) is a term used to describe an individual's creative output, such as an invention. Intellectual Property Rights (IPRs) such as trademarks, patents, copyright and design rights are the legal means that can be used to prevent others from using your creative output without your consent. You need to consider protecting any IP you develop whilst you are at Imperial, whether you have developed it as part of the Meng syllabus or through extra-curricular activities.

The university has some excellent resources to teach you about IP on the Imperial College website:

[Imperial College Intellectual Property guidance](#) [ICL website]

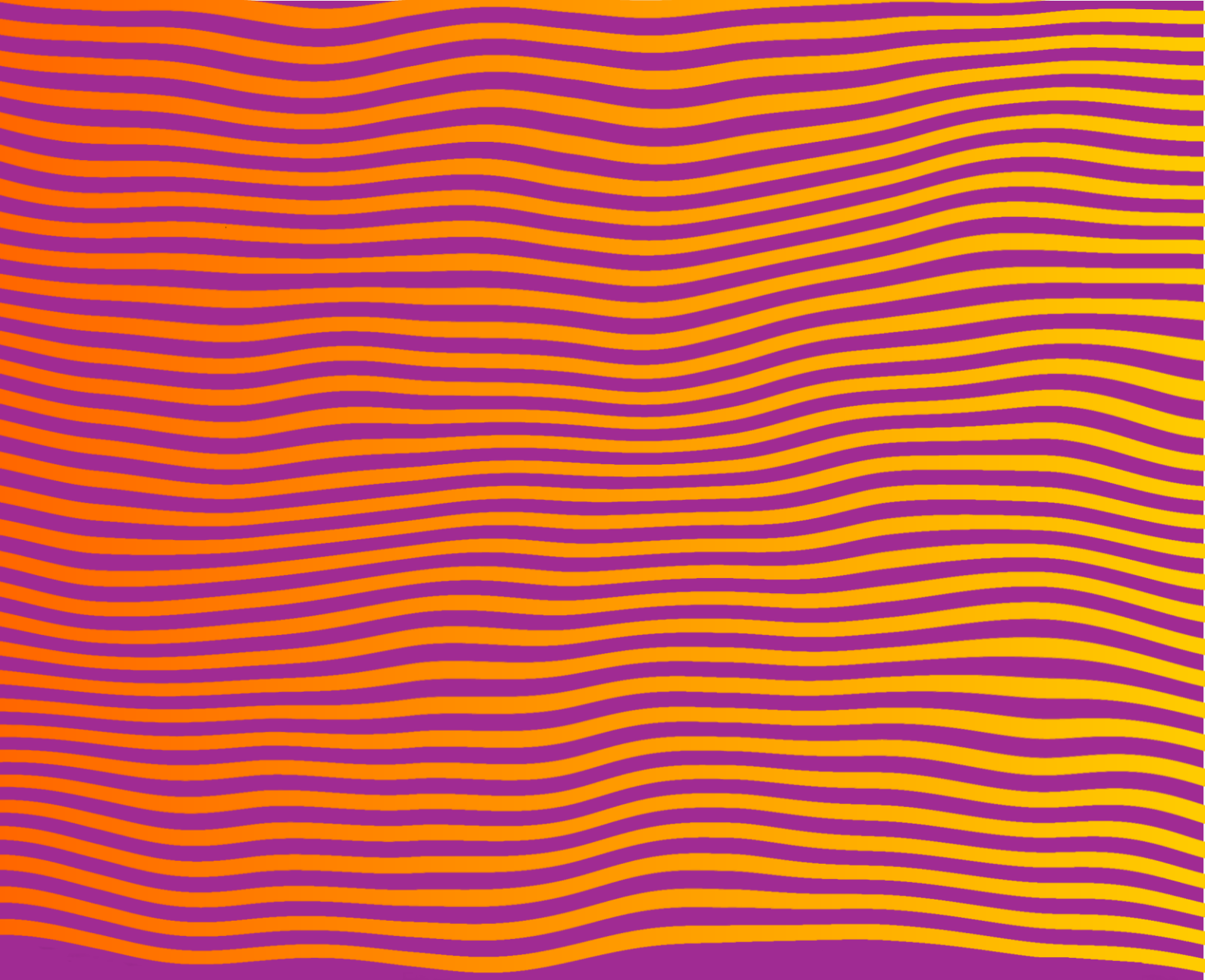
[Intellectual Property for students: \[YouTube\]](#)
[IP for students: Where to go \[YouTube\]](#)

8.4 Industry Advisory Arrangements

The department has a strategy for industrial engagement to ensure that the vision of the department, the directions of research and the development of the curriculum are pushing the boundaries of theory and practice in design and engineering. To address this, our engagement with industrial partners spans three levels:

- **Industry Advisory Board (IAB)**

We have selected world-leading companies from a range of different industrial sectors and contexts, across physical and digital domains. We work closely with these companies to help us gain foresight of how global and local economies will change, and what big shifts are on the horizon, who are invited to represent a wider cross-section of industry (from small start-ups to large international corporations across different disciplines) and the third sector



9.1 Giving feedback to staff

We welcome feedback on teaching from students. This enables us to make your learning experience as enjoyable and fulfilling as possible. There are several avenues of feedback available to you:

Module Leaders

You can contact the relevant Module Leader/Associate Module Leader with general points about a module at any time. This includes comments on the general content of courses as well as specific issues.

Personal Tutor

You can contact your Personal Tutor about your studies either in your timetabled Personal Tutorials or by arranging a one-to-one meeting. You can also talk to your Personal Tutor if you have an issue that you have raised with a Module Leader, but you do not feel has been appropriately addressed.

Senior Tutor

The Senior Tutor usually handles group feedback, e.g. via the SSCC (see [9.2](#)) or survey results, but if you have raised an issue with your Personal Tutor and do not feel it has been appropriately addressed, you may also contact the Senior Tutor.

Faculty Senior Tutor

The Faculty Senior Tutor has responsibility for ensuring the delivery of consistent, high-quality support for students. If you have a matter which you feel is highly sensitive or complicated, you may wish to contact the Faculty Senior Tutor (see [2.6](#)).

9.2 Staff-Student Consultative Committee (SSCC)

Staff-Student Committees (SSCCs) are designed to strengthen understanding and improve the flow of communication between staff and

students. They are a formal means for Student Representatives (see [2.3](#)) to raise issues that are of a concern to the wider student body. Minutes of the meetings are taken and available for all students via [Blackboard](#).

