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1. Welcome
1.1 Welcome to the College

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

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

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

We’re committed to providing you with the very best academic resources to help you reach your true potential. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that’s further training in an academic skill like note taking or simply having someone to talk to.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have free access to gym (following a one-off orientation fee of £40 in 2017) and swimming facilities across our campuses.

1.2 Welcome from the Head of School

The MEng in Design Engineering helps you develop a diversity of skills and expertise. We are excited at the opportunity of working with you over the coming years as you enter the world of design engineering and contribute towards the development of society and the domain.

This document serves a number of purposes including helping to introduce you to key information which will be helpful during the welcome week and as you settle in. In addition the document provides an overview of the MEng in Design Engineering which will be useful throughout your degree programme. The document has been developed with input from several staff members and is updated regularly so do source the online version for the latest information.

As a student of Imperial College London, the Students’ Union, fellow students, social media and staff are all part of your new network and we encourage you to engage with all of these, and we also encourage you to seek out the staff with your queries – it’s what we are here for.

Welcome to the MEng in Design Engineering.

All the best,

Professor Peter Childs
Head of Design Engineering
Meet the School Teaching Staff

Prof. Peter Childs  
Head of School  
p.childs@imperial.ac.uk

Dr Marco Aurisicchio  
Senior Lecturer  
m.aurisicchio@imperial.ac.uk

Dr Weston Baxter  
Lecturer  
weston.baxter@imperial.ac.uk

Andrew Brand  
Principal Teaching Fellow  
andrew.brand@imperial.ac.uk

Dr David Boyle  
Lecturer  
david.boyle@imperial.ac.uk

Prof. Peter Cheung  
Professor  
p.cheung@imperial.ac.uk

Dr Sam Cooper  
Lecturer  
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Aran Dasan  
Senior Teaching Fellow  
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Dr Pelin Demirel  
Lecturer  
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Dr Mazdak Ghajari  
Lecturer  
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Senior Teaching Fellow  
stephen.green@imperial.ac.uk

Dr Hamed Haddadi  
Senior Lecturer  
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Senior Teaching Fellow  
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Dr Petar Kormushev  
Lecturer  
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Olga Kravchenko  
Teaching Fellow  
o.kravchenko@imperial.ac.uk

Dr Nan Li  
Lecturer  
n.li09@imperial.ac.uk

Dr Celine Mougenot  
Lecturer  
c.mougenot@imperial.ac.uk

Dr Connor Myant  
Lecturer  
connor.myant@imperial.ac.uk
2.1 School Officers

Most of our academic staff and many other members of the School are engaged in teaching, but as an undergraduate student there are a few you will see and hear much more of.

All staff are often away from their desks, therefore whenever possible, you should contact the person you wish to speak with via email ahead of time and arrange an appointment.

**Head of School (HoS)**

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

- **Professor Peter Childs**
  - Floor 1, Dyson Building
  - p.childs@imperial.ac.uk

**Director of Undergraduate Studies (DUGS)**

*The DUGS is responsible for all the undergraduate programmes in the School.*

- **Dr Lorenzo Picinali**
  - Floor 1, Dyson Building
  - l.picinali@imperial.ac.uk

**Senior Tutor**

*The Senior Tutor is responsible for the welfare and academic progress of every undergraduate student in the School.*

- **Dr Mazdak Gharjari**
  - Floor 1, Dyson Building
  - M.Ghajari@imperial.ac.uk

**Academic Tutor**

*The Academic Tutor is responsible for ensuring that our students’ academic experience is optimal and continually improving.*

- **Dr Stephen Green**
  - Floor 1, Dyson Building
  - stephen.green@imperial.ac.uk

**Disability Officers**

- **Andy Brand**
  - (intake years 2015-17)
  - Floor 1, Dyson Building
  - andrew.brand@imperial.ac.uk

- **Freddie Page**
  - (intake year 2018)
  - Floor 1, Dyson Building
  - freddie.page@imperial.ac.uk

*The School Disability Officer is your first point of contact if you have a physical or learning disability that requires additional support such as special exam arrangements.*

**Exam’s Officer**

*The Exam’s Officer oversees all exams across the School. The Exam Board consists of every academic member of staff and the external examiners.*

- **Dr Thrish Nanayakkara**
  - Robotics Lab, Floor 2, Dyson Building
  - t.nanayakkara@imperial.ac.uk

**School Safety Officer**

*The School’s Safety Officer is responsible for the safety of teaching and research in the School.*

- **Dr Connor Myant**
  - Floor 3, Dyson Building
  - connor.myant@imperial.ac.uk

*If you have questions or concerns regarding Health and Safety, you can contact the Safety Officer directly.*
2.2 Year Coordinators

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

**Year 1 Coordinator**
Dr Freddie Page
Floor 1, Dyson Building
freddie.page@imperial.ac.uk

**Year 2 Coordinator**
Dr Nan Li,
Floor 3, Dyson Building
n.li09@imperial.ac.uk

**Year 3 Coordinator**
Dr Shayan Sharifi,
Floor 1, Dyson Building
s.sharifi@imperial.ac.uk

**Year 4 Coordinator**
Dr Nicolas Rojas
Robotics Lab, Floor 2, Dyson Building
n.rojasi@imperial.ac.uk

If, for whatever reason, you are unable to contact or establish a good rapport with your Personal Tutor, please talk to the Senior Tutor (Dr. Mazdak Ghajari [EMAIL] - see page 11) who may be able to help resolve this.

2.3 Personal Tutors

A member of staff who will act as your Personal Tutor. You will meet them regularly during the session — in groups and/or individually — to discuss both academic progress and personal topics.

You will find the name and email address of your Personal Tutor during our first week.

**First year of study**
You and your group will be meeting your Personal Tutor four times during the Autumn and Spring Terms, and three times during the Summer Term.

**Other years of study**
If you are in the second, third or fourth year, you will be meeting your Personal Tutor three times during each of the three Terms. These meetings will be timetabled, and you will receive information about days, times and locations in the Welcome Week.

**Individual Meetings**
If you are in need of an individual meeting with your Personal Tutor, you can contact them via email and arrange for a day, time and location. Please do not hesitate to do this, as the information that your Personal Tutor can supply about your general progress throughout your time here, and any special difficulties you might have experienced can be of invaluable advantage to you when decisions affecting your future have to be made. They may also write you reference letters.

2.4 Teaching Office

For general queries, the Teaching Office (Third Floor, Dyson Building) is the place to start. You will hear a lot from the Teaching Office — mostly by email — during the course of your studies.

**IMPORTANT**
Read the Teaching Office emails! They contain important information that you need to know about your classes and assessments.

There will usually be someone in Third Floor, Dyson Building on Monday – Friday 0930-1700 during term time. However, sometimes they are away from their desks. When you can, email in advance.

**Senior UG & PG Administrator**
Alex Marsh
Third Floor, Dyson Building
a.marsh@imperial.ac.uk

**UG and PG Administrators**
Jen Cooley and Lucie Richards
Third Floor, Dyson Building
j.cooley@imperial.ac.uk
lucie.richards@imperial.ac.uk

**Office Assistant**
Sophie Skyes
Third Floor, Dyson Building
s.skyes@imperial.ac.uk
2.5 Senior Tutor

The Senior Tutor is responsible for the welfare and academic progress of every undergraduate student in the School, and works with the student representatives to ensure your course is running as smoothly as possible. They can offer personal advice and help to any student on both academic and non-academic matters.

The Senior Tutor is also on call during vacations but if for any reason they are unavailable, or you are unsure about who to talk to on a particular issue, please ask any staff member in the UG Office and they will decide who is best able to help you.

One responsibility of the Senior Tutor’s 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 Tutor and his team; no-one else is allowed to consult it.

2.6 Faculty Senior Tutor

In the event of an issue arising within your department there are a number of avenues for you to seek support. This will include, depending on your department, your Undergraduate Senior Tutor(s) and your personal tutor, and in some departments, other designated staff such as year tutors or degree coordinators.

There are a number of avenues within the College to seek help with academic and pastoral matters: [http://www.imperial.ac.uk/student-space/](http://www.imperial.ac.uk/student-space/).

In the event that you would like to seek additional support or guidance, or that you wish to air your issues in confidence, the Faculty Senior Tutor, Dr Lorraine Craig, can be contacted by email l.craig@imperial.ac.uk in the first instance.

Depending on the nature of your query, it may be passed onto other more relevant staff.
3. School Comms
Our primary channels for maintaining contact with you is via your Imperial College e-mail and by the Virtual Learning Environment (Blackboard).

### 3.1 Blackboard

Blackboard is the Virtual Learning Environment that will be used for all Design Engineering modules.

**Module info**

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

- module handbook,
- recorded lectures,
- exercise and tutorial notes,
- announcements,
- tests,
- videos,
- marking scheme, etc.

**How to Login**

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

[Blackboard Login (link)](link)

**Blackboard App**

There is also a Blackboard app available on all platforms. You are strongly advised to download this if you have an appropriate device (OSX / Android).

**IMPORTANT**

Check Blackboard regularly! It’s your fault if you miss something that has been posted on Blackboard.

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### Design Engineering Information

In the Blackboard homepage, on the right side under "My Organisations", you can find the 'Design Engineering Information' organisation page. This has a number of sections that contain useful links and documents:

**‘UG resources’**:
- Mitigating Circumstances Guidelines
- Latest version of this handbook
- Useful Contacts
- Your Assessment deadlines
- Study Skills

**‘Competitions and Opportunities’**
- The latest competitions and placements opportunities are all listed here.

**‘Available Workshops’**
- This lists various training and workshops available to you.

### 3.2 College Email

The email address issued to you on registration will remain active until one year after you leave Imperial.

You can use this address freely to communicate with other students, staff and people outside the College. We try to email you no more than necessary, but messages will still be necessary — and some of these will be very important and, possibly, urgent.

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

If necessary, ICT can redirect your mail to a colleague or to a non-Imperial email address (see Computers section for instructions)

[Set Up Email Forwarding (link)](link)
3.3 Late or Absent Teaching Staff

If no lecturer or tutor arrives for a timetabled class, check your timetable to find out who should have been there, and use the teaching staff lists to contact them directly and/or by email or phone.

If this action fails to deliver, contact the UG Office and Senior Tutor. Any staff member who has been given leave of absence will have provided the office with details of substitute staff who can cover each teaching duty. It may be this substitute who is missing.

If neither the timetabled staff member nor the substitute can be found, the activity will normally have to be re-scheduled. Avoiding this outcome is to the benefit of everyone concerned.

Please feel free to give courteous feedback and raise questions in-person to all staff. If you have an issue and don’t speak up, then the School will not be able to address the matter in a timely manner.

3.4 Lecture Recordings

Some of the lectures given in theatres are equipped with Panopto. This records the lecturer and presentation.

Panopto videos can be viewed directly via the course Blackboard page or the general Panopto page.

Note

If a session is being recorded and for any reason you do not wish to be part of that recording, please sit in an ‘off-camera’ area (ask the lecturer if you are in doubt) — and reserve any questions to the lecturer until recording has ended.

Many students find lecture videos a valuable resource for review and revision. However, a recording cannot possibly replace the shared learning experience of the live lecture, and cannot be relied on for completeness. Occasionally, video capture partially or completely fails.

IMPORTANT

It is the School’s intention to make Panopto recordings whenever the facilities allow this. However not all College teaching spaces are fitted with the necessary facilities, so you must not rely on being able to view recordings after the fact.

IMPORTANT

Lecture recordings are provided only for personal use by registered Imperial College students, and only for educational purposes.

Any redistribution (e.g. via social media), sharing (even by email), 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.

Login to Panopto video site
Guidelines on audio and video lecture recordings
Code of Student Discipline

3.5 Your Timetable

Your timetable will automatically update your Imperial College Outlook calendar.

The easiest and most reliable way to view your calendar is via iCalendar.

iCalendar (link)

Timetables are subject to last minute changes so you should get in the habit of checking your timetable regularly.

Whilst the majority of teaching activity is between 1000–1700 Monday–Friday during term time (except Wednesday afternoons and your Year’s Horizon slot), events may be scheduled anytime between 0900 – 1800.

If you have issues with events not showing up in your iCalendar, please send a screenshot of your calendar to Alex Marsh in the Teaching Office (a.marsh@imperial.ac.uk).
4. Academic Support
4.1 Support for Academic Transition

Students who join Imperial are all academically able, but they come from a wide range of secondary education cultures. Adjusting to the challenge of higher education can be tough, and we offer some special resources to support you.

