# Imperial College London

**Faculty of Engineering**
**Department of Aeronautics**

**MEng Aeronautical Engineering**

# Student Handbook

### For Post 2019/20 Entry Students

## 2021-22

# Contents

## Welcome to the College

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

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

You're now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.
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We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to help you reach your true potential. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College's webpages, alongside local information provided by your Department.

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 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

## Our Principles

In 2012 the College and Imperial College Union agreed 'Our Principles' a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

**Imperial will provide through its staff:**
- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

**Imperial will provide students with:**
- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies and procedures
- Details of full programme costs and financial support
- An appropriate and inclusive framework for study, learning and research

**Imperial students should:**
- Take responsibility for managing their own learning
- Engage with the College to review and enhance provision
- Respect, and contribute to, the Imperial community

**The Imperial College Students' Union will:**
- Support all students through the provision of independent academic and welfare assistance
- Encourage student participation in all aspects of the College
- Provide a range of clubs, societies, student-led projects and social activities throughout the year

- Represent the interests of students at local, national and international level

🖥 [www.imperial.ac.uk/students/our-principles](www.imperial.ac.uk/students/our-principles)

## Introduction from the President of Imperial College Union



Welcome to Imperial College.

Congratulations on making it here. Imperial is, by all accounts, one of the world's most prestigious universities, and studying here will give you opportunities you simply wouldn't have elsewhere. This is a well-funded institution, with extremely capable students and superb research facilities. Take advantage of both: working with others, and seeking out opportunities beyond your course, is what makes a degree here worthwhile.

Life in London and at Imperial has adapted to a 'new normal' as a result of the COVID-19 pandemic, with safety measures in place to keep you safe. With the UK's progress on mass vaccination, the end of the pandemic here is in sight, but there remains much uncertainty around what restrictions will exist in the coming months. However, this shouldn't stop you having a really fantastic experience here.

Imperial has plenty to offer outside study too, giving you the chance to try something new. London is a well-connected, diverse city, where almost anything you could want is only a walk, bike, or tube ride away. We're a stone's throw from some incredible museums, parks, and venues. We also have hundreds of student-led societies covering a very wide range of activities, and a selection of venues running fun events throughout the year.

These societies and venues are administered by your student union, the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and I are all democratically elected students who have taken a year out to work full-time on improving your experience at Imperial. The Union has been working hard to protect your interests and improve Imperial's offer to students throughout the pandemic, and we will continue to do so over the course of the coming academic year.

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

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

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

Lloyd James
*Imperial College Union President 2021-22*

union.president@imperial.ac.uk
imperialcollegeunion.org

## Using this Handbook

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

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

Included in this handbook is essential information about:
- What to do if you run into difficulties affecting your academic life;
- What to do if you run into difficulties in your personal life, such as illness;
- Departmental and College contacts and resources available to you;
- The structure and content of your degree programme and year of study

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

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

## Student Services Welcome Season

College are holding several welcome events for incoming undergraduates. It is worth checking out the links below to see what has been organised.

**Welcome Season webpage:** https://www.imperial.ac.uk/students/new-students/welcome-season/

**UG Welcome Season timetable:** https://www.imperial.ac.uk/students/new-students/welcome-season/incoming-undergraduates/your-timetable/

## Sources of Information Quick Guide

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

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

**My Imperial:** Contains all your personal details, ID photo, passport/visa/CAS, student record, documents. https://www.imperial.ac.uk/admin-services/ict/self-service/admin-systems/my-imperial/

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

**Student Wellbeing:** On these pages you will find information on where to find wellbeing support in the department and in the wider College and you will also find information on external organisations. https://www.imperial.ac.uk/aeronautics/study/ug/student-wellbeing/

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

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

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

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

**College Website for New Students:** New students should refer to this website but is also a useful resource for current students https://www.imperial.ac.uk/students/new-students/

**Teaching Spaces/Campus Map:** The list of rooms timetabled for our teaching are detailed in the weblink below to assist you in finding your way around. You can use the filters to organise the listing according to buildings.
http://www.imperial.ac.uk/engineering/study/current/teaching-spaces/
https://www.imperial.ac.uk/visit/campuses/south-kensington/

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

## Changes due to Coronavirus (COVID-19)

The College will keep you informed about any further changes that may affect you due to the impact of coronavirus (COVID-19). The COVID-19 FAQs on the website are a repository of helpful information and the latest guidance can be found at:

www.imperial.ac.uk/about/covid-19/students/

## 1.    Introduction to the Department

## Welcome from Head of Department Professor Paul Robinson

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

I know that many of you who are joining us for the first time will have been studying in difficult circumstances as the pandemic has disrupted many aspects of our lives. The same is true, of course, for those of you who are continuing your studies with us. It is difficult to predict exactly what lies ahead but I very much hope that this year will see a return to many of our pre-pandemic teaching delivery methods.