Good practice guidelines for SSCCs are available here:

[Imperial College SSCC guidelines](#)

9.3 Student Surveys

Imperial College and the Union are committed to continually improving your education and wider experience. A number of surveys are held each academic year providing students an opportunity to give their views on lecturers and modules, overall programmes, support services, resources, welfare support and social opportunities.

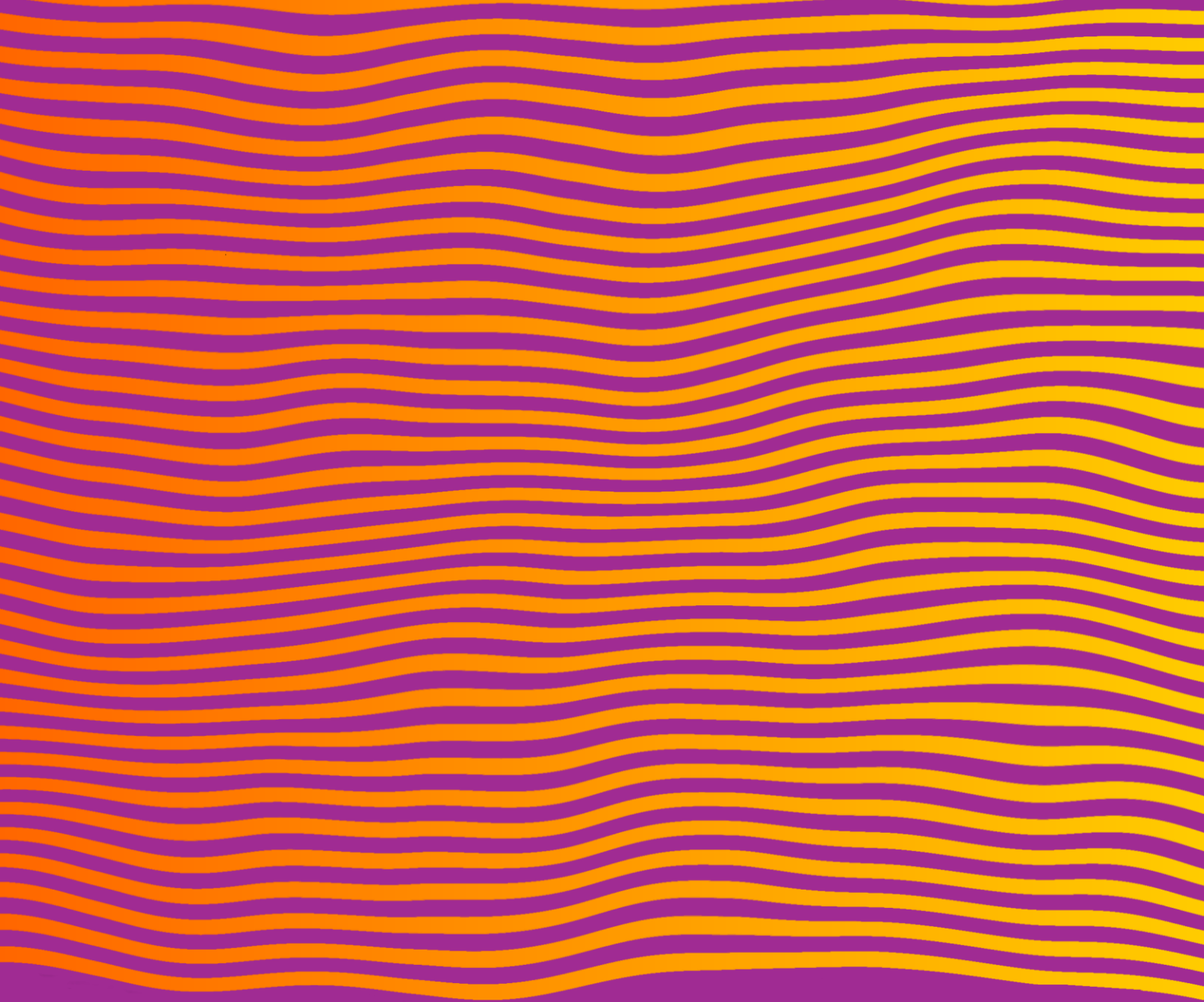
Postgraduate taught experience survey (PTES)

PTES is a national survey of Master's level students organised by Advance HE, which invites them to comment on their programme and student experience.

PTES is your chance to tell us your thoughts about your course. The results help us compare how we are doing with other institutions, to make changes that will improve what we do in future and to keep doing the things that you value. This will help improve the experience of students like you in the future. Your feedback is important.

The Union's "You Said, We Did" campaign shows you some of the changes made as a result of survey feedback:

['You Said, We Did' \[ICL website\]](#)



10. PGT Programmes

10.1 Key Dates and Attendance

Term dates and university closure days

You can find the above on the Imperial College website:

[Term Dates \[ICL website\]](#)

[University Closure Days \[ICL website\]](#)

Assessment deadlines

For all coursework submission deadlines, please check for emails or Blackboard announcements from the relevant Module Leader/s.

Attendance

There will be scheduled mandatory activities throughout the first and last weeks of every term. You are expected to be available to attend throughout.

You are required to attend until the end of session because the External Examiners may wish to interview you during the last week. You should therefore avoid any commitment, other than those forming part of the course, that could prevent you attending university during term-time.

Term Structure

Design Engineering has teaching across all three terms. We also have exams throughout the year, rather than in one session at the end of the year.

Terms 1 & 2

Week	Activity
1	Welcome Week (T1) Exams (T2)
2-5	Teaching
6	DRAW week
7-10	Teaching
11	Teaching and other supplementary activities

Term 3

Please refer to the information for each programme.

DRAW Week

DRAW stands for Design, Review, Applications and Workshops. During DRAW weeks, there will be a variety of one-off, timetabled activities. Some of these will be directly related to your current studies while others will look beyond the curriculum.

DRAW week is a busy week, and all the sessions are mandatory.

Great Exhibition Road Festival (GERF)

An annual celebration of science and the arts taking place each summer in South Kensington

[Great Exhibition Road Festival \[GERF website\]](#)

]

10.2 Programmes Overview

Our transdisciplinary programmes have been designed to equip the next generation of technical innovators with the mindsets and tools of Design Engineers – to support the development of creative and rigorous solutions that have a positive impact on the world. As part of the broader community at the Dyson School of Design Engineering (the School), the programme connects those with a technical background in a learning environment developed for those passionate about building solutions and grasping opportunities. This action-focused approach aims to build transformational change with engineering and scientific rigour.

