IMPERIAL
Dyson School of Design Engineering

Student Handbook

MEng in Design Engineering
Academic Year 2025-2026

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Dyson School of
Design Engineering

Imperial College
London

Dyson Building

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 located 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 in 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. In particular, 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

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@imperial.ac.uk

Senior Teaching
Fellow

Sheraz Arif

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Senior Teachin
Fellow

Dr Marco Aurisicchio

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Associate Professor in
Engineering Design

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Research Associate

Dr Weston Baxter

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Associate Professor

Dr David Boyle

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Associate Professor

Dr Andrew Brand

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Principal Lecturer

Prof Rafael Calvo

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Chair in
Engineering
Design

Dr Michel Cardin

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Associate Professor in
Engineering Systems
Design

Prof Peter Cheung

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@imperial.ac.uk

Professor in Digital
Systems

Prof Peter Childs

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Professorial Lead in
Design Engineering

Dr Sam Cooper

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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
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Chair in Design
Engineering

Dr Elena Dieckmann

elena.dieckmann13
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Assistant Professor

Meet the School Teaching Staff (Continued)

Dr Pietro Ferraro

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Assistant Professor in AI /
Machine Learning

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Senior Teaching
Fellow

Dr Chandramohan George

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Associate Professor
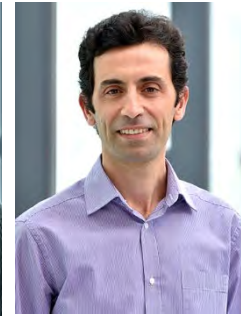
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Associate Professor

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Senior Teaching
Fellow

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Reader in
Lightweight Design
and Manufacturing

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Chair in Design
Engineering and
Music

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Associate Professor

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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)

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Principal Teaching
Fellow

Prof Lorenzo
Picinali

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Professor in Spatial
Acoustics and
Immersive Audio

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Chair in Data-Centric
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Head of School

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Teaching Fellow
in Business
innovation

Dr Nejra Van Zalk
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Associate Professor in
Psychology and
Human Factors
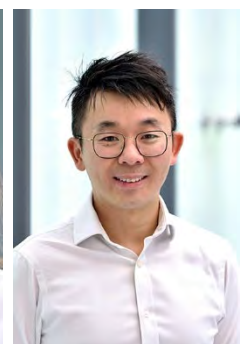
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Electrochemical
Design Engineering

Dr Yunlong Zhao
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Associate Professor in
Energy Storage and
Bioelectronics Design
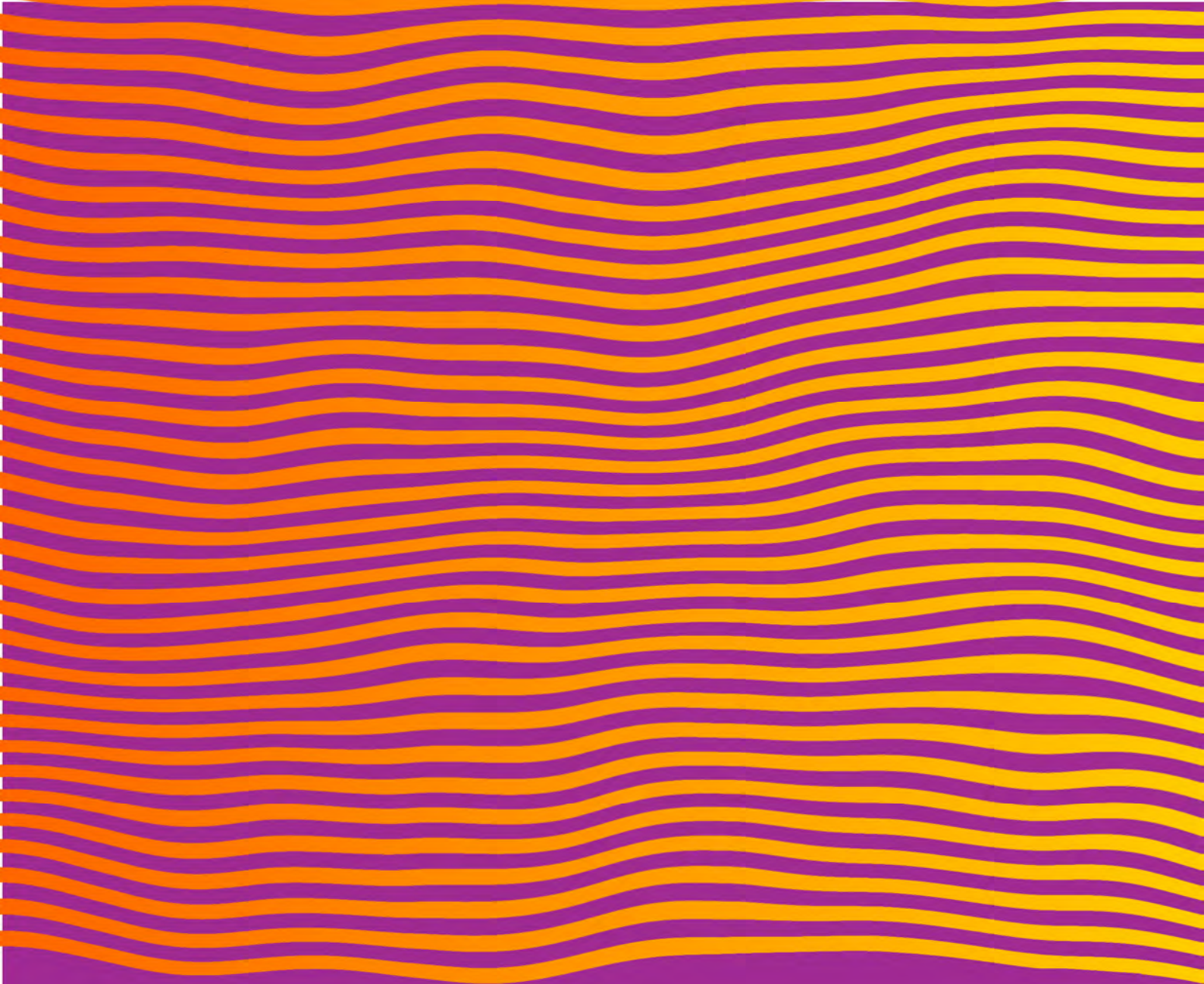
2. Key Contacts

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.

Director of Undergraduate Studies (DUGS)
Dr Freddie Page
freddie.page@imperial.ac.uk

The DUGS is responsible for the undergraduate MEng programme and all UG activities in the School.

Senior tutor (undergraduate)
Dr David Boyle
david.boyle@imperial.ac.uk

The Senior Tutor (undergraduate) is responsible for the welfare and academic progress of all undergraduate students in the school.