First and foremost, please take time to explore the new Imperial Success Guide site. This was put together from a vast amount of collective experience — above all that of many students who were asked what was needed to empower and support them as they started university. The guide brings together information on effective study, assessments and feedback, well-being, workshops and support to ensure that you know where to look for advice and guidance on study skills.

4.2 English Classes

The undergraduate course involves a substantial amount of reading and writing, as well as oral presentations. Fluency in English is vital if you are to be successful in the course. The Centre for Academic English runs a series of English classes in the evenings for students who need tuition and practice.

IMPORTANT
Failure to attend these classes could result in you not understanding the lectures and failing the year’s assessments (i.e. projects, end-of-Term exams, essays and reports, etc.)

Centre for Academic English

4.3 Imperial Horizons

Looking to get the most out of your degree? Imperial Horizons is a programme designed to broaden your undergraduate education, inspire your creativity and enhance your professional impact. The courses are popular and highly rated by students: make your choice and sign up quickly!

You can choose from more than 20 different course options in the following four fields of study:
- Business & Professional Skills
- Global Challenges
- Science, Culture and Society
- Languages and Global Citizenship

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
All Departments have set aside time for Imperial Horizons:
- 1st Years: 16.00-18.00 on Tuesdays
- 2nd Years: 16.00-18.00 on Mondays
- 3rd / 4th Years: 16.00-18.00 Thursdays

IMPORTANT
First years must register their course preferences on the Imperial Horizons website during Welcome Week, before the deadline of Monday 10th October 2016. Imperial Horizons is a set of extracurricular and non-compulsory activities that are not credited towards your degree.

Info on Imperial Horizons Courses (link)

4.4 Disability Advisory Service

The Disability Advisory Service (DAS) works with individual students, no matter what their disability or level of study, to ensure that they have the support they need. Our Advisors are committed to providing the best possible support for all students at Imperial College.

They understand that each person’s disability can affect them in different ways and therefore the support offered is flexible and tailored. We can also help if you think that you may have an unrecognised study issue or specific learning difficulty such as dyslexia. The Service is confidential and information about your support needs is only passed on to others within the College with your agreement and then only in order that you are fully supported. Our Advisors never pass on information outside the College or to parents unless you ask them to. DAS is also here to support students who may have a temporary or short term disability.

Some of the sorts of things the Disability Advisors can help with are:
- 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, for example extra time or rest breaks
• arranging extra Library support and access to the Assistive Technology Suite
• supporting applications, where appropriate, for continuing accommodation after your first year.

Your advisor will draw up a “Suggested Reasonable Adjustment” document for you to share with your department which outlines all your support needs and we will fund any additional support agreed by your DAS Advisor. This could include funding for:

• note taking, specialist study skills or mentoring support.
• disability related equipment (NOT computers)
• other additional support, for example taxi fares for those who need help with transport.

A disability is any long-term condition that has a substantial impact on your ability to study effectively for example:

• a specific learning difficulty, e.g. dyslexia, dyspraxia
• an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder etc
• a visual, hearing, or other sensory impairment
• a long-term medical condition, e.g. IBS, ME, diabetes
• a social/communication difficulty, e.g. autistic spectrum/Asperger’s syndrome
• a mobility or dexterity impairment.

You can book an appointment by dropping in to the office, phoning or sending an email -
The Disability Advisory Service,
Room 566, Level 5,
Sherfield Building
020 7594 9755
disabilities@imperial.ac.uk

Disability Advisory Service (link)

Departmental Disability Officers (DDOs)

Departmental Disability Officers are your first point of contact. They can apply for additional exam arrangements on your behalf, and will facilitate support within your Department.

The School has two Disability Liaison Officers. Depending on the year you joined us, one of them will be your main contact.
• 2018 intake: Freddie Page - freddie.page@imperial.ac.uk
• 2015–17 intake: Andy Brand - andrew.brand@imperial.ac.uk

More information on Departmental Disability Officers is available at:

Departmental Disability Officers (link)

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

Exam arrangements and disability (link)

4.5 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 from a private company.

Information on evening classes (link)

4.6 Central Library

The College’s Central Library is next to the Sherfield Building. It provides access to high quality resources including electronic journals, databases, textbooks, print journals and maps. PCs and wireless access to the College computing network are also available.

Much more information is available on the library’s website, and you will be given an induction course during the first week of term.

Like every other department, we have a School Librarian to guide and support your access to central library resources.

The School librarian maintains a web page with a blog. They also have office hours for consultation (see the web page for details).

Nicole Urquhart - Design Engineering Librarian
Room 110 Central Library
Ext. 41889
n.urquhart@imperial.ac.uk

School librarian’s web page
Library website
5. Assessment
5.1 Passing the Year

The Design Engineering MEng programme consists of four successive, one-year parts.

You must pass all of the modules in one year to automatically pass onto the next year.

To pass a module, you must achieve a 40% weighted average for the entire module (so, you could get less than 40% for coursework, but then compensate that with a good exam or vice versa).

5.2 Mitigating Circumstances

Circumstances beyond your control may affect your academic performance. This includes anything that means you –
- miss an exam
- miss an assessed presentation
- submit coursework late
- do not do as well on an assessment as you would do otherwise

You are advised to inform the Senior Tutor/ your Personal Tutor of any problems affecting your academic performance as soon as you can.

Submitting a Mitigating Circumstances Form (MC Form)

If you want the School to take these circumstances into account, you must submit a MC Form within 5 working days of the assessment date/deadline.

1. All requests for mitigation should be made on the relevant form:
   - For major examinations, pieces of coursework and projects, and difficulties impacting upon a substantial part of the academic year, use form marked ‘MAJOR’.
   - For minor examinations, pieces of coursework and projects, use form marked ‘MINOR’.

See the next section for guidance on which form to complete. If you are still uncertain which form is appropriate, you should talk to your Personal Tutor.

2. Complete the form with as much detail as you can.
   - For Major Assessments only – along with your form you need to provide proof of your circumstances. The burden of proof is on you.

3. Return the form and any supporting evidence to the Teaching Office either in-person (Third Floor Dyson Building) or via email (a.marsh@imperial.ac.uk)

**IMPORTANT**
College policy requires that any details you provide remain confidential as far as possible.

Major or Minor assessment?

The MC Form you submit depends on whether the missed assessment is ‘Major’ or ‘Minor’. The following is a guideline. If you are still uncertain which form is appropriate, you should talk to your Personal Tutor, Senior Tutor, or Director of the Programme.

Minor Assessments
Assessments that are equivalent to one ECTS or less are considered minor.

Major Assessments
Assessments that are equivalent to more than one ECTS are considered major.

The ECTS credits allocated to each module can be found in: Appendix B – Programme Modules Gantt Chart

You then need to look up what percentage of the module your assessment is. This will be in the module handbook, available in the relevant module section of Blackboard.

What happens after I submit the MC Form?

If your request is time sensitive –
For example, if you need permission to miss an exam for a funeral or you need an extension to your coursework deadline – then the mitigating circumstances panel will make a decision as soon as possible. They will reply to you within ten working days of the receipt of all required documentation.

If your request is not time sensitive –
For example, you have already missed your exam or you think your presentation could have been better – then your case will be considered at the termly Mitigating Circumstances Panel.

The Mitigating Circumstances Panel meet three times a year:
- Second week of T2 (for T1-related cases)
- Second week of T3 (for T2-related cases)
- First week of Summer holidays (for T3-cases)

You will hear the Panel’s decision within five working days of the panel meeting.
Chapter 5. Assessment

**5.3 Getting Your Results**

Your results will be loaded onto your eService in early-mid July.

If you are a sponsored student and need your exam results sent to your sponsor, please contact the Student Hub (Level 3, Sherfield Building) and they can arrange this for you.

When all assessments for the year have been marked and the marks collated, a series of meetings — collectively known as the Board of Examiners — review the results and allocate an overall grade to each student.

Generally candidates who do not satisfy the examiners, either in the examinations or after Supplementary Qualifying Tests, will be required to withdraw from the College permanently.

In exceptional circumstances, a student might be allowed to retake the year.

**5.4 Appeal and Complaints Procedures**

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency.

In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

**5.5 Supplementary Qualifying Tests (resits)**

In the case of a fail in one or two modules the Board of Examiners may set a Supplementary Qualifying Test (SQT).

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

You are not guaranteed to be allowed to sit an SQT.

SQTs can take the form of an examination or coursework. The decision on the format is made by the module leader and designed to ensure that the module learning outcomes are achieved.

Students can take a maximum of 2 SQTs per year for the first three years of the course.

No SQTs are allowed in the final year.

SQTs are usually done in the summer (generally early September).

Any modules that have been passed due to an SQT will be capped to 40%.

**5.6 Retaking a Year**

Retaking a year that you have failed is only permitted in exceptional circumstances.

The decision on whether or not you will be allowed to retake will be made at the Board of Examiners (in July) or after a failed SQT.

If permission is granted for you to retake a year then you will be expected to start the year again from the start (October) and complete it in full. All of your grades from your previous attempts at that year will be discarded, including any modules that you may have passed. Your grades for any years you successfully passed previously will be unaffected.

**5.7 Plagiarism**

Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own.

If any significant level of plagiarism is detected in any submission, the best possible outcome will be a mark of zero.
Chapter 5. Assessment

IMPORTANT
College treats plagiarism and cheating offences very seriously indeed.

Compulsory Lecture
In the sixth week of term you will hear a lecture on plagiarism by a representative of the College Library. Attendance at this lecture is compulsory.

TurnItIn
The School uses the plagiarism detection site TurnItIn both to filter electronic submissions of coursework via Blackboard and to check electronic duplicates of printed submissions.

Student Guide to Turn It In (link)
College Plagiarism Information (link)

5.8 Coursework
The purpose of coursework is to develop your design engineering skills, reinforce lecture material and to develop specific skills in laboratory work, computing, design etc. Most coursework is assessed and contributes towards your degree. Coursework includes project work, prototypes, presentations, lab reports, project reports, computing exercises and progress tests which are completed and handed in during the year.

IMPORTANT
Do not under any circumstances use any copied or pirated coursework, or allow your work to be copied by others.

The College treats cheating on coursework exercises exactly the same way as cheating in examinations. If any student is suspected of cheating, of attempting to cheat, or of assisting someone else to cheat, the facts will be reported to the College. If found to have done so, s/he may in consequence be disqualified from all future examinations of the Imperial College.

College disciplinary procedures

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

IMPORTANT
Coursework submitted between one minute and 24 hours late will be capped at 40%. Coursework submitted more than 24 hours late will receive 0%.

The 24-hours late submission policy does not apply in the following cases, in which any late coursework will be marked 0%:

• Class tests
• Submitting of results/write up from a lab session at the end of the session
• Time limited computer programming exercises
• Outputs from design days/weeks/activities
• Work created from workshop sessions (e.g. where something is made in a given time)
• Measurements, notes, annotated maps etc., undertaken in the field

Having a major coursework item capped or zeroed due to late submission could lead, in the worst case, to a lower degree classification or even total 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. It is also important to underline that both Blackboard and Turnitin will send you a submission receipt via email. It is your responsibility to verify the reception of such receipt, and provide it to the module leader if requested. If after having submitted an assignment online you do not receive any 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 (i.e. the email receipt) your work will be marked as late, and the relevant policy for late submission will be applied.

Missed coursework
If your coursework is more than two weeks late, it will be counted as ‘missed coursework’. Missed coursework will receive 0% and will not be marked for feedback even if it is submitted at a later date.

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 principal objectives of setting coursework are to assess your progress and to help you improve. The School has a target of 10 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 always notify you if this is the case.

The form of feedback you receive will vary widely, depending on the nature of the submission. A common form is an itemised list of criteria with a tick-box grade for each, along with some written indication of the reason for credit being lost.

5.9 Examinations
Most written examinations take place at the start of the term following a module or at the end of the summer term. They will appear in your timetable.

There is no set ‘failure rate’ for exams and therefore no reason why every candidate should not pass at the first attempt.

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 description.

Exam Advice
The Imperial Success Guide provides excellent advice on taking university exams.

You should refer to this information regularly.

Exam Stress
Most people find exams at least a bit stressful. We suggest that you refer to the College Health Centre’s website for advice on how to manage stress.