Through learning the tools of design, you will learn to gather insights about users and contexts, make sense of complex information, find opportunities for intervention, and develop solutions to tackle the hierarchy of design engineering challenges including performance, systemic, societal, and global challenges. You will also critically learn to explore concepts, build your ideas, and test them in the real world to develop impactful human-centred outputs. The tools of designers are used across every sector and allow for seeing things from different perspectives, solving problems in new ways, and identifying novel opportunities. Design skills are useful across several employment sectors, such as technological innovation, banking and finance, government, medical and scientific research, and the digital economy.

10.3 Learning and Teaching Delivery Methods

The School places a strong emphasis on professionally relevant, project-based learning. Students also attend lectures and access online

learning resources to support knowledge acquisition. Primarily through project-based learning, but supported with intensive skills development sessions in workshops, studios and labs, group and individual tutorials, group working, and a variety of presentation and peer review formats.

Typical class sizes will range from 20-90 students and will involve the following:

- **Authentic project-based learning (APBL):** You will work on engaging real-world projects based on core, industrially relevant challenges, potentially collaborating with industrial partners, and using a range of Design Engineering process methodologies.
- **Team-Based Working:** You will work in teams to support your knowledge acquisition in dynamic and challenging transdisciplinary projects with multiple types of interactions, which will include Peer Review.
- **Technology Enhanced Learning:** All core module and programme materials are available via Blackboard. You will have direct access to an extensive range of specialist software (Matlab, Solidworks, Adobe CC etc.) and online learning opportunities through College.
- **Presentations:** Multiple formats integrating verbal, visual, video and physical artefact content to build your communication skills to a wide audience, and support assessment.
- **Workshops and labs:** You will have facilitated access to relevant workshops, as well as tutor and self-directed work in support of APBL across a wide range of facilities upon passing all the required safety training and inductions.
- **Lectures:** Talks to deliver key content for modules, including input from a range of external speakers and experts from the College,

providing overviews of key concepts and facilitating learning. Typically, lectures are given to the whole cohort.

- Guest lectures: Curated talks by external experts from diverse real-world organisations, monitored for relevance and depth by module leaders
- Tutorials: Group and individual formats to support APBL, understanding and skills development. Tutorials can take place both individually (such as with a personal tutor or project supervisor), or in groups (such as during project work, workshops or peer development).
- Immersive experiences: Visits or immersive experiences (e.g. Sprints / Hackathons) at real-world organisation
- Independent Study: All modules involve an aspect of individual and team-based study time to develop work and ideas.



10.4 MSc Design Engineering

This programme will provide you with an enhanced background in engineering or related fields with advanced skills and knowledge in design methods, systems thinking, innovation, and entrepreneurship through a range of project-based learning modules including those linked to the industry and administered by the programme staff or generated by students, which will produce engineers who are able to understand the needs of users in their context, identify opportunities, solve problems creatively, assess the impact of the proposed solutions through user testing, and take their solution from the early stages of design right through to the market. To this end, the programme has a particularly strong focus on the communication and translation of engineering in the world today.

Upon successful completion of the programme, you will be able to:

1. Design Engineering Methods: Select appropriate design engineering processes, methods, techniques, tools, and user research and apply them with high levels of skill and creativity.
2. Contextual Evaluation & Impact Analysis: Develop strategies to evaluate contexts and systems that are complex or ambiguous calculate, measure, and monitor the impact of design work across scales.
3. Design Engineering Mindset: Synthesise new knowledge, understanding, and skills in effective ways to develop strategies for working with uncertainty and ambiguity.
4. Communications: Communicate effectively using a range of media directed to a variety of relevant stakeholders.

5. Team Working: Demonstrate individual responsibilities of managing and contributing in effective and diverse teams.

6. Professional Identity: Reflect on personal development to define an evolving individual skill set, professional identity, and context of operation.

7. Integrated Design Engineering: Employ an integrated design engineering approach to diverse scenarios including systems design and engineering, and design engineering processes.

8. Creativity & Design: Integrate principles and methodologies of creativity within a diverse range of design engineering projects to achieve distinctive outcomes.

9. Prototyping: Build prototypes of innovative products, services, and systems that enable effective evaluation, iteration, and communication.

10. Enterprise: Apply methodologies and methods in innovation, entrepreneurship, business, and project management in relation to design engineering.

Programme structure

The full-time programme is taken over 12 months, with a single-entry point per year at the beginning of October.

A mapping of the programme is shown below. The programme begins in the Autumn term with core modules that will introduce you to the key skills and methods of a design engineer, exploring how to synthesise scientific knowledge and skills into impactful human-centred solutions. As you move into the Spring term you will be able to deepen your core skills whilst also selecting from a range of elective

	AUTUMN TERM	SPRING TERM	SUMMER TERM
CORE MODULES	Contextual Design Engineering (10 ECTS)		Design Master's Project (40 ECTS)
	Innovation Management (10 ECTS)		
COMPULSORY MODULES	Foundational Transdisciplinary Research Methods (5 ECTS)	Advanced Transdisciplinary Research Methods (5 ECTS)	
	Design Engineering Practice (5 ECTS)		
ELECTIVE MODULES	Elective Module 1 (FHEQ Level 7) (5 ECTS)	Elective Module 2 (FHEQ Level 6 or 7) (5 ECTS)	
		Elective Module 3 (FHEQ Level 7) (5 ECTS)	

subjects to allow you to develop expertise in areas related most closely to your interests. In the Summer you will focus on your Master's project, which provides a substantial opportunity for self-directed working and developing an in-depth design project to cultivate your new interests and practices in design engineering. Master's projects can be generated by the supervisor or yourself (with the support of an academic supervisor), with these advertised in the second half of the Autumn term. Here you will rank your project preferences from the list of supervisor-generated projects and write a short statement of motivation (unless you already have an agreed self-generated project with academic supervisor and module lead support). Project allocation will then be done by the module lead, based on maximising top preferences, information provided in supporting statements and academic loading.

Core modules

1. Contextual Design Engineering: This module uses multiple tools of design and innovation and explores the utilisation of such tools in several contexts including human-centred design, sustainability, and inclusivity in design with an emphasis on practical solutions.
2. Innovation Management: This module aims to lay the foundation for taking an innovative solution through a strategy development process and assessing opportunities and potential threats prior to positioning a venture within a competitive or uncontested market.
3. Design Master's Project: In this module, you will conduct a substantial solo Design Engineering project, representing the culmination of your journey over the past two terms. You will use your acquired knowledge, skills and attitude to bring to fruition a deep-divive project.