Senior tutor (postgraduate)
Dr Chandramohan George
The Senior Tutor (postgraduate) is responsible for the welfare and academic progress of all PGT and PhD students in the school

chandramohan.george@imperial.ac.uk

Student Wellbeing Advisor
Danny Lee
danny.lee@imperial.ac.uk

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

Exams and Assessments Officer
Dr Connor Myant
connor.myant@imperial.ac.uk

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

E-Learning Officer
Dr Petar Kormushev
p.kormushev@imperial.ac.uk

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

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.

Year 3 Coordinator and Department Disability Officer (DDO)
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.

Year 4 and 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 Year Coordinators

Year Coordinators are responsible for the planning and implementation of each year's curriculum and activities.

Year 1 Coordinator
Kamyar Hazeri
k.hazeri@imperial.ac.uk

Year 2 Coordinator
Maria Apud Bell
maria.apud-bell
@imperial.ac.uk

2.3 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 (see section 1.5). 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 (see section 2.1).

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 admissions and the coordination of open day and offer holder events

Jacklyn Ramsaran
j.ramsaran@imperial.ac.uk

Jacklyn is responsible for the attendance monitoring, industry placements and mitigating circumstances. Jacklyn also supports exam arrangements.

Naomi Egbon
n.egbon@imperial.ac.uk

Naomi is responsible for admissions and supporting the Postgraduate Taught programmes in the Department.

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 Senior Tutor

The Senior Tutor (see 2.1) is responsible for the welfare and academic progress of all undergraduate students in the School. They work with Student Representatives to ensure the course is running smoothly, and They an offer advice and help to any student - on both academic and non-academic matters.

One responsibility of the Senior Tutor team is to maintain records for each student so that, for example:

- You can be notified of your examination results
- You can provide evidence of problems such as ill health, for it to be presented to the Board of Examiners.

Your student file is strictly confidential to the Senior Tutors and their team.

2.6 Faculty Senior Tutor

There are a number of avenues within the university to seek help with academic and pastoral matters:

In the event that you would like to seek confidential support or guidance from someone outside the department, the Faculty Senior Tutor, Dr Lorraine Craig, can be contacted by email: l.craig@imperial.ac.uk.

2.7 School Wellbeing Advisor

Danny Lee, Student Wellbeing Advisor
danny.lee@imperial.ac.uk

I am the Student Wellbeing Advisor, and I am here to offer you wellbeing support within the department. I am available to speak to on a confidential 1:1 basis.

Students can see me in person on campus in a private space or we can meet online via MS Teams. You may wish to talk on a wide range of subjects; you might be finding it hard adjusting to university life, you may feel stressed, lonely, overwhelmed, anxious, low or depressed. You may be experiencing relationship or friendship worries, problems at home, grief, substance misuse, stress or anxiety about workload and exams, or if you have worries about your plans for after Imperial.

There is no obligation, and no commitment; it can be just a one-off chat to discuss how you're feeling, or it may be that you would like some ongoing support. I can also signpost to another person or organisation, either within the university or externally. If you would like to have a chat, please email me on the address below and we can arrange a time.

Alongside 1:1 support, my role includes developing wellbeing resources, leading workshops, and working with elected student wellbeing reps to ensure you have the tools to look after your wellbeing.

Evis Bakiri Read is the Student Wellbeing Adviser primarily for postgraduate students, but if you would like to meet with her to discuss your wellbeing, you can do so by emailing her:
e.bakiriread@imperial.ac.uk

2.8 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 year of the MEng degree 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

Department Reps are elected during the Leadership elections, which take place in February. Year 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:

Elections | Imperial College Union
[Imperial College Union website]
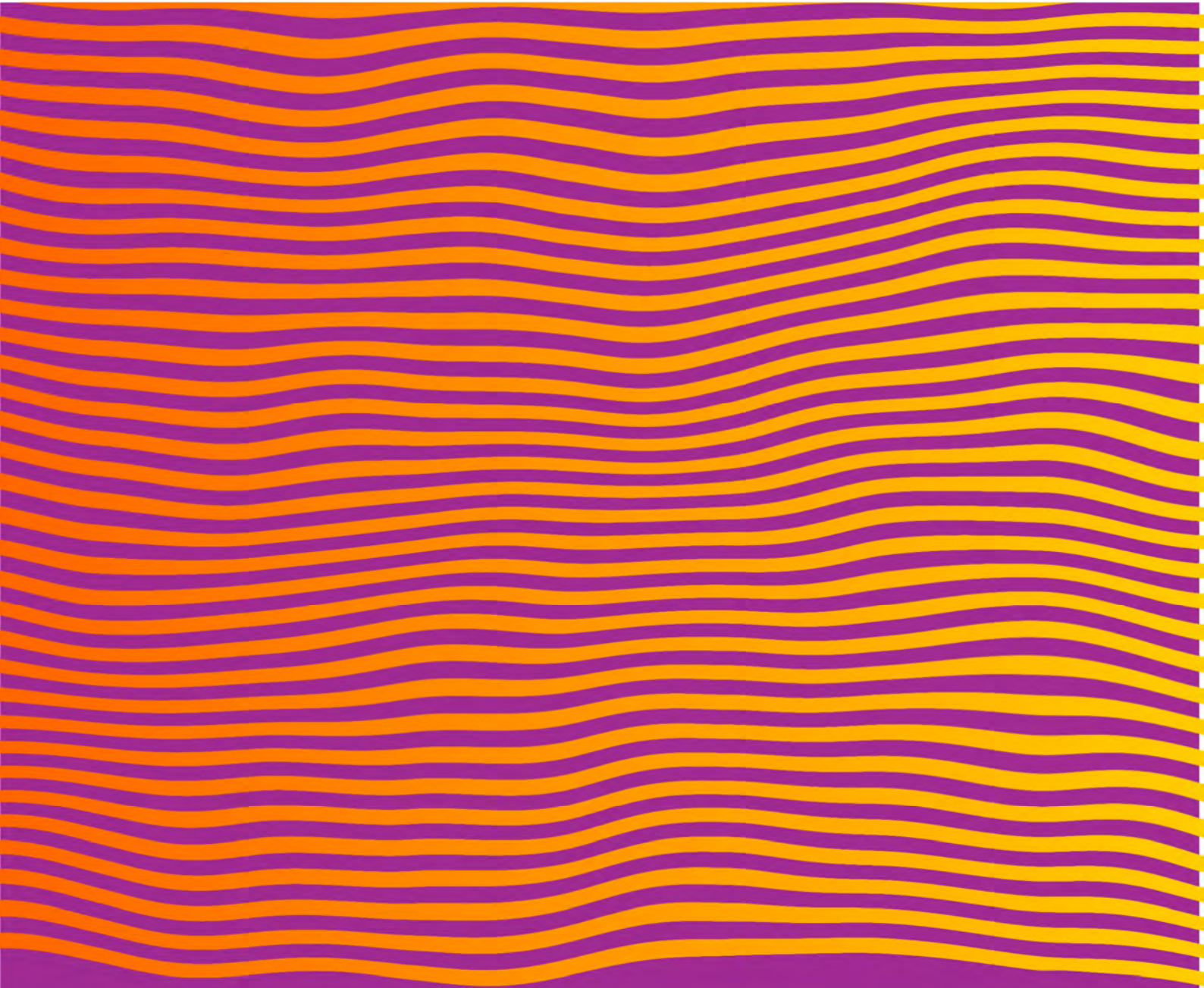
3. School Comms

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.