If you find that you are becoming overwhelmed by stress, there is help available for you.

Sitting an Exam
Your exams will be in your timetable. It will include all of the information that you require including time, date and locations of exams.

IMPORTANT
You must carry your college identity card, so that your CID number can be noted and your identity checked.
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 with no label.
• 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 Casio FX–83ES provided has all the usual scientific functions. If you need to familiarise yourself with this model, the UG Office will issue one on overnight loan (don’t leave this until the last–minute rush).
Other than water in a clear plastic bottle with no label, there is to be no eating or drinking during the exam.

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

IMPORTANT
The instructions on the front page of the answer book — fill in a list of questions attempted, start each question on a new page etc. — are there for your protection. Read and obey them!

Consideration of Additional Examinations Arrangements in Respect of Disability
Additional assessment and examination arrangements are provided by the College for individual candidates registered as students of the College 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 Liaison Officer (Freddie Page (for 2018 intake) freddie.page@imperial.ac.uk or Andy Brand (all other intake) - a.brand@imperial.ac.uk) if you believe that you are eligible for such arrangements.
Procedures for consideration of exam arrangements in respect of Disability

Examination Feedback
As soon as you submit an exam script for marking, it becomes the property of the College and you renounce any right to access it.

IMPORTANT
There is no automatic right of appeal against the marks awarded at examination. Students may only appeal against exam results on the grounds of administrative or clerical error and papers will not be remarked.

Each paper is marked by two independent internal examiners, and checked by one external examiner.

Students have the right (on payment of a fee) under the Data Protection Act to sight of any such written comments or annotations. Request must be made to the College Secretariat, with payment of a fee, and annotations will then be transcribed to a separate document for access under carefully supervised conditions.

5.10 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 work has been the Board of Examiners has convened (in July).

Ultimately these marks, appropriately weighted, will be used to determine which degree class is awarded.

These correspondences are shown in the Table below.

<table>
<thead>
<tr>
<th>Grade Letter</th>
<th>...corresponds to mark (%)</th>
<th>...corresponds to degree class</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>85+</td>
<td>First class honours</td>
</tr>
<tr>
<td>A</td>
<td>70–84</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>60–69</td>
<td>Upper second class honours</td>
</tr>
<tr>
<td>C</td>
<td>50–59</td>
<td>Lower second class honours</td>
</tr>
<tr>
<td>D</td>
<td>40–49</td>
<td>Third class honours</td>
</tr>
<tr>
<td>E</td>
<td>below 40</td>
<td>Not up to honours level</td>
</tr>
</tbody>
</table>

5.11 Student Prizes and Awards
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 REward)
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.

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
6. School Spaces
6.1 Teaching Spaces
Details of which rooms you need to attend will be clearly listed on your calendar.

Appendix A - Map

The rooms that we will use most frequently are:

**Studio 3, Level Three, Dyson Building**
Flat floor teaching space
(no. 38 on map)

**2nd Floor Study Space, Level Two, Dyson Building**
Flat floor teaching space
(no. 38 on map)

**The Design Library, Level One, Dyson building**
Tutorial space
(no. 38 on map)

**EEng 114b Electronics Workshop, Electrical and Electronic Engineering Building**
Lecture theatre and lab spaces
(no. 16 on Map)

**266, 252, 254 Roderick Hill Lecture Theatre**
(no.7 on map, please see note below re: these rooms)

**IMPORTANT**
Lecture and tutorial rooms may change week to week. Always check which room your class is being held in each week.

6.2 Social Study Space

From 1200 noon each day, 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 kitchen unit.

6.3 Meeting rooms

The School has a number of 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. You must always leave meeting rooms in a clear and tidy state, otherwise we will revoke all unaccompanied student access to the meeting rooms.

**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.

**The Orange Room**
The Orange Room is next to the stairs on the 1st Floor of the Dyson Building. It is next to the Library on the Imperial College Road side of the building.

**Meeting Room 1**
Meeting Room 1 is next to Office 1 on the First Floor, just outside the Design Library. It is on the Exhibition Rd side of the building.

**Observatory Building Meeting Rooms**

**Volt & Ohm Rooms**
The Volt and the Ohm Rooms are next to each other on the top floor of the Observatory Building. They are through the PhD offices which do not have general
access. You will only be able to access these rooms if the person you are meeting with lets you through the locked doors.

**How to find the Obs Building**
The Observatory Building will eventually be joined via a link bridge to the main Dyson Building. Until then, you need to exit the Dyson Building and walk around the side to enter the Observatory Building.

1. From Imperial College Road take the side road with the zebra crossing on it (opposite Skempton Building).
2. Follow the road as it turns left and slopes down towards the black fire escape on the exterior of the Observatory Building.
3. Take the stairs to the black door on the second landing (DesEng Staff card access needed)
4. Once through the doors, the office doors are straight ahead of you (DesEng Staff card access needed).

**6.4 Storage**
Storage space in the School Workshop is limited. Items may only be stored if, and where, agreed in advance by the Workshop Head Technician and if clearly marked with the owner’s name, the supervisor’s name and relevant contact numbers along with dates defining the period of storage. Given the range of users and the limited storage facilities, appropriate clearing and cleaning during and after any ACE lab activity is absolutely essential. ACE Workshop staff will inspect daily and tidy as necessary; any items left out will be subject to disposal.

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.

**Email Head Technician, Ms. Ingrid Logan:**

i.logan@imperial.ac.uk

**Download COSHH form (doc)**

**Project Storage**
In the Breakout Space on 2rd Floor, Dyson Building there are project drawers which will operate on a gym style, first-come-first served basis.

These are managed by the School’s Student Reps (see: Student Reps). If you have any issues with these, you should contact the Reps directly.

Otherwise you will be responsible for storing the necessary books and equipment for your courses and ensuring that you bring the correct items with you to classes and sessions.

**6.5 School Workshop**
The School’s workshop facilities are located on the ground floor of ACE Building (Building no.14 in the map, Appendix A).

**IMPORTANT**
Failure to keep the lab spaces safe and tidy may lead to restrictions in your access to College lab spaces.

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

**Dyson School Workshop details (googledoc)**

**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. These are pass/fail and an attendance register will be taken.

Before the ACE Lab induction, all students will have to complete an online safety test on Blackboard, of which details will be provided in due course.
Training on specialist machine tools will be provided by the School Head Technician (Ms. Ingrid Logan).

**CAD/CAM**  
Technical advice on specialist rapid prototyping and CAD–CAM (Computer Aided Design/Manufacture) techniques will be provided by the School Head Technician (Ms. Ingrid Logan).

**Workshop Hours**

**0900–1700 - Weekdays* - Supervised**  
Technical support, supervision and selected power tools will be made available in the ACE Lab Workshop during these hours.

**0800–2200 - Every day* - Unsupervised**  
Qualified students can access the workshop benches and use hand-tools during these hours.  

*not including College closure days

**IMPORTANT**  
It is always your responsibility to return your tools to their storage places after use.

**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

You will be issued with one set of glasses, a boiler suit and a lab coat for free. If you lose these, you will need to pay to replace them.

**Technicians**

<table>
<thead>
<tr>
<th>Ingrid Logan</th>
<th>Saadiqah Rahman</th>
<th>Gordon Addy</th>
<th>Darren Jupp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Technician</td>
<td>Technician</td>
<td>Technician</td>
<td>Technician</td>
</tr>
</tbody>
</table>

Please be courteous and professional to all workshop personnel.

Ingrid Logan is the safety officer for this facility and therefore will be ensuring best practice.

**Project Work in Research Labs**

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 College 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 his or her supervisor and the laboratory manager — otherwise, a second person must be present.

**NOTE**

For some laboratories, ‘lone working’ permission is never given.
7. Computers
Chapter 7. Computers

7.1 Required Laptop

In order to undertake the MEng in October 2018, you will need to have a laptop computer of the following minimum specification for classes and coursework:
- Windows 10 capable
- Intel i5/i7 6th/7th generation processor
- 16Gb RAM
- 256 Gb SSD HDD
- NVIDIA K1100M or higher graphics card

More details and advice on laptop purchasing is in Appendix G (link).

Regular maintenance

You will be responsible for basic laptop upkeep of your laptop. You must arrange:
- Virus protection
- Ransom ware protection
- Regular security updates
- Back-up your data

It is recommended that at least once a year you take your laptop to ICT for a ‘wipe-out’ to restore the laptop’s original performances.

More information is available at:
Imperial College IT security advice (link)
ICT resources for new students (link)

Imperial College Laptop Surgery

If you have a non-School laptop and have software issues, you can take it to the College’s Laptop Surgery.

ICL Laptop Surgery (link)

Students who joined 2015-17: what to do if your School Laptop breaks

If you were issued a School laptop and it breaks, take it to ICT on the first floor of Central Library (opening hours below). They will take the laptop from you and contact you when it is fixed. If it cannot be fixed, a new one will be provided under the warranty.

IMPORTANT
If possible, back-up all your files before taking it to ICT.

7.2 School Laptop Library

The Department has 36 laptops that you may borrow for a 4-hours at a time. These laptops are stored in secure lockers 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 be taken out of the Dyson building.

Borrowing a laptop is like borrowing a library book. If you do not return it within the due period, an overdue fine will be incurred.

A full guide to how the loan laptop system works is here:
Appendix G – Laptop Loan System (link)

7.3 College ICT Support

Important
Back-up your digital work regularly! Hacking and hardware failure can lead to losing your work. It is your responsibility to protect against this.

Imperial College Information and Communication Technologies (ICT) provides general assistance with IT issues from a central Service Desk.

ICT Access
08.30 to 18.00, Monday to Friday:
In-person - ICT Service Desk, 1st Floor, Central Library, South Kensington Campus
Phone - 0207 594 9000 (x.49000)

24/7 Support: ASK ICT (link)

All staff and students are bound by the conditions of use for IT facilities (link).

7.4 Software

The School will provide access to any software that you may need for the course. Imperial College has agreements with many companies such that students could install some software free on their own personal machine.

Please check out this web-page to see what software is available for you while being a student at Imperial:
Software for students
Some packages are only available on the School’s loan laptops. To use these, you must borrow one of the loan machines and use it within the School’s building.

**Adobe Creative Cloud CC**
Adobe Creative Cloud CC (the full suite of creative software) will be installed on all the loan laptops.

Additionally each DE Year Group will have access to Adobe CC on their personal laptops for one term each year.

### 7.5 Printing

It is possible to print to the communal college printers from your School issued private laptop. You will need your College ID card to do this.

**How to print** ([link](#))

Printing to communal College printers and using the photocopiers costs money. You can purchase printer credits to charge your card at the Central Library or online.

Communal printers and photocopiers can be found on Level 2, Dyson building and the Central Library.

**Printer credits**
Undergraduate students who join the School in or after October 2018 will be issued with £10/year printing credit for use on College printers.

This will be automatically issued to your account at the start of each year.

**Service Point**
Some projects may require that you design a poster to present your work. Posters can be printed at Service Point, the College’s on-site contractor for bulk and professional printing.

**IMPORTANT**
Ensure you allow sufficient time for the turnaround of printing tasks.

**Service Point ([link](#))**

### 7.6 Internet Access

Imperial College London provides and supports excellent access to the Internet, both on-site and in halls. However, this access is not unrestricted and its misuse, or its use for anti-social behaviour, are regarded as serious offences.

An account for access to IT facilities was created for you on registration, and you have been provided with a username and password for login and Internet access via Outlook, Internet Explorer and Firefox. If you forget your password and need to obtain a new one, you will need to produce a valid college ID card.

**How to access the Wi-Fi and networks** ([link](#))

**IMPORTANT**
In your contract as a student you have agreed to abide by the Conditions of Use of IT Services. These conditions concern anti-social behaviour by which other users can be affected and areas of misuse which come under UK Law. The College network extends to student halls and here, again, it is important to be aware of the restrictions imposed both by College regulations and by national law.

**Imperial College Mobile app**

Many College services are available through the Imperial College Mobile app.

This is available on iOS and Android and there is a web version for other devices.

We recommend that you download this app.

**Download Imperial Mobile** ([link](#))
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.

The benchmark for CEng is UK-SPEC: the UK Standard for Professional Engineering Competence. UK-SPEC, published by the Engineering Council, tries to specify the essential attributes of a professional engineer. It was developed, and is regularly updated, by panels representing UK professional engineering institutions, employers and educators.