Compulsory modules

1. Design Engineering Practice: This module introduces design engineering approaches to resolve complex engineering challenges and will equip you with methods and tools to develop innovative solutions, i.e. a systematic approach used to reach the desired solution to a problem.

2. Foundational Transdisciplinary Research Methods: This module will teach you the basics of transdisciplinary mixed methods research (tMM), which includes objective and subjective assessments of problems at hand and bridges domains of natural/biomedical sciences and the social/human sciences.

3. Advanced Transdisciplinary Research Methods: This module will enable you to gain an advanced understanding and apply state-of-the-art transdisciplinary mixed methods (tMM) approaches to solving complex problems, including multimodality and data triangulation.

Electives (Specialist Design modules)

From the list, you will select:

- In Autumn term: 1 module
- In Spring term: 2 modules

Refer to the Electives Handbook for the selection process and module content details.

List of elective modules

- Design Analytics for the Sharing Economy
- From Data to Product
- Nano Design Engineering
- Responsible Engineering and Design Innovation
- Robotics Research Projects
- Sensing and Internet of Things
- Transformational Play
- Modelling and Simulation
- Design for Additive Manufacturing
- Design of Visual Systems
- Inferential Statistics and Causal Reasoning
- Sustainable Design and Strategy
- Industrial Design
- Audio Experience Design
- Designing Interventions for Behaviour Change
- Economics and Finance for Systems Design
- Game Theory and Mechanism Design
- Machine Learning for Design Engineers
- Sustainable Energy Storage Design
- User Interfaces and Interactions

10.5 MSc Design with Behaviour Science

Understanding human behaviour is critical in the development of effective products and strategies. In this programme, you will explore how to incorporate theory, research and practices in behaviour science into the design of positive outcomes. This will involve learning to understand, develop, and monitor behavioural design interventions through gathering design-led insights and using design-led tools, developing an in-depth understanding of users in their context, and honing your ability to integrate knowledge across disciplines.

Upon successful completion of the programme, you will be able to:

1. Design Engineering Methods: Select appropriate design engineering processes, methods, techniques, tools, and user research and apply them with high levels of skill and creativity.
2. Contextual Evaluation & Impact Analysis: Develop strategies to evaluate contexts and systems that are complex or ambiguous calculate, measure, and monitor the impact of design work across scales.
3. Design Engineering Mindset: Synthesise new knowledge, understanding, and skills in effective ways to develop strategies for working with uncertainty and ambiguity.
4. Communications: Communicate effectively using a range of media directed to a variety of relevant stakeholders.
5. Team Working: Demonstrate individual responsibilities of managing and contributing in effective and diverse teams.
6. Professional Identity: Reflect on personal development to define an evolving individual

skill set, professional identity, and context of operation.

7. Behaviour Science: Analyse and apply social and behavioural science principles to develop human-centred design processes and outcomes.

8. Quantitative Analytical Skills: Evaluate, compare, and justify analytical methods, as well as apply and interpret statistical results to solve impactful problems.

9. Qualitative Analytical Skills: Gather, interpret, and synthesise findings from primary and secondary research, identify strengths and weaknesses of different approaches and apply them appropriately.

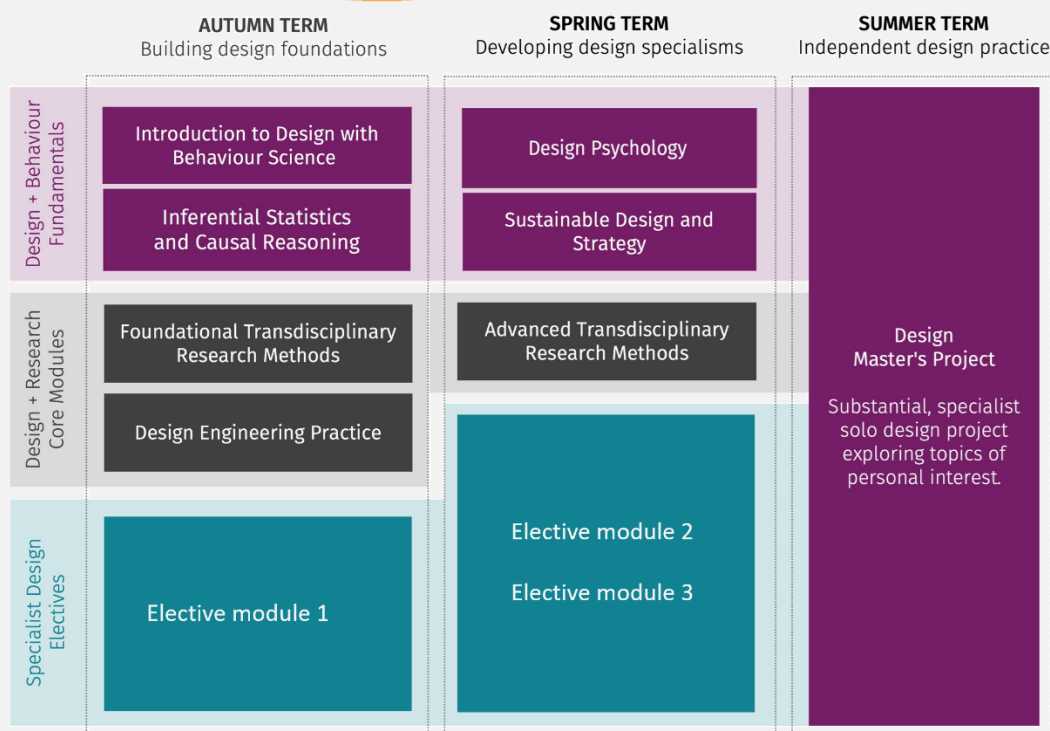
10. Research Design: Design and develop rigorous design and research processes for gathering a range of human insights.

Programme structure

The full-time programme is taken over 12 months, with a single-entry point per year at the beginning of October. You will study all Core and Compulsory modules, then select electives from the list.

Core modules (Design + Behaviour)

1. Introduction to Design with Behaviour Science: Behavioural insights are increasingly recognised as a key component for developing services, products and technologies that benefit humans, yet represent a challenging process.




Design-led insights can provide a strategic lens to apply behavioural insights through its embrace of ambiguity and user context, resulting in powerful tools for research and innovation. This module will introduce the combined principles of behaviour science and design-led insights. Via a series of case studies, you will learn to apply a design lens to behavioural insights and will be encouraged to think critically about what problem is being solved, how, and for whom.