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 Imperial Horizons

Imperial Horizons is a programme designed to broaden your undergraduate education, inspire your creativity and enhance your professional impact

You can choose from more than 20 different course options in the following three categories:
• Change Makers
• Humanities & Social Science
• Languages

Key benefits

- Give yourself a unique edge - these courses will give you opportunities to develop your skills in communication, problem-solving and teamwork.
- Make your degree transcript stand out - Imperial Horizons courses are included on your degree transcript as a valuable selling point for employers.
- Study for free during normal teaching hours – time is reserved in your timetable for each year of the MEng degree for attending Horizons modules.

Find out more at the link below:

Imperial Horizons

4.4 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

4.5 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

4.6 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

4.7 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 UG 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.

4.8 Transferring

The School recognises that there may be instances where Imperial students identify another Imperial programme of study that appears to more closely fit their needs.

Transfers into a programme are normally from the beginning of the first year of the programme.

The details and process are as follows:
1. Discuss the matter informally with your Personal Tutor in the first instance. If there are any mitigating circumstances, you may also wish to speak with the Senior Tutor.
2. Liaise with the Director of Undergraduate Studies to seek formal permission to be released from the programme.
3. Contact your intended department to enquire about transferring in – NB: most Departments look for candidates transferring to have achieved at least 65% in their current programme thus far (including the current year).
4. Once agreed, the transfer shall be communicated by the Department to Registry, who will review the request and then reply, citing any relevant terms and conditions. A response from Registry confirming the transfer confirms the formal agreement and will specify the dates and relevant details for the transfer.

Changes to Registration & Transfers

4.9 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 UG Wellbeing contacts

Mums and Dads scheme
Imperial College Union's 'Mums and Dads' scheme matches first years with returning students in your department to help you tap into their experience and find peer support available from existing students. In Design Engineering, this scheme is run by the Design Engineering Society (DesSoc), usually in Welcome Week.

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

Support for students in halls of accommodation

If you're staying in university accommodation, you will have access to a range of support within your hall. All halls have a Hall Warden team, who are there to look after your wellbeing, and Supervisor/Reception team, who oversee the day-to-day running of the residence.

For further information, please see the link below:

Halls induction 2025-26 | Rise 360

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

4.10 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 provides:

- 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 note-taking, specialist skills, mentoring, equipment, transport

Disability Advice Service
E: disability@imperial.ac.uk
P: 020 7594 9755

Department Disability Officer (DDO)

Departmental Disability Officers can apply for additional exam arrangements on your behalf and will facilitate support within your Department.

See section 2.1 for the School's Disability Officer.

4.11 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
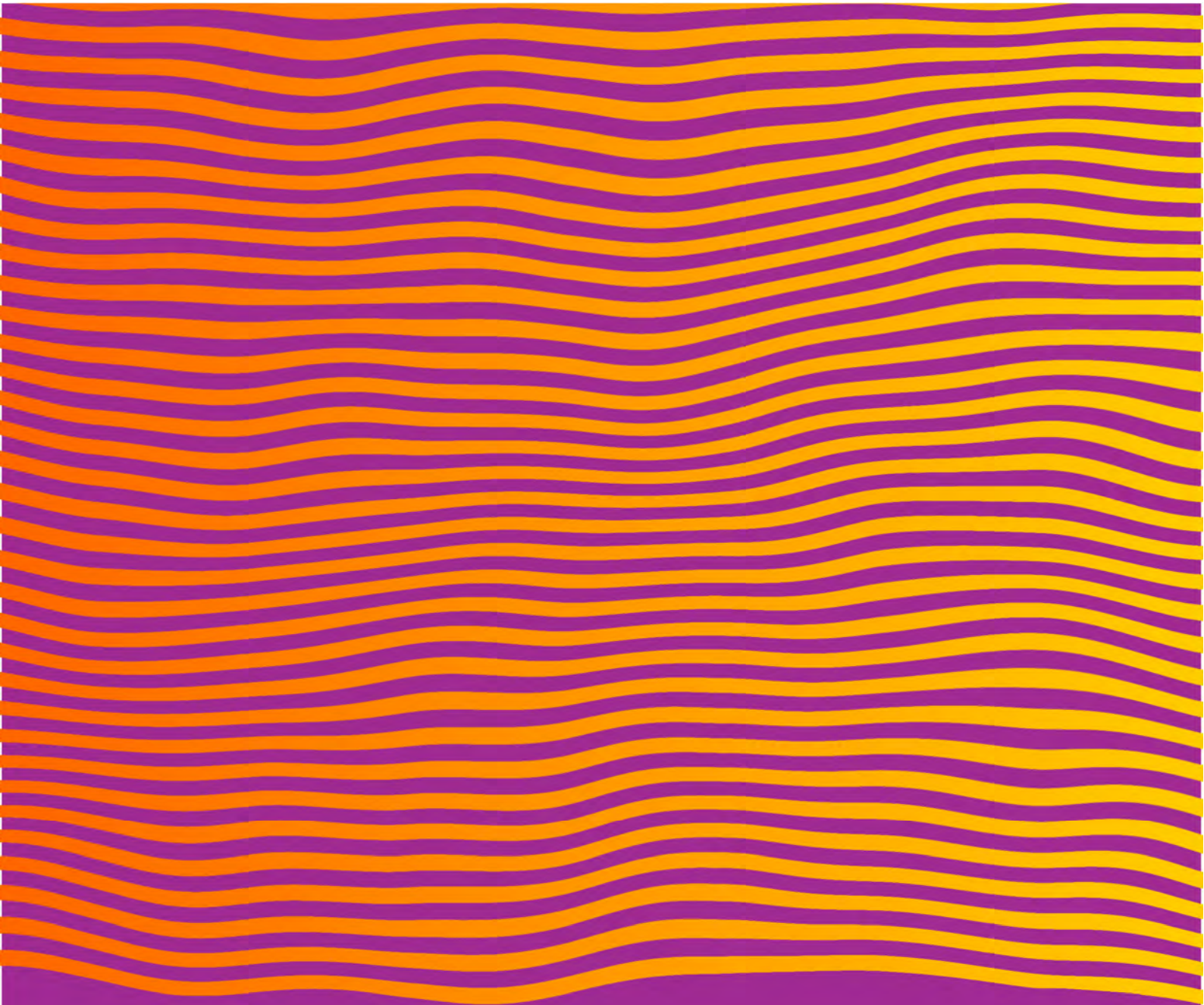P: 020 7584 6301

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 MEng programme consists of four successive, one academic years. Progression (and ultimately award) is contingent on passing the year. To pass a module, you must achieve a 40% weighted average for the entire module and pass all assessments marked as 'must pass'. Please note that FHEQ Level 7 modules (generally, these are modules in the fourth year) have a pass mark of 50%.