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 like the Institution of Mechanical Engineers (IMechE), the Institution of Engineering Designers (IED) or the Institution of Engineering and Technology (IET), 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.

8.2 UROP Placements

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, and is described in detail on the College web page. However, perhaps the best way to initiate a placement within Imperial will be to contact a research-active staff member whose work interests you. If you do agree a placement by this informal route it should still be set up formally, otherwise you will be unable to earn ECTS credits.

Most UROP placements are paid, but not all supervisors have sufficient research funding available. Some research sponsors, even relatively generous ones, put tight restrictions on the way in which funds can be spent. Under these conditions supervisors may be able to offer exciting projects bringing close interaction with potential employers, but unable to support bursaries for them.

8.3 Careers Service Sessions

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 and it will be clear whether they are optional (drop-in or pre-book) or compulsory.

8.4 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 The School, whether you have developed it as part of the School’s syllabus or through extra-curricular activities.

IP will be covered during the MEng curriculum however you should start learning the basics now. The College has some excellent resources to teach you about IP on the Imperial College website.
The College have also created two YouTube videos which also recommended viewing.

8.5 Industry Advisory Arrangements

The School has a strategy for industrial engagement to ensure that the vision of the school, 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)** – This is 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)** – This is a broader group of up to 30 members at a time. These 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)** – This final level consists of any organisations linked to the school, including those who offer industrial placements, work on research projects, or run projects with our students. They receive newsletters about the work in the school and we track partnerships across different activities to ensure linked working across the school. 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

In October 2017 the IED (Institution of Engineering Designers) granted accreditation to the MEng in Design Engineering. This is a tremendous achievement and endorsement of the programme.

The School is also seeking accreditation from IET and IMechE and we are on track for this to be awarded in Summer 2019 (after our first intake graduate).

We strongly encourage you to make use of student membership for these three institutions: there are very low (IET) or no membership fees (IMechE and IED) until you graduate.

**IMechE** ([The Institution of Mechanical Engineers](https://www.imecheweb.com))

**IET** ([The Institution of Engineering and Technology](https://iet.org))

**IED** ([The Institution of Engineering Designers](https://www.ied.org.uk))

Professional institutions memberships will allow you to get support and guidance at each stage of your career, providing you with a professional home for life. Please refer to the Internet sites linked above in order to get more information about the joining process.
9. Surveys & Feedback
We welcome feedback on teaching from students. We want to improve and make your learning experiences in the department as enjoyable and fulfilling as possible.

Students have academic tutors and personal tutors who can help resolve problems and pass on suggestions for improvement in teaching. All students are encouraged to raise issues and to make suggestions to the School.

There are a number of avenues of feedback available to our students.

9.1 Giving feedback to staff

Please feel free to give courteous feedback and raise questions in-person to all staff. If you have an issue and don’t speak up, then the School will not be able to address the matter in a timely manner.

Module Leaders

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

Personal Tutor

You can contact your Personal Tutor about your individual study either in your timetabled Personal Tutorials or, if needed, via email or a special one-off 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 deals with group feedback (the SSCC or Survey results) but if you have raised an issue with your Personal Tutor and you do not feel it has been appropriately addressed, you may contact the Senior Tutor.

Faculty Senior Tutor

The Faculty Senior Tutor has responsibility for ensuring the delivery of consistent, high quality support for students in their personal, general academic and professional development.

If you have a matter which you feel is highly sensitive or complicated you may wish to contact the Faculty Senior Tutor.

Engineering’s Faculty Senior Tutor is Dr Lorraine Craig.

9.2 Staff-Student Consultative Committee

The Staff-Student Committee is the formal way for the student representatives to raise issues that are of concern to the wider student body. Minutes of the meetings are always taken. This meets termly. Members of the SSCC include all the Student Reps (all Year Reps + School Reps), and representatives from DE staff (Head of School, Director of Undergraduate Studies, and Examination Officer).

Students are strongly encouraged to raise questions or concerns at the Staff and Student Committee though their student representatives.

To find your student representative please see 12.2 Student Representatives.

9.3 UG SOLE Lecturer / Module Survey

This is a college-level survey. This survey, which runs at the end of the autumn and spring terms, is your chance to tell us your opinion of the modules you have attended and the lecturers who taught them. Alongside exam and coursework results, SOLE (and especially the free text comment boxes) provide our main source of information for managing course development.

IMPORTANT
When entering free text, please be absolutely specific (with names!) about who or what you are commenting on.

The dates for SOLE are:

- Autumn Term: Early December – Early January
- Spring Term: Mid March – Easter
- Summer Term: Early June – Early July

You will be notified via your College email of the exact survey dates.

Access survey and past results (link)

9.4 Student Experience Survey

This is a college-level survey. Run at the same time as the autumn term UG SOLE lecturer/module survey is the Union’s Student Experience Survey (SES). This survey will cover your induction, welfare, pastoral and support services experience.
9.5 National Student Survey – NSS

This is a national-level survey. While in the Fourth year of your programme, you will be invited to take part in the National Students Survey (NSS). NSS asks all final-year undergraduates to rate a range of elements related to their student experience such as:

- Academic support
- Learning resources and
- Assessment and feedback.

This nationwide survey compiles year-on-year comparative data for higher education institutions, with its results being made publicly available.

Unistats website (to see Imperial’s National Student Survey results)

Read examples of student survey response at Union website
10. DE Year by Year
10.1 Key Dates and Attendance

The College has both a duty of care towards its students, and regulations to ensure that they follow the prescribed programme of studies. For these and other reasons there are a number of points during the year at which your absence will be reported to the Senior Tutor.

Attendance is monitored at:

- Personal tutorials
- Lab/exercise/tutorial sessions
- Workshop assignments
- All coursework submissions are registered.

Key dates 2018–19

Term dates

<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Exams &amp; Teaching</td>
</tr>
<tr>
<td>2-7</td>
<td>Teaching</td>
</tr>
<tr>
<td>8</td>
<td>Teaching/Assessments</td>
</tr>
<tr>
<td>9</td>
<td>Exams/Assessments</td>
</tr>
</tbody>
</table>

**IMPORTANT**

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

What is DRAW Week?

DRAW stands for Design, Review, Applications and Workshops.

During DRAW Weeks there will be a variety of one-off activities timetabled. Some of these will be directly related to your current studies and some of them will be looking beyond the curriculum.

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

**IMPORTANT**

DRAW Weeks are not traditional ‘Reading Weeks’ – you will not have the chance for trips away from College during this time.

10.2 Interruption of Studies

The DE MEng programme, its examination and assessment structure and its marking scheme are designed for continuous attendance. Interruption of Studies — effectively, temporary withdrawal — can be arranged for on medical, financial or personal grounds, but can create significant problems especially for international students.

If you wish to take time out from your course of study, speak to your personal tutor first. S/he will refer you to Dr Lorenzo Picinali (who is the Interruptions Officer).

It is important for us to understand your particular case and all aspects of why you wish to take the ‘gap’. If your plans are to work, for example, there may be options for integrating them with your current degree programme or for transferring to another.

Temporarily ceasing to be a student can create significant problems: details of these are given on the Registry website.

**Registry Information on Interruption of studies (link)**
10.3 Degree overview

A schematic overview of the academic curriculum is given in Appendix B – Programme Modules Gantt Chart on p 62.

Every teaching and learning activity is part of a module, which is taught in a specific year of the course (DE1 to DE4). These are grouped in board themes, listed below.

- Design
- Design engineering project
- Engineering
- Transferrable skills
- Enterprise

Each module is self-contained and separately assessed although, of course, its subject matter will be linked to that of other modules.

Note
As the MEng Design Engineering is a new course, information regarding subsequent years is subject to change.

10.4 Modules Year by Year

The First Year
The programme commences with key foundational skills and knowledge building in design and engineering fundamentals. Beginning with induction projects, the novice design engineer’s experience of the design process is steadily developed through a series of design engineering projects, enabling the student to see the practical application of content introduced in other modules as well as developing their own individual experience base and design process, communication and project management skills.

<table>
<thead>
<tr>
<th>Theme</th>
<th>Title</th>
<th>Description</th>
<th>Compulsory/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Engineering Mathematics</td>
<td>Engineering mathematics for design engineering</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Professional Practice &amp; Enterprise</td>
<td>Communication in Design</td>
<td>Presentation and technical communication skills, in combination with development of visual communication skills</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Engineering</td>
<td>Production and Materials</td>
<td>Introduction to production and manufacturing resources</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Design Engineering projects</td>
<td>Design 1</td>
<td>Exploring the integration of design engineering tools to deliver effective design, introduction to design engineering research</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Engineering</td>
<td>Engineering Analysis 1.1 - Mechanics</td>
<td>Development of fundamental skills in Mechanics and Dynamics for Design</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Engineering</td>
<td>Engineering Analysis 1.2 - Energy and Design</td>
<td>This module covers an introduction to the principles of thermodynamics, energy, fluids mechanics and heat transfer from a design perspective.</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Computing &amp; Electronics</td>
<td>Computing 1</td>
<td>This module is designed to be a first introduction to computer programming.</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Computing &amp; Electronics</td>
<td>Engineering Analysis 1.3 - Electronics</td>
<td>Development of fundamental skills in Electronics</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

In addition the programme includes a diverse range of electives, some run by other departments, some run by the Dyson School of Design Engineering and open to students from other departments. These modules offer a crucial opportunity for interdisciplinary experience and activities.

A key activity in the programme is the extensive project work, some in combination with students from other departments, which is undertaken in each of the years, enabling implementation of material covered in the modules as well as project based learning of key technologies.

The programme has a diversity of means of assessment with a particular emphasis on project work, assignments and coursework as opposed to examinations. The project work focus enables students with particular requirements to schedule their efforts according to their particular needs. Several electives are available in years three and four, permitting students to adjust the focus of their studies as they progress, and the intention is to make further elective modules available as the School develops.
Second and Third Years

In the second and third years, the range of engineering fundamentals, design thinking, creative problem solving, management and communication skills are developed, leading to a series of enterprise modules and projects where students develop skills in value propositions and turning their concepts into embodied concepts and proposals that are suited to corporate and enterprise roll-out. Students going onto the fourth year will then take part in a six-month industrial placement intended to give them real commercial experience and an opportunity to put the skills they have acquire to practice.

### Second Year

<table>
<thead>
<tr>
<th>Theme</th>
<th>Title</th>
<th>Description</th>
<th>Compulsory / Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering</strong></td>
<td>Gizmo (Physical Computing)</td>
<td>Development of key skills in machine elements and physical computing</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>Engineering Analysis 2.1 - Mechanics for Design Engineering</td>
<td>Development of in-depth skills in Advanced Mechanical Analysis</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>Engineering Analysis 2.2 - Computer-Aided Engineering</td>
<td>Development of in-depth skills in Finite Element Analysis</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Computing &amp; Electronics</strong></td>
<td>Engineering Analysis 2.3 - Electronics for Product and System Design</td>
<td>Development of in-depth skills in Electronics for Product and System Design</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Design Engineering Project</strong></td>
<td>Design 2</td>
<td>Exploring the use of design engineering principles to deliver technical function, aesthetic function, social function, economic functional and psychological function</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Computing &amp; Electronics</strong></td>
<td>Computing 2</td>
<td>Software Implementation and Engineering</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Computing &amp; Electronics</strong></td>
<td>Big Data</td>
<td>Introduction to statistical analysis, sensitivity coefficients and practical data analysis and “big-data” tools.</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Design engineering project</strong></td>
<td>Engineering Design Project</td>
<td>Design project exploring the application of skills acquired to deliver combined technical, aesthetic, economic and social function</td>
<td>Compulsory</td>
</tr>
</tbody>
</table>

### Third Year

<table>
<thead>
<tr>
<th>Theme</th>
<th>Title</th>
<th>Description</th>
<th>Compulsory / Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professional Practice &amp; Enterprise</strong></td>
<td>Enterprise Management</td>
<td>Management principles, project management, business measures, Problem structuring, problem structuring tools, decision rationale</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Computing &amp; Electronics</strong></td>
<td>Robotics</td>
<td>Introduction to robotics, sensors and actuators, control</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Design engineering project</strong></td>
<td>Group Project</td>
<td>Engineering design group project/interdisciplinary group project</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Professional Practice &amp; Enterprise</strong></td>
<td>Industry Placement A</td>
<td>6 month Industry Placement</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>Y3 Elective 1</strong></td>
<td></td>
<td>Available DE Elective modules can be found <a href="#">here</a></td>
<td>Elective</td>
</tr>
<tr>
<td><strong>Y3 Elective 2</strong></td>
<td></td>
<td></td>
<td>Elective</td>
</tr>
</tbody>
</table>
Fourth Year

The fourth year offers several electives, allowing a greater degree of specialisation to students than earlier years. The fourth year also contains a high proportion of the programme’s commercially oriented modules; this was designed to consolidate the students’ industrial placement experiences with their previous academic studies and invest students with the skills in enterprise and design in commercial contexts that the programme aims to provide its graduates.