2. Design Psychology: Design and innovation place particular emphasis on human factors, or the study of the way humans behave physically and psychologically in relation to certain environments, products, or services. Understanding humans requires basic knowledge in psychology, which is the scientific study of the human mind and its functions, and specifically those impacting behaviours in a given context. This module provides you with

basic tools to consider human behaviour and experience to affect impactful design solutions to global challenges.

3. Inferential Statistics and Causal Reasoning: This module provides a strong emphasis on application of commonly used inferential statistics approaches for social and behavioural sciences. You will learn about different modes of data and common tests and analyses (including, but not limited to, t-test, ANOVA, correlation, regression, and generalised linear modelling), as well as data cleaning and preparation techniques. You will also learn how to choose a suitable analysis for a given problem, as well as conduct appropriate reporting practices. Practical application experience will be developed via joint exercises using a variety of statistical packages (e.g., SPSS, R, Matlab). Causal reasoning, such as inference, induction, and deduction, will be taught and applied. Upon completion, you will be able to



analyse results from experimental and observational test data by adopting principles underlying null hypothesis significance testing and understand underlying modelling assumptions.

4. Sustainable Design and Strategy: In this module, you will explore how to design for positive impact, and preferable futures. This aims to provide an understanding of the tools and techniques available to implement sustainable design and provide knowledge of the methods a company can employ to reduce environmental impacts, promote sustainable practices and build resilient propositions. Alongside this you will learn about key business practices and build the skills to develop persuasive value propositions and communicate them effectively. Ultimately this will equip you to identify opportunities for change, implement meaningful interventions and monitor the impacts.

5. Design Master's Project: In the Summer term, you will conduct a substantial solo Design Engineering project, representing the culmination of your journey over the past two terms. You will use your acquired knowledge, skills and attitude to bring to fruition a deep-dive project. You will have a high degree of choice of project topic based on outline briefs defined by an academic, an industry partner or a brief written by yourself. This allows for specialism building on your evolving interests, and as such, project types might cover a very wide range from theoretical research to

projects with significant iterative physical prototyping.

Compulsory modules

1. Design Engineering Practice: This module introduces design engineering approaches to resolve complex engineering challenges and will equip you with methods and tools to develop innovative solutions, i.e. a systematic approach used to reach the desired solution to a problem.

2. Foundational Transdisciplinary Research Methods: This module will teach you the basics of transdisciplinary mixed methods research (tMM), which includes objective and subjective assessments of problems at hand and bridges domains of natural/biomedical sciences and the social/human sciences.

3. Advanced Transdisciplinary Research Methods: This module will enable you to gain an advanced understanding and apply state-of-the-art transdisciplinary mixed methods (tMM) approaches to solving complex problems, including multimodality and data triangulation.



Electives (Specialist Design modules)

From the list, you will select:

- In Autumn term: 1 module
- In Spring term: 2 modules

Refer to the Electives Handbook for the selection process and module content details.

List of elective modules

- Design Analytics for the Sharing Economy
- From Data to Product
- Responsible Engineering and Design Innovation
- Transformational Play
- Design for Additive Manufacturing
- Design of Visual Systems
- Industrial Design
- Audio Experience Design
- Designing Interventions for Behaviour Change
- Economics and Finance for Systems Design
- Game Theory and Mechanism Design
- Sustainable Energy Storage Design
- User Interfaces and Interactions

10.5 MSc Cleantech Innovation


The MSc in Cleantech Innovation, led by the Dyson School of Design Engineering and the [Grantham Institute – Climate Change and the Environment](#), is designed to educate and train you to develop technological solutions that will deliver a more sustainable future. This course focuses on specific contemporary climate challenge themes, which may include topics such as Agriculture & Food, Clean Energy & Storage, Transportation, Air & Environment, Circular Economy & Industry, Water, Efficiency. The programme is designed to equip you with the knowledge and skills to develop and implement innovation in at least one of these cleantech areas.

The Grantham Institute is Imperial College London's hub for climate change and the environment, and one of Imperial's seven Global Institutes established to promote interdisciplinary working and to meet some of the greatest challenges faced by society. We drive forward discovery, convert innovations into applications, train future leaders and communicate academic knowledge to businesses, industry and policymakers to help shape their decisions. Grantham Institute also houses a dedicated climate change innovation activity - Undaunted- which includes, amongst other activities, one of Europe's foremost climate impact accelerator programmes (The Greenhouse). The Dyson School of Design Engineering is the tenth and newest engineering department at Imperial College London. Our goal is to fuse together design thinking, engineering knowledge and practice, to foster a culture of innovation and enterprise, to help solve global problems with emphasis on sustainability, entrepreneurship and societal impact.

There is an increasingly pressing need to find novel solutions and new ways to ensure the rapid implementation of existing solutions to prevent us from breaching several “planetary boundaries”. The MSc in Cleantech Innovation aims to provide you with the skills of a cleantech entrepreneur, addressing the most pressing environmental and climate challenges our planet is facing through leveraging cleantech research for innovation across Imperial College London.

The programme content reflects the contemporary and relevant entrepreneurship skills necessary for developing cleantech innovation and launching a start-up. There is a balance of learning and teaching, individual and group work to realize impactful cleantech innovation across seven impact areas, taught by cleantech experts at Imperial. Case study methodology and class-based discussions are used to strengthen your conceptual, analytical, and problem-solving skills in real situations. In addition, there are regular seminars by external expert speakers from cleantech ventures. The taught component of the programme is delivered over three academic terms. Over the summer period, you will complete a thesis on your Team Project and submit a self-reflection portfolio as part of a Greenhouse Residency Project (accelerator programme at Undaunted). Over the first two terms, you will gain an understanding of the climate change challenges, environmental problems affecting different contexts, and foundational clean technology in the seven impact areas. You will learn progressively about the different stages of the entrepreneurship journey, including ideation & prototyping; business model; customer discovery; and pitching.

Simultaneously, you will learn skills in design engineering, which will enable you to conclude your innovation project as part of the annual design showcase of the Dyson School of Design



Engineering, held on the South Kensington campus and incorporating work by programmes from the School, including MEng, and MSc. In the last term, culminating at the end of August, you will submit an MSc Thesis and collaborate on a project with an existing cleantech start-up of the greenhouse accelerator.

Aims, objectives, and outcomes

1. Contextual evaluation & impact analysis:

Collate, critically analyse and interpret relevant information that helps identify environmental and climate change challenges in a national and international context that can be tackled using engineering knowledge, skills and tools.