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 (see sections 1.3 and 2.1 above) 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 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 are not able to 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 (see 2.7 above)

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. We shall also cite a 5 working day period to resubmit an amended claim (this may only be undertaken 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

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

Your results will be loaded onto the My Imperial student portal last week of July or first week of August, following the Board of Examiners meeting in July (see 10.7).

You will receive an email when your results are available to view in the My Imperial student portal. The Student Records department aim to release results within a week of receiving them from departments and course organisers. Please see the following link for information on how to request a formal results document:

Request an official document
[ICL website]

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

Student Hub [ICL website]

5.4 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 DUGS and/or the Assessments and

Examinations Officer to arrange a meeting to discuss the issues you are experiencing. If a solution cannot be found, you can always rely on the university procedures outlined at the link above.

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

5.5 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. This course of action is only available where the performance in on other modules is very good.

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 fi le. 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 fi le 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 2.7 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 college 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.

IMPORTANT
No smart watches or (other watches with functions beyond telling the time) will be allowed in the examination room. There will be at least one clock in each examination room.

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 of 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 2.2 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 undergraduate examinations and coursework submissions on a scale of correspondence between percentage mark, letter grade A to E and degree honours class.

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.

Final marks are awarded only after the Board of Examiners has convened (in July; see 10.7). Ultimately these marks, appropriately weighted, will be used to determine which degree class is awarded. These correspondences are shown in the Table below:

Letter Grade	Mark Range (%)	Corresponding degree class	Descriptor
A*	A* ≥85	First class (UG) Distinction (PGT)	Exceptional
A	A+ ≥77, <85 A ≥73, <87 A- ≥70, <83	First class (UG) Distinction (PGT)	Excellent
B	B+ ≥67, <70 A ≥63, <67 A- ≥60, <63	Upper Second (UG) Merit (PGT)	Very Good
C	C+ ≥57, <60 C ≥53, <57 C- ≥50, <53	Lower Second (UG) Pass (PGT)	Good Good/Pass
D	D+ ≥47, <50 D ≥43, <47 D- ≥40, <43	Third (UG)	Pass[1] Marginal-Fail[1,2]
E	E+ ≥37, <40 E ≥33, <37 E- ≥30, <33	-	Marginal-Fail[2] Fail
F	F <30	-	Fail

1. The passmark for modules at FEQ levels 4, 5 and 6 is 40%, while the pass mark at level 7 is 50%
2. A marginal fail is a failing mark within 10% of the pass mark

Note: the pass mark for modules at FHEQ levels 4, 5 and 6 is 40% and at level 7 is 50%

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.

The Governor's Prize

One award is made each year to the 4th year student with the highest mean grade across the cohort in the 4th year.

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. The project could be a group project or an individual piece of work.

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](#)

Head of School Prize

Four prizes are given each year to:

a) the 1st year student with the highest mean grade across the cohort in the 1st year;

b) the 2nd year student with the highest mean grade across the cohort in the 2nd year;

c) the 3rd year student with the highest mean grade across the cohort in the 3rd year;

d) the 4th year student with outstanding performance in the MEng degree overall.

Outstanding Student Achievement Award

The purpose of this award is to recognise students' exceptional achievements in extramural activities that

have brought credit to the university. The Senior Tutor/s in the School place a call out to colleagues within the School to nominate students.

Old Centralians' Trust Student Activity Awards

These annual awards are aimed at encouraging students in the pursuit of extra-curricular activity, such as sporting activities and art, during their time at Imperial. Each award is valued at £750.

Up to two awards are normally made in each department of the Faculty of Engineering, though this is not guaranteed. Only year 1-3 students are eligible. Students can expect contact on these awards by the Senior Tutor. The awards are usually confirmed by the Trust by the end of Term 3, but this may take longer. Awardees usually receive their cash prize by the end of term 1 of the following academic year.

The IED Award

The award of the Institution of Engineering Designers (IED) is made to an IED student member that produces an outstanding Engineering Design output in their final project.

To be eligible, students must be a member of the IED (see section 8.6). Late applications for prize-winners to become an IED student member will not be accepted by the institution.