<table>
<thead>
<tr>
<th>Theme</th>
<th>Title</th>
<th>Description</th>
<th>Compulsory / Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Practice &amp; Enterprise</td>
<td>Industry Placement B</td>
<td>6 month Industry Placement</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Design Engineering Project</td>
<td>Solo Project</td>
<td>Major Design Engineering Individual Project</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Computing &amp; Electronics</td>
<td>Sensing and the Internet of Things</td>
<td></td>
<td>Compulsory</td>
</tr>
<tr>
<td>Professional Practice &amp; Enterprise</td>
<td>Enterprise Roll Out</td>
<td>Development of an value proposition for a practical enterprise and roll out</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Engineering</td>
<td>Optimisation</td>
<td>Introduction to optimisation and development of practical skills in optimisation</td>
<td>Compulsory</td>
</tr>
<tr>
<td>Y3 Elective 1</td>
<td>Available DE Elective modules can be found <a href="#">here</a></td>
<td></td>
<td>Elective</td>
</tr>
<tr>
<td>Y3 Elective 2</td>
<td></td>
<td></td>
<td>Elective</td>
</tr>
</tbody>
</table>

10.5 Industrial Placement

Students going onto the third and fourth year of the DE MEng take part in a six-month industrial placement intended to give real commercial experience and an opportunity to put the skills acquired into practice.

The placements will run April–September in the third year. Third year exams will be taken early to ensure that all students will be present in College. The School’s Placements Officer, [Talya Porat](mailto:EMAIL) and The UG office will arrange and select a number of appropriate placement companies and industrial supervisors. These will be prepared to provide suitably challenging and well-defined project objectives to students. Companies will be generally expected to pay the students at a level appropriate for a new graduate.

Arranging your placement

During Year 2, sessions will be run with the placement 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 then go through the company’s individual application and interview process to secure their placement. Students will also be able to source a position with a company not offered by the College, however, this will need to be approved with
the School’s Placements Officer to ensure it is appropriate for the learning outcomes.

**Supervision and Assessment**
Students will have one placement tutor (School academic) and one industrial supervisor (a member of staff at the host company). The module will be assessed against objectives by their placement tutor 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 and your CV and portfolio. We strongly encourage students to ensure that they manage their projects effectively in DE1, DE2 and DE3 as well as extra-curricular activities and capture the outputs and work for inclusion in your portfolio and CV.

**IMPORTANT**
Unless your industry placement is based in London, you will only need accommodation during T1 and T2 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.

**Further information**
Early in your Third Year, you will be provided with a separate handbook that contains the most up-to-date information on the placement details for your year.

### 10.6 Teaching Themes

This diagram displays the DE MEng modules organised by teaching themes. Each theme represents a regular forum for the teaching and other relevant staff to discuss and progress all aspects of quality enhancement for their suite of modules. Combining modules into themes aims to facilitate sharing of best practice in teaching and learning and strong vertical co-ordination of curricula and related teaching and learning practice. Furthermore, this diagram helps understand the relationships between the various modules not just in terms of subject areas, but also in terms of interlinks (knowledge, skills, etc.) between them.
10.7 Graduation

With your final-year taught modules examined and your project work written up and presented, the degree programme is over. Academic and administrative staff now integrate all of the module marks and any other relevant information to decide, at a final meeting, the degree class to award.

The Board of Examiners

The Board of Examiners consists of every academic member of staff plus an external examiner. There are two meetings interspersed with fact-finding activities and reviews, this procedure leads to a final mark for graduating students and to a decision on progression for all others.

The process begins with the collection of all marks registered during the year for every student. Checks are made at this stage to ensure that each student has a mark for each module for which s/he was registered.

Verified marks are next input to a master database which contains the marks brought forward from previous years for each registered student. Finally a program which implements the progression rules for each student’s year of entry is run to update the database and arrive at a mark for the current year.

A Pre-Exam Board Meeting, attended by a core group of academics and administrators including the Examinations Officer and DUGS, takes an overview of the year’s results. Special cases are discussed and exam or coursework marks for modules which may require moderation are identified. The group considers preliminary outcomes for individual students. In particular, College regulations require every candidate who is within 2.5% of a degree class boundary (e.g. who has a mark between 67.5% and 70%) to be considered for promotion. This is increased to 5% where mitigating circumstances are taken into account.

The External Examiners — senior academics from another UK university — now arrive. They spend a day reviewing all marked examination scripts and coursework marked during the year, concentrating on individual project reports and group project results for students who might be considered for degree class promotion. The Pre Exam Board Meeting and the External Examiners’ visit ensure that all relevant information is reviewed in preparation for the Final Board of Examiners Meeting.

The Final Board of Examiners Meeting is attended by all academic staff (who assess students and are therefore ‘Examiners’), the External examiners and a representative from Registry to advise on procedures and regulations. This is the occasion on which the recommendation for degrees and degree classes (honours) are formally agreed. At this point a decision is made on whether a student passes/fails a year or will be required to take a Supplementary Qualifying Test (SQT).

A decision is also made on:
- Whether to carry the information forward to the following year
- Whether a graduating student is awarded an appropriate compensation in marks.

NOTE
At no stage is the proportion of results in each degree class used to implement a ‘quota’, or taken into account in any way at all. In theory every student could get a first!

The Graduation Ceremony

On what the College calls Commemoration Day in late October after your final year, you will arrive at the graduation ceremony as an undergraduate, participate as a graduand and emerge as a graduate.

Invitations are issued during August. The ceremony takes place in the Royal Albert Hall. Attendance is not required — your degree will be awarded anyway — but few graduands manage to resist the allure of the occasion and the pressure of family and peers.

Graduation website (link)

IMPORTANT
The External Examiners may decide, for any reason, that they wish to interview a student in person.
11. General Information
11.1 College Principles

Imperial College London embodies and delivers world class scholarship, education and research in science, engineering, medicine and business, with particular regard to their application in industry, commerce and healthcare.

The College is diverse and international – it comprises academic staff, students and support staff of varied disciplines and backgrounds. It champions collaboration, actively opposes discrimination and recognises the importance of making a positive impact in the wider community.

The full College Principles can be found here:

[College Principles (link)]

11.2 Health Services

A list of College health and welfare services is posted throughout the School and College. You will probably need to make little or no use of these services, but you should register as an NHS patient with the Health Centre within the first few weeks of term.

Health Centre

The College has its own Health Centre that is only for Imperial Staff and Students. This is run by the National Health Service (NHS).

Registration

On the Sunday before Welcome Week, the Health Centre will be open for students in local halls of Residence to register, and to provide information on vaccinations required. Health centre staff will also be working late sessions on Monday, Tuesday, Wednesday and Thursday of Welcome Week for new registrations and immunisations.

Address

40 Prince’s Gardens Southside, Watts Way, London, SW7 1LY
24-hour telephone service

+44 (0)20 7584 6301

Emergencies

(Security) 4444 (internal)
020 7589 1000 (external)

Internal extension
49375/6

Term time opening hours

08.00–18.00 Monday, Wednesday, Thursday and Friday.
08.00–13.00 Tuesday.

Vacation time opening hours

08.00–17.00 Monday, Wednesday, Thursday and Friday.
08.00–13.00 Tuesday.

Closed

At weekends and on public holidays.

On weekdays during the Christmas and Easter closures, the Health Centre runs an emergency clinic only, 08.00–10.00. Reception is open 08.00–13.00.

Out of Hours Services

If you are registered with the Health Centre as a National Health Service (NHS) patient, and need medical advice outside normal opening hours please telephone the surgery as usual. Follow the recorded instructions which explain how to contact its out-of-hours service.

The Health Centre provides a 24-hour emergency service for its NHS registered patients only.

If you are not eligible to register there, you may use its on-site services during normal working hours only. Make sure you are registered with an NHS General Practitioner near where you live during term, in case you need the doctor to visit you there or need medical advice out-of-hours.

Nearest Accident and Emergency (A&E) Departments

Chelsea and Westminster Hospital
11.3 Mental health services

Mental Health issues are not uncommon and 1 in 4 people in the UK will experience a mental health problem each year*.

If you find that you are struggling to cope with any aspect of your life, it is better to seek help earlier rather than later.

Short-term counselling is offered to all registered students of Imperial College London. It is free and confidential: [www.imperial.ac.uk/counselling/](http://www.imperial.ac.uk/counselling/)
The above website also includes links to various resources that provide mental health information and advice.

If you are registered as an NHS patient you are also able to access free Mental Health services via the NHS although waiting times can be long.

11.4 Security

Imperial is a relatively public space, and, sadly, thefts do occur from time to time. It is essential to look after your own property and to remain vigilant. Take great care of both your personal property and that of the College.

If you are planning to use a bicycle in London, please be careful and lock it securely. You can find more information about this at the link below.

The Samaritans is a charity organisation who provide services to those who are experiencing mental health issues. You can contact their helpline, via phone on 116 123 (free from all phones including mobile) or email jo@samaritans.org

*Source

11.5 Your ID Card

The College-wide security system of ID swipe cards controls and monitors access to halls of residence, and to the School building and certain rooms outside normal hours. Your ID card will be your passport for the duration of your course: get it as soon as you can, and treat it with respect.

Lending your swipe card to friends or acquaintances, even for a short time, is a serious offence which can result in your being asked to leave the College.

11.6 Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities,
Chapter 11. General Information

that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website.

Student Disciplinary Procedure (LINK)

11.7 Smoke-Free Policy

Imperial is going smoke-free

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

www.imperial.ac.uk/smoke-free (link)

11.8 Health and safety

Design engineers make things, test things and deal with potentially dangerous quantities, e.g. chemicals, power, energy, force, pressure, mass and velocity.

To be a professional engineer your consciousness of risk, and concern for your own and others’ safety, must be considered and instinctive. We will emphasise this from day one. Very soon after registration, every student must attend the School Safety Briefing.

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

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

The College’s Health and Safety Policy (LINK)

The School’s safety contact is:
Dr Connor Myant
Level Three, Dyson Building
connor.myant@imperial.ac.uk

IMPORTANT
The College is required, under the Health and Safety at Work Act (1974), to formally acquaint all its members with their legal responsibilities for the maintenance of their own safety and that of others. You must read and understand the linked Health and Safety Policy Statement, and will be required to sign a form to say that you have.

Failure to attend the Safety Briefing will forfeit the protection offered by the Act and render you vulnerable to personal prosecution in the courts. In any event, you will certainly not be allowed to work in the School workshops and laboratories.
12. Imperial College Union
Every student who registers at Imperial College London automatically becomes a member of the Students’ Union. As well as providing an overall framework for student representation, ICU provides a wide range of information, facilities, support and social events.

12.1 President of Imperial College Union

Hello and welcome to Imperial!

This marks the next chapter in your learning and you’ve made a fantastic choice by choosing Imperial. Nestled in West London, Imperial offers a diverse experience for all our students. We really do have something for everyone! Imperial College Union is here for all your needs during your studies and beyond.

Imperial College Union is led by students, for students. We have five Officer Trustees who are all students taking time out of their studies to represent you. You too can get involved by standing in our autumn elections for one of our volunteer roles or joining a club, society or project.

We have over 375 clubs and societies for you to get involved in—this is your opportunity to try something new. We run your academic and well-being representative networks as well as help with student-led campaigns on issues that matter to you. We offer a wide range of volunteering opportunities and have an entire team dedicated to your development.

No matter what problems you have or opportunities you are looking for, Imperial College Union is here to help. We’re located on Level 2 in Beit Quadrangle or you can check out our website for more information.

Have a wonderful year!