2. Cleantech Innovator's mindset: Synthesize expertise in cleantech research and design engineering through an innovation project and validate the technology through engaging with different stakeholders and academic experts.

3. Team working: Develop your ability to work in transdisciplinary teams to leverage different problem-solving approaches for difficult environmental challenges.

4. Professional identity: Reflect and evolve on professional identity in the context of being a cleantech innovator.

5. Prototyping: Build clean technology iteratively through design engineering tools and optimise technology through engaging the research community and to develop methods to allow transfer cleantech from lab to applied context.

6. Cleantech Entrepreneur: Critically analyse the current state of the cleantech industry and its potential impact on society and the environment to explore the role of innovation

and entrepreneurship in developing climate-resilient solutions.

7. Business Model Innovation: Develop new innovative approaches how cleantech innovations can be introduced into organizations through the development, communication and deployment of business models, business plans, networking and negotiating skills.

8. Impact: Design strategies to calculate, measure and monitor environmental and societal impact of cleantech innovation.

9. Systems thinking: Apply systems thinking to extract the interrelatedness of social, economic, and environmental aspects climate change.

Programme Delivery

Throughout the programme, you will work in a team to design and implement an extended project within the Cleantech Innovation Project Modules. While writing your thesis on the innovation project, you will undertake an eight-week residency project with a start-up of the Greenhouse Accelerator. A list of available projects will be published to students at the start of the summer term and candidate matching will be conducted in partnership with the start-ups of the greenhouse accelerator through a speed-dating event.

In addition, there will be seminars and events held with our Climate Change and Innovation community, the Dyson School for Design Engineering community and with the Grantham Institute - Climate Change and the Environment networks. There will be other cohort activities designed for you including inter-cohort activities with related masters across Imperial. Experts from different cleantech research groups will be engaged to deliver timely input

through tutorials, lab visits and technical consultations. Depending on topics, we expect experts to be sourced from the vast network of affiliates of the Grantham Institute, the Dyson School of Design Engineering, Civil & Environmental Engineering, Chemical Engineering, and Materials, Earth Science and Engineering & Enterprise Lab among others. A townhall style networking event will be held the start of October to offer a possibility for potential collaborators to meet.

	AUTUMN TERM Scoping climate change & cleantech interventions 20 ECTS	SPRING TERM From Cleantech Idea to Cleantech Startup 20 ECTS	SUMMER TERM Technology Validation & Cleantech Entrepreneurship 50 ECTS	
MSc Project	Cleantech Innovation Project Part 1: Ideation, Design Methods & Prototyping 5 ECTS	Cleantech Innovation Project Part 2: Business Model & Customer Discovery & Pitch 10 ECTS	Cleantech Innovation Project Part 3: Advanced Prototyping & Asset Creation 10 ECTS	MSc Thesis in Cleantech Innovation 25 ECTS
Cleantech Entrepreneur	Climate Change for Cleantech Innovators 5 ECTS		LCA & Social Impact for Cleantech Innovations 5 ECTS	Greenhouse Residency Project 10 ECTS
Engineering Skills	<p>Choose 1 out of 5 Electives (A) 5 ECTS:</p> <ul style="list-style-type: none"> -From Data to Product (Level 7) -Responsible Engineering (Level 7) -Nano Design Engineering (Level 7) -Sensing and IoT (Level 7) -Design Analytics for Sharing Economy (Level 7) <p>Design Engineering Practice 5 ECTS</p>	<p>Choose 2* out of 11 Electives (B) 2 x 5 ECTS:</p> <ul style="list-style-type: none"> - Sustainable Resource Management (Level 7) -Design of Visual Systems (Level 7) - Design for Additive Manufacturing (Level 7) -Sustainable Energy Storage Design (Level 6) -Machine Learning for Design Engineering (Level 6) -Advanced Industrial Design (Level 6) -Audio Experience Design (Level 6) -Economic and Finance for System Design (Level 6) -Design Interventions for Behaviour Change (Level 6) -Inferential statistics and causal reasoning (Level 7) -Sustainable design and strategy (Level 7) <p>*only up to 1 Elective (Level 6) can be selected</p>		

10.6 MRes Design Engineering Research

The vision of the MRes in Design Engineering Research is to produce world-class students in transdisciplinary design engineering research. Here, Design Engineering integrates analysis, behavioural insights and creative practices to build better futures. In this programme, we will equip you with core skills on Design Engineering Practice, Transdisciplinary Research Skills and Modelling and Simulation tools towards enabling the execution of a societally critical research project. Alongside 2 electives which deepen your subject area specific domain, and working with world-leading subject area experts, you will gain deep insight and experience in the research process, well placing students for onward PhD study or industrial research positions.

Therefore, upon successful completion of the programme, you will be able to:

1. Design Engineering Methods: Select appropriate design engineering processes, methods, techniques, tools, and user research and apply them with high levels of skill and creativity.
2. Contextual Evaluation & Impact Analysis: Develop strategies to evaluate contexts and systems that are complex or ambiguous calculate, measure, and monitor the impact of design work across scales.
3. Design Engineering Mindset: Synthesise new knowledge, understanding, and skills in effective ways to develop strategies for working with uncertainty and ambiguity.
4. Communications: Communicate effectively using a range of media directed to a variety of relevant stakeholders.
5. Team Working: Demonstrate individual responsibilities of managing and contributing to effective and diverse teams.
6. Professional Identity: Reflect on personal development to define an evolving individual skill set, professional identity, and context of operation.
7. Modelling and simulation: Analyse complex systems and create mathematical descriptions of these with modelling and simulation approaches.
8. Uncertainty in complex systems: Evaluate simulation results with a probabilistic lens towards proposing optimal system solutions.
9. Research skills: Evaluate the state-of-the-art in design engineering research towards creating and executing a research plan which solves a complex design engineering problem.
10. Scientific rigour: Generate new research insights through the execution of a design engineering research project, with research hypothesis rigorously valid

Programme delivery

The Dyson School of Design Engineering and the MRes in Design Engineering Research places a strong emphasis on professionally relevant and scientifically rigorous project-based learning. Students attend lectures and access online learning resources to support knowledge acquisition. Here, a key element of researcher development, is also the ability to critique the academic literature, identify research gaps and create a plan for testing research hypothesis. Knowledge, intellectual and practical skills relating to our diverse curriculum are developed within a planned sequence of modules and are developed through a variety of learning formats, consummate of design engineering research careers. The programme will therefore be delivered through project-based learning, but supported with intensive skills development sessions in workshops, journal clubs, studios and labs, group and individual tutorials, group working, and a variety of presentation and peer review formats.