The IET Award

The award of the Institution of Engineering Technology (IET) is available to our accredited MEng programme and is made to a student that produces an outstanding Engineering Technology output in their final project.
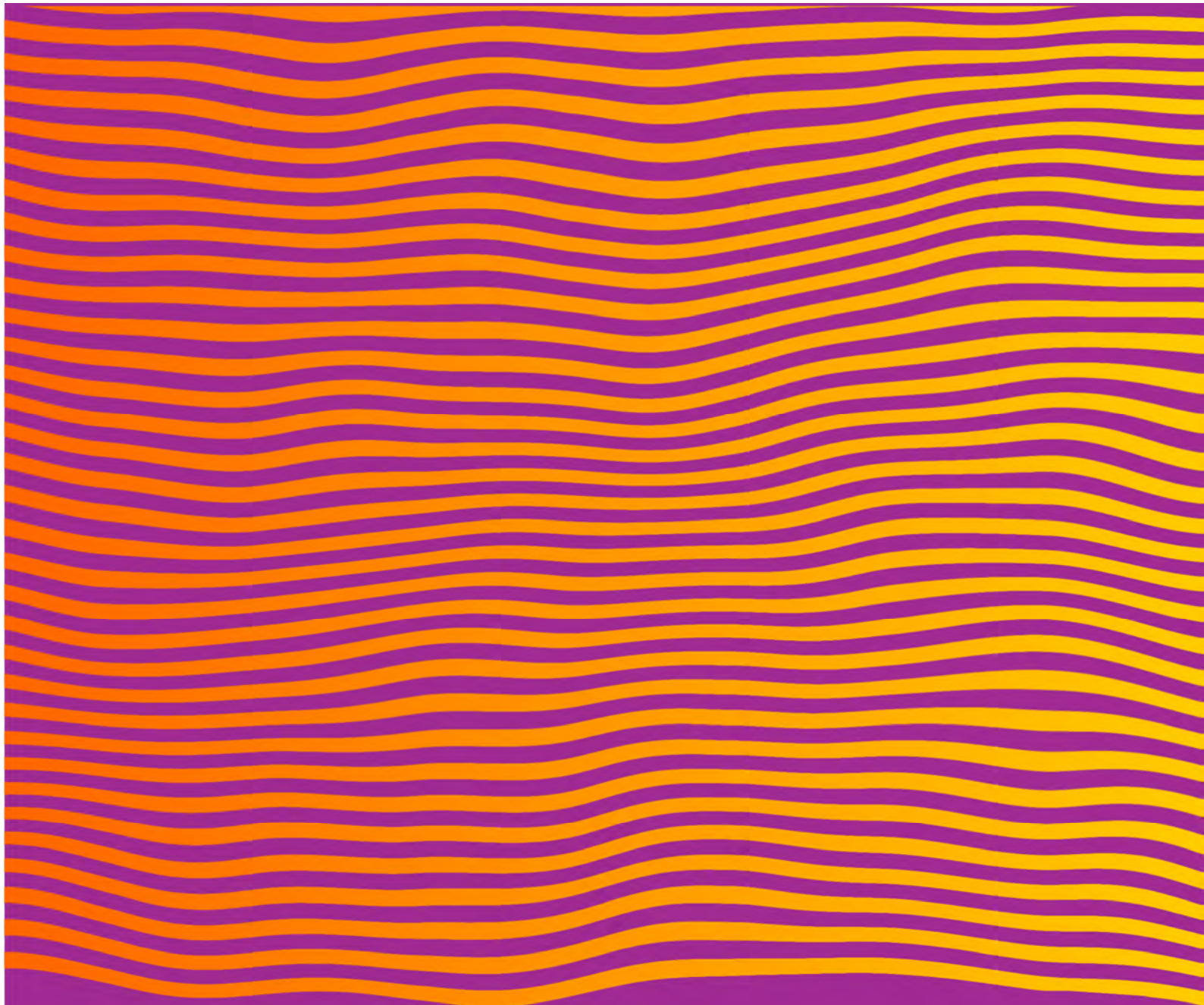
6. School Spaces

6.1 Teaching Spaces

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

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 Theatres
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.

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 next to each other on the 2nd Floor of the Dyson Building. They are along the side of the Study Space.

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 of 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.

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 wear the following items in the Workshops at all times:
• Sturdy shoes with closed toes
• Safety Glasses
• Boiler suit or lab coat
• Long hair must be tied back at all times
• 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	**Claudia Morgan**	Workshop Technician
Gordon Addy	Senior Workshop Technician	**Tito Nwofor**	Workshop Assistant
Karl Addy	Workshop Technician	**Harry Tourelle**	Workshop Technician
Chloe Allen-Greeves	Technician	**Oliver Turvey**	Audio Technician

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

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.

NOTE

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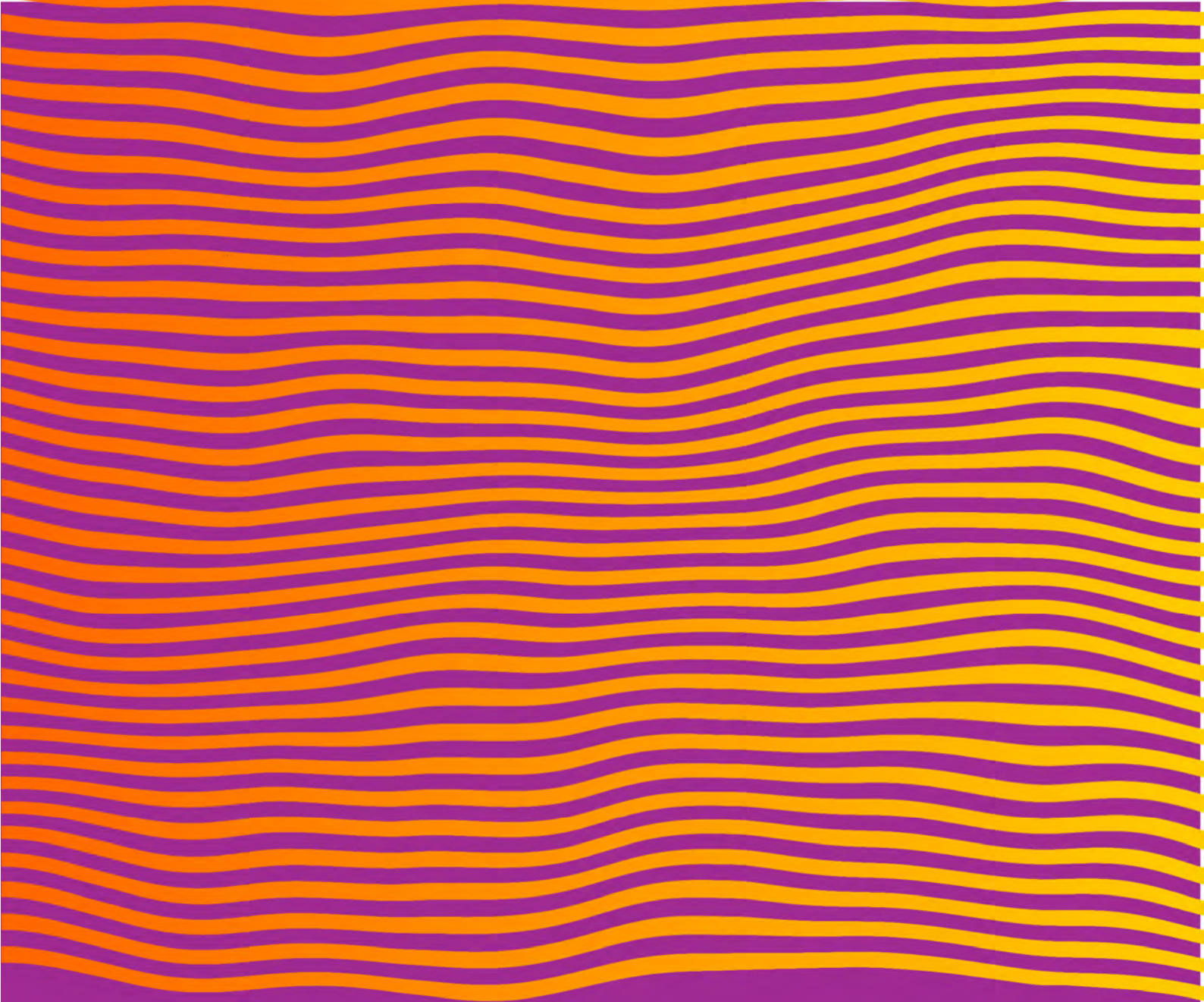
7. Computers