Rob Tomkies
Imperial College Union President, 2018–19
union.president@imperial.ac.uk

12.2 Student Representatives

In our School, the Union has three Department Reps (two academic and one well-being), and two Year Reps (one academic and one well-being) for each of the years. You can find the description of these roles here:

Academics Reps (link)
Well-being Reps (Appendix E)

Election of Dep Reps

The Department Reps are elected via the Union’s eVote service. All UG students will be invited to a gathering in Week 1 of the autumn term, where the candidates will run through their manifesto. After the meeting the eVote system opens and students have a chance to campaign for two weeks, after which the eVote closes. The results will be announced shortly after.

Election of Year Reps

The two Year Reps (for each year) will be elected during a session, coordinated by the Senior Tutor, timetabled in Week 4 of the autumn term.

2018-19 Reps

The School Reps for 2018-19 academic year are listed below. Their email addresses can be found in the College’s Outlook directory.

<table>
<thead>
<tr>
<th>Academic Reps</th>
<th>Department</th>
<th>Ben Greenberg</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE1</td>
<td>Claudia Regojo</td>
<td></td>
</tr>
<tr>
<td>DE2</td>
<td>Higor Alves de Freitas</td>
<td></td>
</tr>
<tr>
<td>DE3</td>
<td>Gordon Cheung</td>
<td></td>
</tr>
<tr>
<td>DE4</td>
<td>Ian Keglar</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Well-being Reps</th>
<th>Department</th>
<th>Ellie Peatman</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE1</td>
<td>Hind Arekat</td>
<td></td>
</tr>
<tr>
<td>DE2</td>
<td>Amy Mather</td>
<td></td>
</tr>
<tr>
<td>DE3</td>
<td>Justice Duruanyanwu</td>
<td></td>
</tr>
<tr>
<td>DE4</td>
<td>Leah Pattison</td>
<td></td>
</tr>
</tbody>
</table>

12.3 Clubs and Societies

This is a demanding course and we expect you to work hard; but we hope you will ‘play hard’ as well.
Opportunities range from the hundreds of student societies to the social and cultural resources of one of the world’s greatest cities.

Since there are over 8000 undergraduate students at Imperial, it is virtually certain that your interests – however unusual – will be shared by others. The clubs and societies formed by students and supported by Union funding will be competing to attract new members at the Union Fair on the first Tuesday of autumn term. More than 300 societies are affiliated to the Student Union, and every one of them will want you to join.

IC Union clubs and societies (link)

London offers an incredible range of entertainment and culture, both nearby and further afield. The substantial price reductions available to students make this expensive place extremely good value.

Take advantage of being here: few of you will have a second chance of university education.

12.4 Imperial College Advanced Hackspace

Imperial College Advanced Hackspace is a unique community of over 2000 like-minded 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 college members and the community continues to grow with 100 new users joining each month.

CAUTION
Be selective — don’t fall into the trap of trying to do too many things! There are only 168 hours in every week.

12.5 Design Engineering Society

The Imperial Design Engineering Society is a departmental society for the Dyson School of Design Engineering. Students of the School are automatically members.

They aim to provide their members with extracurricular and social events to further broaden their experience whilst they study at Imperial.

DesSoc Website (link)

Contact (email)

12.6 College Support and Welfare

Coming to Imperial can be quite daunting if you are moving away from home for the first time — especially if you are also new to this country. The College is probably bigger than any institution you’ve attended before, and the freedom of life in it is immense. The culture shock can be a challenge, but there are resources at both School and College level to help you face it.

A single website (link at the end of this section) now coordinates access to the entire range of support and
welfare services offered by the College and the Students’ Union.

The main areas covered are:
• Academic appeals and regulations
• Careers Advisory Service
• Chaplaincy
• College Hardship/Access to Learning Funds
• College Tutors
• Director of Student Affairs
• Disability Advisory Service
• English language support
• Equality
• Health Centre
• ICU Advice Centre
• ICU student representation
• International student support
• Maths support (METRIC)
• NHS Dentist Student
• Counselling Service
• Wardens

12.7 Imperial College Union Advice Centre

Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

The Advice Centre is your first port of call if you are experiencing difficulties during your time at university.

Their advice is:
• Free: you don’t have to pay to get advice
• Confidential: they won’t tell anyone that you’ve gone to see them and they won’t share with anyone else what you tell them unless in exceptional circumstances (see their confidentiality policy on their website, below.)
• Impartial: they offer the advice that is best for you, they are not influenced by any other organisation
• Independent: They are not part of the Imperial College so their advice is not influenced by The College or School.
• Non-judgemental: as long as you are a student they will offer the best advice they can give you and they will not judge your position or the next step you decide to take.

Imperial College Union Advice Centre (link)
13. Appendices
Appendix A - Map

Imperial College
London

South Kensington Campus

Main walkway
Main entrance
Accessible route
Buildings where wheelchair access is not possible at this time

South Kensington Underground
Bus stops
Building entrances
Vehicle entrance

1 Beit Quadrangle
2 Imperial College Union
3 Ethos Sports Centre
4 10 Princes' Gardens
5 Weeks Hall
6 Blackett Laboratory
7 Roderic Hill Building
8 Bone Building
9 Royal School of Mines
10 Aston Webb
11 Bessemer Building
12 Goldsmiths Building
13 Huxley Building
14 ACEX Extension
15 William Penney Laboratory
16 Electrical Engineering
17 Business School
18 53 Prince's Gate
19 Eastside
20 Sherfield Building
21 Student Hub
22 Conference Office
23 Grantham Institute – Climate Change and the Environment
24 58 Prince's Gate
25 170 Queen's Gate
26 Central Library
27 Queen's Tower
28 Skempton Building
29 City and Guilds Building
30 Southside
31 Sir Ernst Chain Building – Wolfson Laboratories
32 Flowers Building
33 Chemistry Building
34 Chemistry RCS1
35 52 Prince's Gate
36 Alumni Visitor Centre
37 Observatory Building
38 Dyson Building

Page 53
## Appendix B - Programme Modules Gantt Chart

<table>
<thead>
<tr>
<th>DE1</th>
<th>Induction Projects</th>
<th>Terms</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
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<td>Production and Materials</td>
<td>1,2</td>
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<td></td>
<td>Elective 2</td>
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<td>Solo Project</td>
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<td>Sensing and IoT</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Elective 3</td>
<td>2</td>
<td></td>
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<tr>
<td></td>
<td>Elective 4</td>
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</table>

### TEACHING THEMES
- Professional Practice & Enterprise
- Design Engineering Projects
- Engineering
- Computing & Electronics
Appendix C - Student Feedback Chart

Design Engineering | MEng Student feedback & quality enhancement flow chart (academic points*)

STUDENTS

+ Year Representatives
  - DE4 x2
  - DE3 x2
  - DE2 x2
  - DE1 x2
+ Department Representatives (x2 academic, 1 wellbeing)
+ Design Society

STAFF

1. General points about the module (anytime)
2. General points about individual study (anytime, & 3/4 timetabled slots per term)
3. General points about the modules and the year (anytime, & 1 arranged slot per term)
4. Significant points about the modules and year (anytime)

Module leaders
Associate module leaders
Personal tutors
Year Coordinators x4
Academic Management team (DUGs, Senior Tutor, Academic tutor)
Examinations officer

QUALITY ENHANCEMENT

Termly and annual Committees and QE processes including Teaching Themes, Curriculum Development, School Teaching Committee, Annual module review etc.

Ongoing feedback and enhancements based on points raised
Ongoing two way liaison between staff on points and actions arising
Current SSCC & SOLE points passed to AMT for immediate action
Coordination of Exam and assignment previews & EE checking

IC and National Student Satisfaction data gathering
Discussion of points arising in 1 arranged slot per year
Participation in Industry liaison meetings

Staff Student Consultative Committee (SSCC)
Student Online Evaluation tool (SOLE) and National Student Survey (NSS) data
Examining officer
External Examiners
Industry liaison (Industry Advisory Board, Panel & Partners)

*Also refer separate information about communication of welfare points

Annual QE processes inform overall development of module delivery and student experience

Version 1.1 10/01/18
## Appendix D - Assessment methods

<table>
<thead>
<tr>
<th>Year</th>
<th>Module</th>
<th>Assessment</th>
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</thead>
<tbody>
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<td>1</td>
<td>Engineering Mathematics</td>
<td>Coursework + Exams</td>
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<tr>
<td>1</td>
<td>Communication in Design</td>
<td>Coursework</td>
</tr>
<tr>
<td>1</td>
<td>Production and Materials</td>
<td>Coursework + Exams</td>
</tr>
<tr>
<td>1</td>
<td>Design 1</td>
<td>Coursework + Exam</td>
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<tr>
<td>1</td>
<td>Engineering Analysis 1.1 - Mechanics</td>
<td>Coursework + Exam</td>
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<td>1</td>
<td>Engineering Analysis 1.2 - Energy and Design</td>
<td>Coursework + Exam</td>
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<tr>
<td>1</td>
<td>Engineering Analysis 1.3 - Electronics</td>
<td>Coursework + Exam</td>
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<td>1</td>
<td>Computing 1</td>
<td>Coursework</td>
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<tr>
<td>2</td>
<td>Gizmo (Physical Computing)</td>
<td>Coursework</td>
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<tr>
<td>2</td>
<td>Engineering Analysis 2.1 - Mechanics for Design Engineers</td>
<td>Coursework + Exam</td>
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<tr>
<td>2</td>
<td>Engineering Analysis 2.2 - Computer Aided Engineering</td>
<td>Coursework</td>
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<tr>
<td>2</td>
<td>Engineering Analysis 2.3 - Electronics for Product and System Design</td>
<td>Exam</td>
</tr>
<tr>
<td>2</td>
<td>Design 2</td>
<td>Coursework</td>
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<tr>
<td>2</td>
<td>Computing 2</td>
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<td>2</td>
<td>Big Data</td>
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<td>2</td>
<td>Engineering Design Project</td>
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<td>Enterprise Management</td>
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<td>3</td>
<td>Robotics</td>
<td>Coursework + Exam</td>
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<td>Group Project</td>
<td>Coursework</td>
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<td>Industry Placement A</td>
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<td>4</td>
<td>Enterprise Roll Out</td>
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Appendix E – Scheme for the Award of Honours

This document sets out the assessment structure of degrees awarded in the School of Design Engineering, including the criteria for progression and the criteria for the honours classifications. The degrees are composed of Parts corresponding to the years of the course: four Parts for an MEng and three Parts for a BEng. Please note that a BEng exit award is possible in exceptional circumstances, however this is not a route that we recommend normally.

For candidates at the end of the degree programme, a decision is made on whether the candidate has passed and if so, what classification of honours is to be awarded. These decisions are made by a board of examiners which normally meets one week after the end of the summer term and is composed of all teaching staff involved with the degree programmes plus two external examiners appointed from other UK universities. The mitigating circumstances panel will give advice to the board of examiners on how mitigating circumstances, formally notified in advance by a candidate, is to be taken into consideration.

The award of honours is based on the following mark boundaries. These are the same boundaries as used for the grade letters for reporting examination marks throughout the degree programme.

<table>
<thead>
<tr>
<th>Grade Letter</th>
<th>... corresponds to mark (%)</th>
<th>... corresponds to degree class</th>
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<tr>
<td>A*</td>
<td>85+</td>
<td>First class honours</td>
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<tr>
<td>A</td>
<td>70–84</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>60–69</td>
<td>Upper second class honours</td>
</tr>
<tr>
<td>C</td>
<td>50–59</td>
<td>Lower second class honours</td>
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<tr>
<td>D</td>
<td>40–49</td>
<td>Third class honours</td>
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<tr>
<td>E</td>
<td>below 40</td>
<td>Not up to honours level</td>
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Final marks are not divulged to students by assessors or the Board of Examiners. The Registrar will release the marks confirmed at Board of Examiners to individual students in accordance with the procedures of Imperial College. Student marks will be held in an appropriate and secure Student Information System.

For candidates not in their final year, the board of examiners will make a decision on whether the candidate may progress to the next Part using the criteria set out later in this document. Again, mitigating circumstances, notified in advance, will be taken into account. It is possible, but not guaranteed, that a candidate who fails a Part can re-sit all the assessments in the following session. In the case of a marginal fail (i.e. with a grade in the range 30–39%) in one, or exceptionally two, modules, the examiners may set a Supplementary Qualifying Test (SQT) to allow the candidate to reach the pass mark and progress to the next part without delay. This course of action is not guaranteed and is only available where the performance in other assessments is very good.