List of elective modules

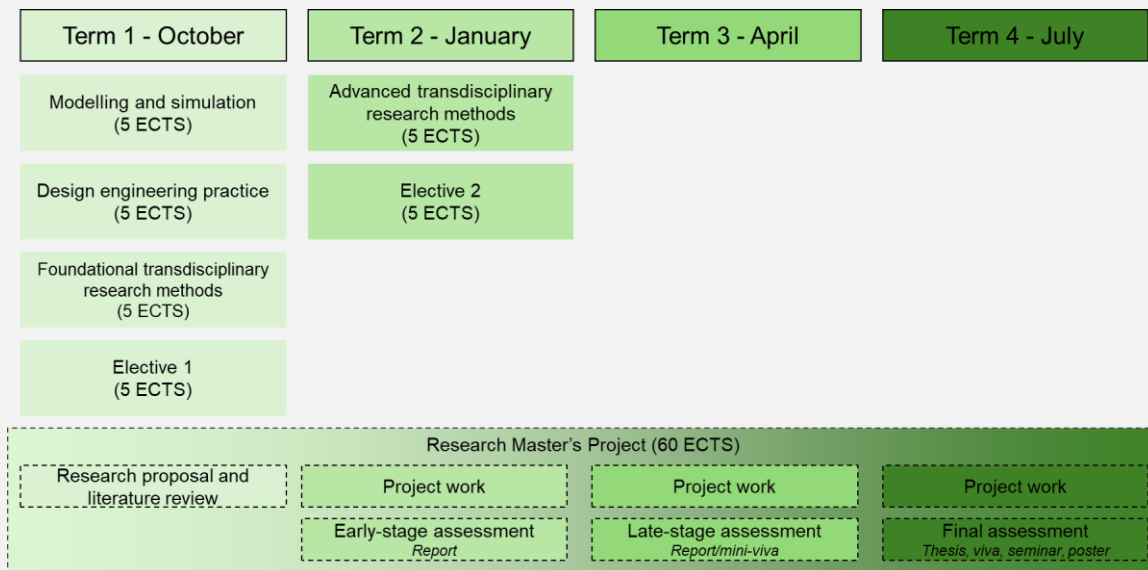
- Design Psychology
- Design Analytics for the Sharing Economy
- From Data to Product
- Responsible Engineering and Design Innovation
- Transformational Play
- Design for Additive Manufacturing
- Design of Visual Systems
- Industrial Design
- Audio Experience Design
- Designing Interventions for Behaviour Change
- Economics and Finance for Systems Design
- Game Theory and Mechanism Design
- Sustainable Energy Storage Design
- User Interfaces and Interaction

Programme structure

You will take five core modules to form the foundations of your MRes, equipping you with an understanding of Design engineering practices, skills needed to model and simulate complex systems, and transdisciplinary research skills (foundational and advanced). In addition to our core modules, you will deepen your subject-area knowledge with two exciting optional modules in the Autumn and Spring term respectively.

These taught elements then culminate in the execution of a novel piece of Design Engineering research with the Research Master's Project, which spans the entire programme, allowing sufficient time to critically

understand the state-of-the-art in that field, plan and execution of a programme of research and ultimately create new insights. Projects can be generated by the supervisor or by you (with the support of an academic supervisor and approved by the module lead). During the execution of the Research Master's Project, there will be opportunities to present your work to leading industry stakeholders from our industrial advisory board, as well as large public outreach events (The Great Exhibition Road Festival).



10.7 Board of Examiners

The Board of Examiners

The Board of Examiners comprises every academic member of staff and the External Examiners.

A Pre-Exam Board Meeting, attended by a core group of academics including the Examinations Officer, Director of Postgraduate Studies, Senior Tutor, and members of the Teaching Office, takes an overview of the year's results. Any special cases or matters are discussed and exam or coursework marks for modules that may require moderation are identified. The group considers preliminary outcomes for individual students.

Imperial College regulations require the review of overall degree marks that are within the threshold for the consideration of uplift. There can be increased provision for candidates with valid mitigating circumstances. The exact mechanism will be publicised by the School.

The External Examiners - senior academics from another UK university - review all marked examination scripts and coursework, concentrating on individual project reports and group project results, as well as analytical data. They may decide, for any reason, that they wish to interview a student in person.

The Final Board of Examiners Meeting is attended by all academic staff, the External examiners, and, optionally, a representative from Registry to advise on procedures and regulations. This is the meeting at which the recommendation for retakes, compensated marked, progression, and degree classes for final year students are formally agreed.

IMPORTANT

AT NO STAGE IS THE PROPORTION OF RESULTS IN EACH DEGREE CLASS USED TO IMPLEMENT 'QUOTA'. IN THEORY, EVERY STUDENT COULD GET A FIRST!

External Examiners

External examining is an essential part of the university'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 university's awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

During your programme, you may be invited to meet your external examiners to discuss how you have found the programme, or for a type of assessment called a viva voce (verbal exam). It is not appropriate, however, for you to seek to submit complaints or representations directly to External Examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action.

10.8 Graduation

The Graduation Ceremony

Invitations to Graduation (also known as 'Commemoration Day') are issued during August.

The ceremony takes place in the Royal Albert Hall, and Imperial College will organise a reception. Further details will be communicated nearer the time.





11.1 Security and lost property

If you lose anything, report it promptly to the security officer in Sherfield building. It is especially important to report a lost or stolen ID card. If you find an ID card or any apparently lost property in the school, please hand it in to the Teaching Office team or a member of campus security.

[Security and Community Safety Imperial webpage](#)

11.2 Health and Safety

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

- Comply with all local and university policies, procedures and codes of practice 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

The School's safety contact is:

Ingrid Logan-Rivers
ACE Workshop, ACE 150-151
+44 (0)20 7594 6389
i.logan@imperial.ac.uk

11.3 Student Disciplinary Procedure

The university 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 university website.

[Student Disciplinary Procedure \(see Imperial College Regulations: section 18\) \[ICL website\]](#)

11.4 Emergency contacts

Safezone app

SafeZone is an app through which you can quickly and directly contact the Security team whenever you need them, including:

- Security
- First Aiders
- Mental Health contacts*

*See section [4.7](#) for Design Engineering Health & Wellbeing contacts

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

[More information on the Safezone App \[ICL website\]](#)



You can also contact Security on 020 7859 1000.