7.1 Laptop Recommendations

In order to undertake the MEng, 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 Meng students are provided with a personal Adobe Creative Cloud Licence. See the following web-page 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
Undergraduate 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
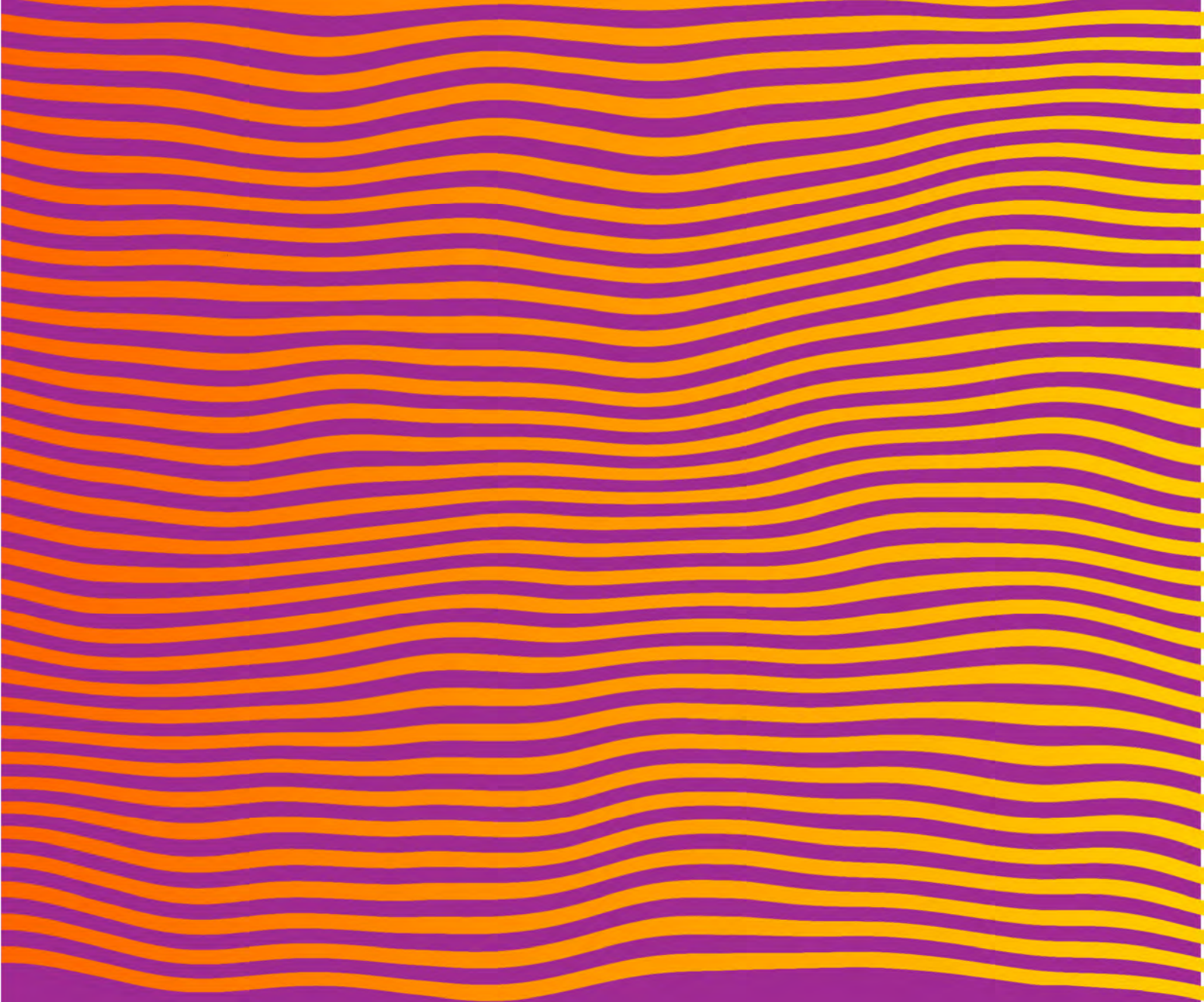have Wi-Fi coverage, but if you find yourself in one with
high usage and low coverage please contact the ICT
Service Desk.

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 What is a Chartered Engineer?

The title Chartered Engineer (CEng) is protected by UK civil law and is internationally one of the most widely recognised of engineering qualifications. In the UK, it is awarded by the Engineering Council.

To become a Chartered Engineer, you will need:

• The Educational Base: an MEng or equivalent degree from a recognised degree programme like ours; and

• An extended period of Initial Professional Development (IPD): work- based training and/or experience under the guidance of a Mentor.

A professional institution acts as an agent for the Engineering Council: it both accredits degree programmes and, through a network of suitably qualified mentors, monitors the subsequent IPD process. For the MEng degree, the professional institutions (with whom the programme is accredited) are:

- The Institution of Mechanical Engineers (IMechE)
- The Institution of Engineering Designers (IED)
- The Institution of Engineering and Technology (IET)

UK Standard for Professional Engineering Competence
Engineering Council - How to Register
[Engineering Council website]

8.2 UROP and IROP

The Undergraduate Research Opportunities Programme (UROP) matches students with 'research internships', either within or outside Imperial. A UROP placement offers work experience within a research environment; the work is usually paid, and some bursaries are available.

The UROP scheme at Imperial is coordinated within Registry. However, you may also contact a research-active staff member whose work interests you to informally agree a placement. Once agreed, this should be registered formally to enable you to earn ECTS credits).

Undergraduate Research Opportunities Programme
(UROP) [ICL website]

The 'International Research Opportunities Programme' (IROP) offers students an exciting chance to spend 8 weeks at one of Imperial's partner Universities. This is an exciting opportunity to broaden your perspective, gain new experiences and develop your skills. See below for further details:

International Research Opportunities Programme
(IROP) [ICL website]

8.3 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

8.4 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.

8.5 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:

8.6 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:

- **Strategic Advisory Board (SAB)**

An elite group of up to 10 companies at a time, carefully selected to give a strategic overview of global future trends that will impact design engineering. 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.

- **Industry Advisory Board (IAB)**

A broader group of up to 30 members at a time, 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 (policy and charities) to give us insight into a wider range of opportunities.

- **Industrial Partnerships Group (IPG)**

Any organisations linked to the department, including those who offer industrial placements, work on research projects, or run projects with our students. They receive newsletters about the work in the department, and we track partnerships across different activities to ensure linked working across the department. We host a range of engagement activities with these different groups across the year, and invite students to participate in discussions, networking and showcasing their work.

8.6 Joining Professional Institutions

The MEng in Design Engineering is accredited by the IED, the IET, and the IMechE. This is a tremendous achievement and endorsement of the programme.