About SQT (Supplementary Qualifying Test)

SQTs are carried out before the start of the next academic year (beginning of September).

SQTs can take the form of examination or coursework. The decision on the exact form of the SQT will be taken by the module leader and will be designed to ensure that the module learning outcomes are achieved.

SQTs are capped at 40% in cases where a student has failed the module during the year. If a student subsequently fails the SQT, he/she will fail the year. An extraordinary Board of Examiners meeting will need to take place, where it will be decided whether the student will be offered an opportunity to retake the year.

Students may also be permitted to progress to the next academic year if they marginally fail one SQT with a grade in the range 30–39%, and where their overall aggregate mark for the year is 45% or higher. An extraordinary Board of Examiners meeting will need to take place to determine whether the student will be permitted to bring forward the fail grade. This can ONLY be permitted after the SQT (not before).

If a student is taking an SQT following the approval of mitigating circumstances, the 40% cap will not apply. If a student with approved mitigating circumstances subsequently fails the SQT at the first attempt, an extraordinary Board of Examiners meeting will need to take place, where it will be determined whether the student will be permitted to take an additional SQT which will be capped at 40%. If the student subsequently fails this second SQT, he/she will fail the year, and an extraordinary Board of Examiners meeting will need to take place to determine whether the student will be offered an opportunity to retake the year.

Failing to attend an SQT without approved mitigating circumstances will result in a 0% grade, therefore a fail of the year.
Degree Part Weightings and ECTS

The tables below summarise the weightings of marks from each Part when combined into a total for the degree programme and how ECTS are allocated for each part.

**European Credit Transfer and Accumulation System**

<table>
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<th>Weightings</th>
<th>Part I</th>
<th>Part II</th>
<th>Part III</th>
<th>Part IV</th>
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<td>37.5%</td>
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<td>MEng</td>
<td>11.1%</td>
<td>22.2%</td>
<td>22.2%</td>
<td>44.4%</td>
<td>270</td>
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**MEng in Design Engineering 18-19**

**Year One**
Every student must take all modules

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<tr>
<th>Modules</th>
<th>ECTS</th>
<th>% of part</th>
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</thead>
<tbody>
<tr>
<td>Engineering Mathematics - Term(s): 1, 2</td>
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<td>12.5%</td>
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<td>Communication in Design - Term(s): 1, 2</td>
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<td>Production and Materials - Term(s): 1, 2</td>
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<td>Design 1 - Term(s): 1, 2, 3</td>
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<td>Engineering Analysis 1.1 - Mechanics - Term(s): 1</td>
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<td>Engineering Analysis 1.2 - Energy and Design - Term(s): 2</td>
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<td>Engineering Analysis 1.3 - Electronics - Term(s): 3</td>
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**Progression to Year Two**

- The pass mark for each module is 40%. All modules must be passed in order to progress.
- Supplementary Qualifying Tests in up to two modules, may be offered to candidates whose performance is unsatisfactory
## Year Two

Every student must take all modules

<table>
<thead>
<tr>
<th>Modules</th>
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<tbody>
<tr>
<td>Gizmo (Physical Computing) - Term(s): 4, 5</td>
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<td>Engineering Analysis 2.2 - Computer Aided Engineering - Term(s): 5</td>
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<td>Computing 2 - Term(s): 4</td>
<td>7.5</td>
<td>12.5%</td>
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<td>Big Data - Term(s): 6</td>
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<tr>
<td>Engineering Design Project - Term(s): 4, 5</td>
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<td>20.9%</td>
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### Progression to Year Three

- The pass mark for each module is 40%. All modules must be passed in order to progress.
- Supplementary Qualifying Tests in one module may be offered to candidates whose performance is unsatisfactory.

## Year Three

Every student must take two elective modules, and all non-elective modules. Industrial Placements commence in April

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<tbody>
<tr>
<td>Enterprise Management - Term(s): 7</td>
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<td>12.5%</td>
</tr>
<tr>
<td>Robotics - Term(s): 7, 8</td>
<td>12.5</td>
<td>20.9%</td>
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<td>Industry Placement A - Term(s): 9</td>
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<td>Group Project - Term(s): 7 8</td>
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<td>25%</td>
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<td>Year 3 Elective 1 - Term(s): 8</td>
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<tr>
<td>Year 3 Elective 1 - Term(s): 8</td>
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### Progression to Year Four

- The pass mark for each module is 40%. All modules must be passed in order to progress.
- Supplementary Qualifying Tests in one module may be offered to candidates whose performance is unsatisfactory.
- A student who has obtained 180 ECTS credits may, at the discretion of the Examiners, be permitted to graduate with the award of a BEng degree.
Year Four
Every student must take two elective modules, and all non-elective modules.

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<td>28.5%</td>
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<td>Sensing and the Internet of Things - Term(s): 10</td>
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<td>5.5%</td>
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<td>Solo Project – Term(s): 10, 11, 12</td>
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<td>33%</td>
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<tr>
<td>Enterprise Roll Out – Term(s): 10, 11, 12</td>
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<td>16.5%</td>
</tr>
<tr>
<td>Optimisation – Term(s): 10</td>
<td>5</td>
<td>5.5%</td>
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<tr>
<td>Year 4 Elective 1 – Term(s): 11</td>
<td>5</td>
<td>5.5%</td>
</tr>
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<td>Year 4 Elective 1 – Term(s): 11</td>
<td>5</td>
<td>5.5%</td>
</tr>
</tbody>
</table>

Successful Completion Criteria

- The pass mark for each module is 40%. All modules must be passed in order to be awarded the MEng.
- Supplementary Qualifying Tests are not available in the final year.

BEng in Design Engineering

In order to provide a route for students who are unable to complete an MEng we have defined a BEng route. This is not a route we promote nor recommend and we do not recruit students onto the BEng. The BEng is not accredited and does not satisfy the requirements for chartered status. As such we recommend to the vast majority of students that students only take the MEng route, which represent the gold standard qualification. Students who do not meet the requirements for progression to Year 4 (MEng), will be considered for the award of BEng in Design Engineering, with a total of 180 ECTS.

BEng students will be required to choose two elective module in Year III and will graduate following the completion of Year III with 180 ECTS credits.

**IMPORTANT**
A BEng does not on its own satisfy requirements for chartered status and we are not seeking accreditation for this award.
Appendix F– Roles and responsibilities of Wellbeing Reps

Department Reps (Wellbeing)

Summary of role

Department Representatives (Wellbeing) are elected members who are responsible liaising with College staff regarding issues raised by Year Reps (Wellbeing). They are expected to support campaigns, Liberation Officers and raise awareness on campus about wellbeing issues affecting students. The wellbeing reps should never act as counsellors, caregivers, advisers or a peer support network, however, they are expected to be able to signpost students to those with adequate training to do so.

<table>
<thead>
<tr>
<th>Relationships with:</th>
<th>CU Welfare Officers, Year Reps (Wellbeing), Liberation Officers, Academic Reps, Education &amp; Welfare team, Advice Centre, Director of Student Services, Student Support Services, Departmental Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for:</td>
<td>Year Reps (Wellbeing)</td>
</tr>
<tr>
<td>Responsible to:</td>
<td>Deputy President (Welfare), CU Welfare Officers</td>
</tr>
</tbody>
</table>

Key responsibilities and duties

- Ensure they are known to the Year Reps (Wellbeing) and students in their cohort, ensuring students’ views are represented within meetings and that they are kept up to date with any changes and developments
- Meet with Year Reps (Wellbeing) to collate feedback from students in the department
- Attend and submit items for discussion to Staff-Student Committees, Community and Welfare Board and other meetings deemed necessary
- Help to inform CU Welfare Officers, Deputy President (Welfare) and Liberation Officers of issues identified
- Refer urgent issues directly to a relevant member of College or Union staff, especially if you are concerned about a student’s safety
- Ensure student confidentiality is maintained at all times unless agreed otherwise or you believe the student to be a danger to themselves or others
- Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services
- Be in regular communication with the Wellbeing and Campaigns Coordinator

Skills and knowledge required

- Thorough knowledge of the Wellbeing Representation structure and awareness of the Academic Representation structure
- Good understanding of College’s workings as a whole and knowledge of available support services both internally and externally
- Attend relevant training courses as required in order to fulfil the role
• Have an understanding of the Union and its structures
• Know who to contact in emergencies and if you have concerns regarding a student’s safety
• Being aware of and adhering to personal limitations and limitations of the role, seeking support for oneself regarding pressures of the role from Union staff

Training and support
• Wellbeing Rep Induction
• Introductory mingle with Union Reps
• Ongoing support from the Wellbeing and Campaigns Coordinator
• Imperial Plus workshops
• Mental Health First Aid training

Time commitment and availability
• Department Reps (Wellbeing) should expect to attend at least two formal meetings a term with College staff. These are usually held at campus where the bulk of the course is administered so should require no more travel than expected on a day to day basis. Meetings typically last one to two hours
• Students would be expected to catch-up with Year Reps (Wellbeing) in advance of formal meetings to establish what point for discussion are being raised by students. This can be informal and last about an hour
• Representatives should be available by email and expect to be approached to meet for a short time with students when requested. Email correspondence should be answered within a reasonable time frame
• Work relating to the position should take on average no more than a few hours a week. The work volume will vary during the course of the academic year and term by term. Meetings and work commitments during examinations will be avoided where possible

It is recognised that students are first and foremost at Imperial to study or research and that this must be prioritised. Students who feel their studies are being compromised, are struggling or feel they are spending too much time filling the role should speak to the Wellbeing and Campaigns Coordinator (laura.regan@imperial.ac.uk)
Chapter 13. Appendices

Year Reps (Wellbeing)

Summary of role
Year Representatives (Wellbeing) are elected members who are responsible for gathering feedback directly from students and feeding this information to Department Reps (Wellbeing). They are expected to support campaigns, Liberation Officers and raise awareness on campus about wellbeing issues affecting students. **The wellbeing reps should never act as counsellors, caregivers, advisers or a peer support network**, however, they are expected to be able to signpost students to those with adequate training to do so.

<table>
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<tr>
<th>Relationships with:</th>
<th>CU Welfare Officers, Department Reps (Wellbeing), Liberation Officers, Academic Reps, Education &amp; Welfare team, Advice Centre</th>
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<tr>
<td>Responsible to:</td>
<td>Deputy President (Welfare), Department Reps (Wellbeing), CU Welfare Officers</td>
</tr>
</tbody>
</table>

Key responsibilities and duties
- Ensure they are known to students in their cohort, ensuring students’ views are represented within meetings and that they are kept up to date with any changes and developments
- Meet with Department Reps (Wellbeing) to discuss feedback from students in the year, submitting items for discuss at Staff-Student Committees and Community and Welfare Board
- Help to inform CU Welfare Officers, Deputy President (Welfare), Liberation Officers and Department Reps (Wellbeing) of issues identified
- Refer urgent issues directly to a relevant member of College or Union staff, especially if you are concerned about a student’s safety
- Ensure student confidentiality is maintained at all times unless agreed otherwise or you believe the student to be a danger to themselves or others
- Make it clear to students that you cannot provide counselling, support or advice, however you can signpost to relevant services
- Be in regular communication with the Wellbeing and Campaigns Coordinator

Skills and knowledge required
- Thorough knowledge of the Wellbeing Representation structure and awareness of the Academic Representation structure
- Good understanding of College’s workings as a whole and knowledge of available support services both internally and externally
- Attend relevant training courses as required in order to fulfil the role
- Have an understanding of the Union and its structures
- Know who to contact in emergencies and if you have concerns regarding a student’s safety
• Being aware of and adhering to personal limitations and limitations of the role, seeking support for oneself regarding pressures of the role from Union staff

Training and support

• Wellbeing Rep Induction
• Introductory mingle with Union Reps
• Ongoing support from the Wellbeing and Campaigns Coordinator
• Imperial Plus workshops
• Mental Health First Aid training

Time commitment and availability

• Year Reps (Wellbeing) are expected to meet with Department Reps (Wellbeing) in advance of Staff-Student Committees and Community and Welfare Board meetings to establish what points for discussion are being raised by students. This can be informal and last about an hour
• Reps will be expected to make themselves known to students, ensuring they are available to meet with students before or after lectures, workshops, etc.
• Representatives should be available by email and expect to be approached to meet for a short time with students when requested. Email correspondence should be answered within a reasonable time frame
• Work relating to the position should take on average no more than a few hours a week. The work volume will vary during the course of the academic year and term by term. Meetings and work commitments during examinations will be avoided where possible

It is recognised that students are first and foremost at Imperial to study or research and that this must be prioritised. Students who feel their studies are being compromised, are struggling or feel they are spending too much time filling the role should speak to the Wellbeing and Campaigns Coordinator (laura.regan@imperial.ac.uk)
Appendix G - Advice on Laptop Purchases

Advises on Laptop for First Year Students joining in October 2018

We are looking forward to welcoming you as one of our new students in October. One of the common questions that new students ask is: “What Laptop computer should I buy that will support my study at Imperial College?” This document provides the necessary information you need to make that decision.