In the event of a wider incident in London, you can call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

11.5 ID Cards

Your ID card allows you access to halls of residence, department buildings and certain rooms outside normal hours.

IMPORTANT

Lending your swipe card to friends or acquaintances, even for a short time, is a serious offence that can result in serious disciplinary action.

Lost ID Cards

If your card is lost, it's crucial to report it to the ID office immediately by e-mailing id.card@imperial.ac.uk with your CID or card number. The ID Card team will deactivate it to prevent fraudulent use. The first replacement is complimentary, but subsequent replacements will incur a charge.

Stolen cards

In the event of theft, report it to both the ID Card Office and the police without delay. You'll receive a Crime Reference Number from the police, which is required to issue you a new card.

[ID Card information](#) [ICL website]

11.6 Expense Claims

To submit an expense claim against a module (please check with module staff in advance), use the E1 form at the following link:

[Expenses](#) [ICL website]

11.7 Imperial College Advanced Hackspace

Imperial College Advanced Hackspace is a unique community of over 2000 makers,

hackers, inventors and entrepreneurs across the University. Supported by an extensive suite of prototyping equipment and professional experts, ICAH has created a vibrant environment that makes it the best place in the world to turn idea into a reality. ICAH is free to all university members.

[Imperial College Advanced Hackspace](#) [Hackspace website]

11.8 Imperial College Union

The Imperial College Union are a team of students, staff, and trustees working together to represent you. Their mission is to positively impact your life to ensure a transformational experience at Imperial and beyond.

The Union organises a range of events throughout the year. It also manages the various clubs and societies, and election and training of Student Reps. The Imperial College shop stocks a range of Imperial merchandise, and has an independent, confidential advice service. See the website below for more information:

[Imperial College Union website](#)

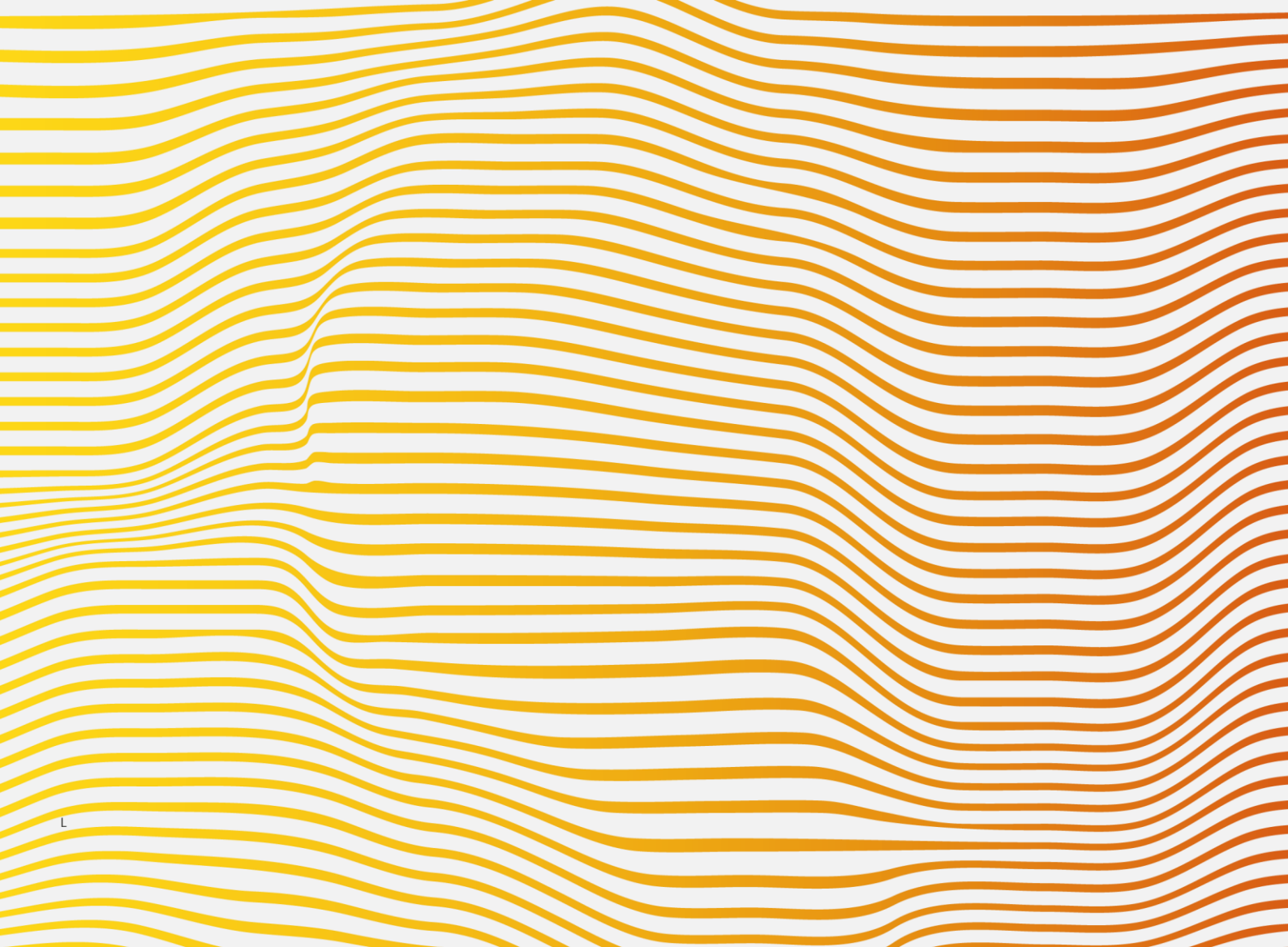
11.9 Alumni Services

Imperial College alumni have access to a range of benefits, including:

- Discounts on further study at Imperial College London and Imperial College Business School
- Alumni email service
- Networking events
- Access to the library and online resources
- Access to careers support for up to 3 years after you graduate
- Access to the Alumni Visitor Centre

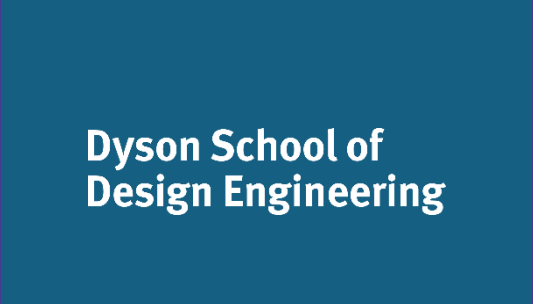
Visit the Alumni website to find out more:

www.imperial.ac.uk/alumni



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