We strongly encourage you to make use of student memberships to these three institutions. Professional institution memberships will allow you to receive support and guidance at each stage of your career, providing you with a professional home for life. Please refer to the links in 8.1 for more information.

9. Surveys & Feedback

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 2.8) 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.

- **UG Module Evaluation Questionnaire (MEQ)**
A university-level survey that captures feedback on the modules you have attended each term.

- **Student Experience Survey (SES)**
A survey organised by Imperial College Union, covering your induction, welfare, pastoral and support services experience.

- **9.5 National Student Survey (NSS)**
A national-level annual survey open to students in the final year of their degree programme, in which they are asked to rate a range of elements e.g. academic support, learning resources, assessment and feedback. Year-on-year comparative data is compiled for higher education institutions, with results being made publicly available.
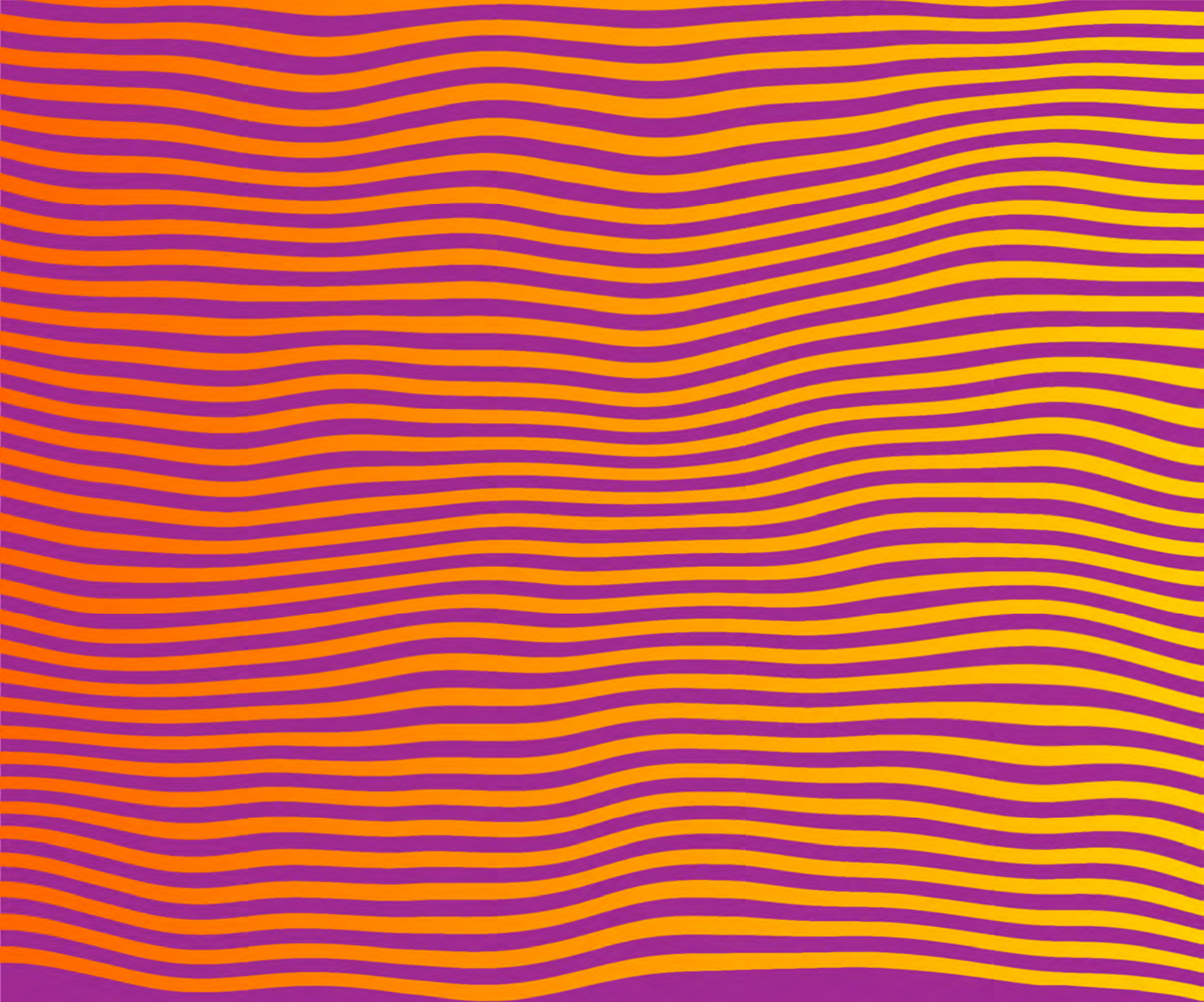
You can find further information on the above surveys on the Imperial College website:

UG student surveys [ICL website]

How is your feedback used?
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. DE Year by Year

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

Week	Activity
1	Welcome Week (T1) Exams (T2)
2-7	Teaching
8	DRAW week
9	Teaching

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.

UROP and IROP [summer holidays]
UROP (Undergraduate Research Opportunities Programme) and IROP (International Research Opportunities Programme) take place during the summer break. See 8.2 for more information.

Key Events
The following events take place every year. They provide excellent opportunities for you to showcase the work you are doing on the MEng degree and to practise valuable skills such as presentation, communication, and teamwork:

UG Open Days
Two (weekday) events at the end of the summer term and one (weekend) event in mid-September.
Imperial College UG Open Days

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]

Summer Schools / Outreach programmes
The university organises a variety of summer school / outreach events each year. Student demonstrators may be sought where Design Engineering is a participating department, and a team of student mentors is usually involved in the running of these programmes. For more information, see the Outreach web pages:
Recruitment and Outreach Student Ambassadors [ICL website]

10.2 Electives and I-Explore

Years 3 and 4 of the degree programme feature elective modules. Elective module handbooks are issued in the summer to allow you to make informed decisions ahead of time. There will be a short elective swapping window at the start of the relevant term that will give you the opportunity to swap your elective selection, subject to availability. Process and deadlines will be communicated to you by the Teaching Office.

In Year 2, you will have the opportunity to study an I-Explore module. I-Explore modules are drawn from departments across Imperial towards broadening students' usual remit and promoting interdisciplinary experiences. These modules are assessed on a pass or fail basis, are integrated into the MEng programme, and count for credit towards the degree. Find out more:

I-Explore [ICL website]

10.3 Industry Placement

Students going into the third year of the DE MEng take part in a six-month industrial placement. Third year exams will be taken early to ensure that all students will be present.

IMPORTANT
Please note the School cannot control the timing of assessments delivered by other departments at Imperial. You are advised to check this carefully when shortlisting such modules for selection.