Do I need to have my own laptop?

We strongly recommend all our students to have their own personal laptop computer. Your laptop will become part of your everyday tools, just like pen and paper. By the end of the course, you will become proficient in managing your own laptop, including all the software installed on it.

What are the most important criteria in choosing my personal laptop?

Unlike what many people think, the speed performance of your laptop is probably least important. You will only need very fast computer on rare occasions and, for that, you can always use the Schools laptop. Instead you find two factors make your laptop most useful:

a) **Weight** – you will be carrying your laptop in your bag most of the time. So, choosing a light-weight laptop is crucial. There is a reduce risk of you hurting your back.

b) **Battery endurance** – your laptop battery lasting for the entire day at College is another important factor. It saves you having to carry the charge pack with you.

Shall I choose a PC or a Mac?

Your personal laptop can run any operating systems including Windows or Apples OS X. However, all applications software used on the course will run on Windows 10, and most of them also have a version that runs on Apple’s OS X operating system. If you choose a PC, then obviously, you will be running MS Windows. If you choose a MacBook, then our recommendation is to run both OS X and Windows 10 on your laptop.

Are the laptops available in the Department?

The Department has 36 laptops that you may borrow for a 4-hours loan session. These laptops are stored in secure lockers that you operate yourself using your Imperial College ID card. Borrowing a laptop is like borrowing a library book. If you do not return it within the due period, a overdue fine will be incurred.

Is there a laptop model that you would recommend?

As a University, we do not make official recommendations on specific make of laptops. However, it is worth noting that the following models are used as the loan laptops in the Studio:

- **Apple – MacBook Pro 13”, 16GB of RAM, 512GB SSD drive, no Touch bar (Qty: 16)**
- **PC – HP EliteBook 840 G5, 16GB of RAM, 512GB SSD drive, 15” display (Qty: 20)**

Your personal laptop should have at least 8GB of RAM and 256GB of disk. We strongly recommend you to purchase one that uses Solid-State Disk (SSD) because the performance benefit of using SSD makes this choice particularly cost effective. It is probably worth mentioning that a significant number of current MEng students use Apple MacBook (various models).

What about Software? Will Imperial College provide these for us?

We will provide access to any software that you may need for the course, one way or another. Imperial College has agreements with many companies such that students could install some software free on their own personal machine. Please check out this webpage to see what software are available for you while being a student at Imperial:

[https://www.imperial.ac.uk/admin-services/ict/store/software/software-for-students/](https://www.imperial.ac.uk/admin-services/ict/store/software/software-for-students/)

Some packages are only available on the School’s loan laptops. To use these, you must borrow one of the loan machines and use it within the School’s building.
For this course, you very rarely need an ultra-powerful processor. Therefore, in choosing the specification of your laptop, processing power is the least important factor. You should prioritize the weight (light) and battery life (long), and possibly the amount of RAM you have in the laptop. There is no reason for you to choose a quad-core i7, which will consume more power and you will run out of battery quicker.

**Apple Mac is almost twice the price of a PC. Is it worth it?**

There is no right or wrong answer to this question – it depends on your budget and the trade-offs that you are willing to make. Apple Mac is more expensive than an average PC, but it is likely to last longer. Many of our students are using a lower-cost PC and are happy with what they have too. Many other students would also vouch for a Apple Mac!

**Do I need a desktop as well as a laptop?**

You are strongly advised against purchasing a desktop machine. Instead, you may want to buy a lightweight external monitor and connect your laptop to it. This configuration is much more portable and useful than a desktop machine.

**When should I buy my laptop?**

That's up to you. Buying your own laptop before you start will give you time to get use to your laptop during the summer vacation. However, if you wait until you start with us before you buy your own personal machines, you may be able to purchase the laptop as an Imperial registered student. You may be able to take advantage of special due only available as our student. You would then need to rely on the loan machines for a week or so at the start of term.

**If I am on a limited budget and cannot afford my personal laptop, what can I do?**

If you, for whatever reason, are unable to buy your own laptop, please discuss your case with Professor Peter Cheung after you have arrived in October.

**Do I need a printer or other computer peripherals?**

There are various printers around the College that you can use to print your files, but they will be charged on per-page basis. If you intend to print lots of paper copies, it may be cheaper if you use your own printer. Most students also found a USB memory stick and a large capacity external hard disk (at least 1TB) useful for back up and transfer of files.

**Do I need to subscribe to cloud-based storage?**

You do not need to pay for your own cloud storage (e.g. iCloud, Google Drive or Dropbox). Imperial College provides each student with 4GB of secure file space ourselves. In addition, each student can also use up to 5TB of cloud-based personal file storage via Microsoft’s OneDrive for Business for syncing their local disk for offline work, and for backup. See: [https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/features/onedrive-for-business/](https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/features/onedrive-for-business/)

**Should I purchase Adobe Creative Cloud for the course?**

Adobe Creative Cloud CC (the full suite of creative software) will be installed on all the loan laptops. However, you would need to use this on the loan machine in the Dyson Building. Furthermore, you will have a named license for the second term in Year 1 (January to March), when you can use CC on your own personal laptop, anywhere, anytime. If you want to have access to Adobe CC all the time on your personal laptop, you would need to subscribe that at your own expenses at other times (i.e. outside January to March 2019).

**If I need more information, who should I contact?**

Contact Professor Peter Cheung on [p.cheung@imperial.ac.uk](mailto:p.cheung@imperial.ac.uk) with any question or advice relating to your personal laptop requirements.
Appendix H - Laptop Loan System

General usability
Some of the items listed in this document are subject to improvement plans but certain infrastructure improvements need to be made first.

The machine is protected by Deep Freeze which resets the laptop on restart (reboot).

Login
The username for each laptop has been set to DysonUser and the password will be provided by the Academic to the students. The passwords are set to DyImpLoan-xxx where xxx represents the machine number on the login screen, so 003 would be DyImpLoan-003.

DysonUser is a LOCAL account and has no network connectivity in itself. To login, enter the username in the following format: \\DysonUser

Note that the . and the \ are important here as are the capital D and U; the password is then as stated.

Initial Login Behaviour
Some items will start up once you login but won’t function until you connect to WiFi (noted below). Chrome will launch and try and load Software Hub, as will Creative Cloud.

WiFi
Once you are logged in, you will need to connect to the WiFi by selecting the Wireless icon in the bottom right hand corner next to the clock.

You will then be presented with a list of Wireless Connections to attach to. From here connect to Imperial-WPA. There are a couple of Certificate prompts, one just after you click connect on Imperial-WPA and one after enter your credentials, ensure you accept both. You need to login to WiFi using your College user name and password. Once complete, the WiFi icon will turn white and Imperial-WPA will show as connected.

Note: Until you login, no services will be accessible. You can login in via V1.0 1 Oct 2018 or another network when offsite to access the software.

Accessing Network Services
Once you have connected to WiFi, you will be able to connect to all network services that are loaded when you logged in. To access the software available to the laptop, refresh the Chrome window and login to the Software Hub when requested using your College credentials. If you closed Chrome accidentally, click on the Software Hub icon on the desktop (see below) or navigate to https://softwarehub.imperial.ac.uk using the Chrome browser.

Once logged in you will see it validate against your laptop; this should take no longer than a few seconds but will then show a green bar stating that validation has been successful (see below). If it fails the bar will go red.

You will then be able to launch the software available for you to use.

Software Hub
By default, users will be able to see a large number of applications that they can use on the laptop. This list may appear quite daunting at first but there are a couple of options you can use.

Firstly, you can search for the application you need by using the “search apps” windows at the top right of the Software Hub:

Once you find the application you want, and you’ll know you will use it again, you can favourite it by clicking on the star at the top of the icon, you can find this by hovering over the icon. Note this may take a second to turn the star yellow, please be patient; if you click it again, you will unfavourite the application!
If you find an application that isn’t available or isn’t performing as well as you expect, let us know and we’ll sort it.

Local Installs and Software Hub applications
There is currently a mix of applications that have been installed on the laptops in the “traditional way” and those that are “streamed” from the Software Hub. There are benefits to each and some disadvantages. Applications like MatLab, MS Office and Adobe Creative Cloud have been installed on the machine as they are either too big, complex or the license doesn’t support streaming; the remainder of the applications available to DE students are streamed.

What is the difference and what will I notice?
Traditional applications install all their files onto the machine and has been an effective way of working for a very long time. However, managing these applications on a day to day basis becomes tricky. For example, if an update is required, each install needs to be patched individually.

Streaming an application is beneficial for students who want to access software (license permitting) outside of the College environment. Visiting https://softwarehub.imperial.ac.uk from your personal machine gives access to certain applications.

Streaming an application is more efficient as firstly, it only uses the files it requires but also when it comes to updating the application, we update once centrally and then subsequent launches of the application use the newly updated package. It also means we can quickly respond to change requests and deliver software required for teaching within a shorter space of time.

Applications from the Software Hub may be slower to load on a first run but will be quicker on-going once they are cached (i.e. stored on the local disk); they should function as normal once cached. Some larger applications may take a little longer to load so please be patient.

Note that there is some work we can do to enhance the performance of the applications but it would require input from Colleagues / Students who use the application on a daily basis.

Launching Applications
Both streamed applications and those that are locally installed will be presented via the Software Hub. You can tell the difference by hovering your mouse pointer over the icon.

<table>
<thead>
<tr>
<th>Locally installed application</th>
<th>Streamed application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keystonex via Locally Deployed (Win)</td>
<td>Arduino IDE 1.8.5 via Cloudpaging</td>
</tr>
</tbody>
</table>

Doing this all via the Software Hub should give a consistent way of accessing applications both on and off campus.

Maintenance
The laptops are configured to wake up from sleep or a shutdown state at 0:01 every morning. They will enter a maintenance state until 6am and then shutdown again. During this period, they should receive any updates to software and the operating system that ICT delivers. Please ensure that the laptops are returned to the locker with power and network attached, in a shutdown state with the lid closed.

Troubleshooting
When logging in to the Software Hub, you may see a message pop up in place of the green validated bar stating that validation was not successful. In this case, please close the browser and try again.

Application prompts
Microsoft Word pops up with a couple of prompts which ICT are unable to suppress due to the way in which Microsoft configures its policy settings. The first is allows the installation of Spellex for Word, click install to proceed.

The following 2 are accepting the license in Word and choosing the document standard that you wish to use. Both will still save as docx but the underlying language changes depending on the choice you make. ICT's recommendation is Office Open XML formats as this supports all features within Microsoft Office.

First things first.

The product also comes with Office Automatic Updates.

By clicking “Accept” you agree to the Microsoft Office License Agreement. View Agreement

Publisher has been verified

Are you sure you want to install this customization?

Name: Spellex Add-in for Word - Spellex For Word
From: file://C:\ProgramData\Spellex Add-in for Word\vato
Publisher: Spellex Corporation

While Office customizations can be useful, they can potentially harm your computer. If you do not trust the source do not install this software. More information...
Future Development

**Single Sign-on**
The initial design has a single sign on configuration applied so that when a user logged into the windows login dialogue, it automatically passed through credentials for usage of OneDrive and the Software Hug. It would also have mapped the H drive for use. The pass-through component wasn’t 100% reliable so has been disabled for the time being whilst ICT works to resolve this issue. ICT will shortly be providing a network login script that will allow users to connect to their H drive once connected to the WiFi network.

**Mac Dual Boot**
The Mac’s have been configured to dual boot with both Windows 10 and Mac OSX on them. ICT is working to manage this configuration to ensure that both the Mac and Windows builds receive the maintenance they need. This will be applied to the Mac devices later on.