Arranging your placement
During Year 2, sessions will be run by the Placements Officer to inform you of the placements procedure. Attendance at these sessions is mandatory.

The School will provide a list of companies and pre-agreed placements through an online portal. Students will need to find adverts of interest to them and apply via the company's application and interview process to secure their placement.

Students are welcome to source a position with a company not offered by the university; however, this will need to be approved with the Placements team to ensure it is appropriate for the learning outcomes and meets criteria in risk assessments, where appropriate.

Early in your third year, you will be provided with a handbook containing updated information on the placement details for your year.

Supervision and Assessment
Students are assigned a Placement Tutor (a member of School Academic staff) and one industrial supervisor (a member of staff at the host organisation). The module will be assessed by their Placement Tutor against objectives on the basis of an interim and final report, a presentation, an exhibition, and an employer's report from the industrial supervisor.

Preparation
In preparation for your placement, it is important that you develop your skills-base in areas relevant to employment, your CV, and your portfolio. We strongly encourage you to ensure that you manage your projects effectively in years 1 to 3, as well as extra-curricular activities, and capture the outputs and work for inclusion in your portfolio and CV.

Accommodation during placements
Unless your industry placement is based in London, you will only need accommodation during the autumn and spring terms of Year 3. The duration of your placement also means that you will be working during the summer break between the third and fourth years.

See the webpage on industry placements here

10.4 Design Engineering Programme Modules Gannt Chart

		Term 1	Term 2	Term 3
Year 1		Design Engineering Principles	Solid Mechanics 1	
		Computing 1: Introduction to Scientific Computing	Human Centred Design Engineering	
		Engineering Mathematics		Data Science
		Materials and Manufacturing		Electronics 1: Introduction to Electronic Circuits, Sensors, and Mechatronics
Year 2		I-Explore	Finite Element Analysis	Working in Organisations
		Sustainable Design Engineering	Thermofluids: Energy and Design	Computing 2: Applications
		Physical Computing	Industrial Design Engineering	
		Solid Mechanics 2	Electronics 2: Signals, Systems, and Control	
Year 3		Innovation and Entrepreneurship	Elective (Group A)	
		Optimisation	Elective (Group A)	
		Design Engineering Futures		Design Engineering Industry Placement (Part 1)
		Robotics 1: Introduction to Robotics	Robotics 2: Applied Robotics	
Year 4				
Design Engineering Industry Placement (Part 2)	Reflection on Industry Placement	Elective (Group B)	Elective (Group A or Group C)	
		Elective (Group B)	Elective (Group A or Group C)	
		Enterprise Roll Out		
		Design Engineering Master's Project		

Key

Physical Engineering	Engineering Analysis	Electromechanical Engineering	Enterprise & Professional Practice	Design Engineering Projects

10.5 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, DUGS, 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 a '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.
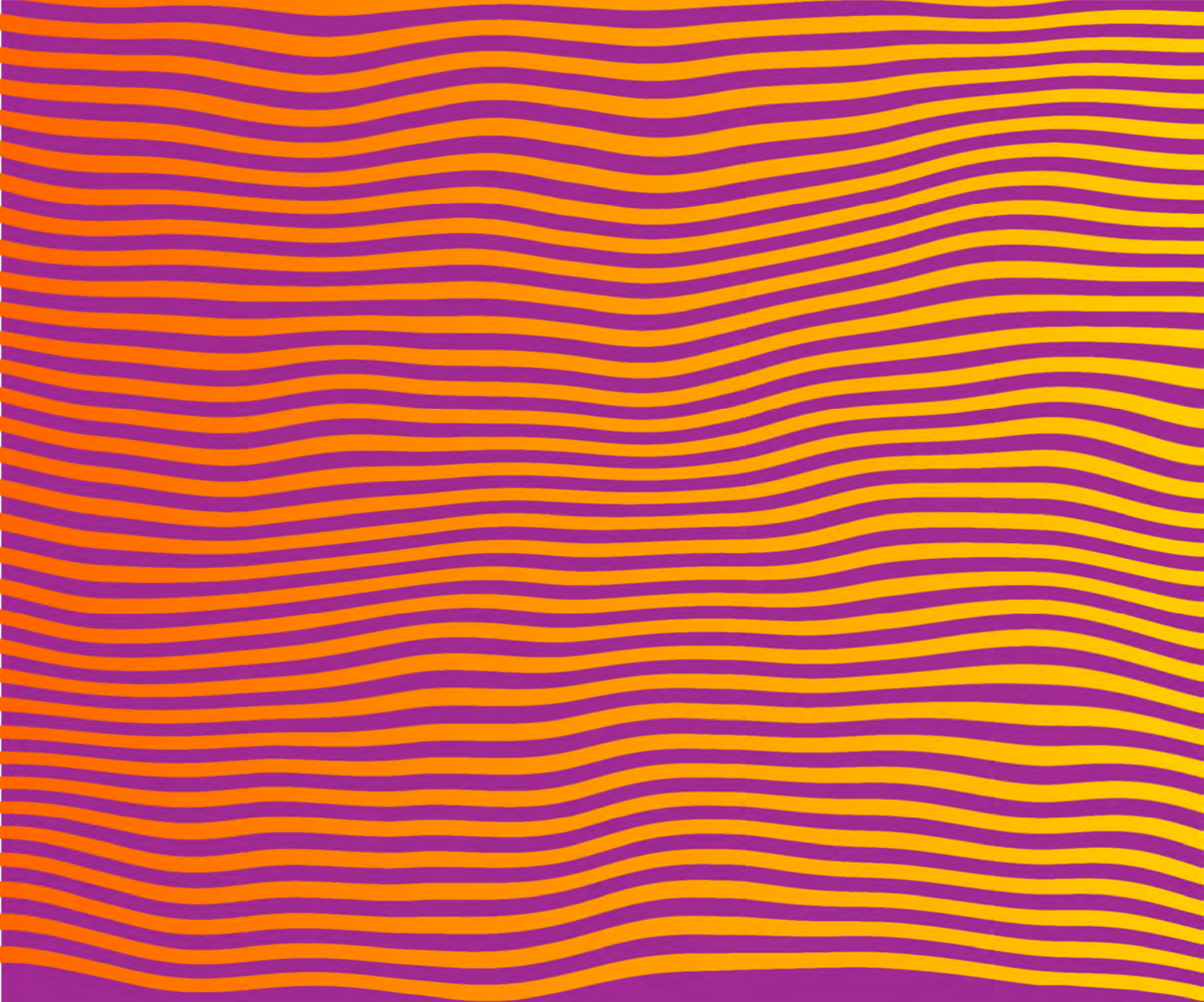
10.6 Graduation

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.

Imperial College Graduation webpage

11. General Information

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 4.9 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]

11.8 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]

11.9 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]

11.10 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