To get the most out of your course, as the continuing students will know, it is important to:

o   keep up with lectures and tutorials
o   engage with fellow students in group activities
o   ask questions in classes and in the online feedback forums
o   carefully plan your work to keep pace with the learning objectives and meet submission deadlines.

The aeronautical engineering degree course is one of the most challenging engineering degrees in the country in terms of both breadth and depth. It can be easy to become engrossed in, say, a tutorial sheet or a laboratory report and to forget that it is essential to make time for activities outside of studying. Parts of the year ahead may well be challenging but I encourage you to maintain a good balance between the demands of the course and other important activities such as spending time with your friends, pursuing sporting interests and engaging in some of the many opportunities open to you as a student at Imperial. I wish you all a very successful and enjoyable year.

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## Welcome from Programme Director Dr Errikos Levis

I am delighted to welcome you to the Aeronautics MEng programmes. These are interesting times to be joining a university programme and even more so for us working in the aerospace sector. Even before the extreme pressures brought in by the global COVID-19 outbreak, there was a significant push for aviation to become more efficient and environmentally friendly. The space industry has also been extremely active in recent years with manned missions to Mars and asteroid mining solutions being developed. It is therefore a very exciting time to begin your journey to join the aerospace sector.

Our aim is to train the next generation of aerospace engineering leaders. Hence, our programmes will equip you with all the necessary state-of-the-art multi-disciplinary knowledge and expertise required to tackle present and future challenges in aerospace science and technology. I must stress that we are particularly proud of the academic rigour of our courses and of the broad scope of our curriculum. Therefore, while you will have to work hard to complete this degree programme, it will be a rewarding experience and today's effort will certainly pay off in the future. I wish all of you best of luck in your studies and in your careers.

## Welcome from Student Wellbeing Adviser Miss Amy Picton

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

My role will enhance the wellbeing support you receive from your Personal Tutor and the Student Support Zone. I am not an academic staff member and have completed courses in Cognitive Behavioural Therapy and Counselling skills with an overall background in Psychology. Throughout the year I will offer a non-judgemental listening and advice service which focuses on prevention. I will be available to speak to on a confidential one to one basis on Microsoft Teams regarding a range of issues and offer practical self-help coping strategies. Wellbeing advisers support students with anxiety over learning, low mood, addiction, abuse, family issues or any personal issue that is causing distress, there is no pressure to have more than one meeting. I also work closely with college support services to signpost you to further ongoing support from the Counselling service or Student Mental Health Advisers or external support services outside the college.

You can contact me to access wellbeing resources throughout the year I will offer wellbeing workshops and work closely with elected student wellbeing reps to ensure you have the tools to look after your wellbeing and achieve a healthy work life balance.

🖥 https://teams.microsoft.com/l/team/19%3ac8fc3a143d3b44909bcc77cfbb65d970%40thread.tacv2/conversations?groupId=6ba67fc4-f493-4940-8fbc-d896c3ed1cdf&tenantId=2b897507-ee8c-4575-830b-4f8267c3d307

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

## Welcome from Undergraduate Student Representative Haganta Ginting

Hello folks and welcome (back) to the Department of Aeronautics,

The past year has been all over the place for many people for a whole pile of different reasons, but with any luck we should be returning to some semblance of normalcy over the next year.

For the 1st years and many of the 2nd years, welcome to campus! It's a nice place with lots of interesting people from all over everywhere. If all goes well, you'll be able to hang around in the common room and chat with the rest of us at some point. It'll be great, I promise. To the 1st years, welcome to Aero! The degree is hard and you'll more likely that not struggle a lot even in the first year, but don't worry about it. It happens to the best of us. You've all already managed to get to Imperial, so evidently you've got what it takes to at least survive the degree.

I'm Haganta, I'm in the 4th year, and I'll be serving you folks as the Academic Departmental Representative for the next year. All that really means is I'm going to be talking to staff a bunch about whatever academic-related concerns pop up throughout the year, as well as communicating with your respective year representatives about more specific issues. Alongside the year representatives, we'll hopefully be able to voice all of your academic concerns to the department and fix any of the more glaring issues that come up immediately. As well, the representatives from last year drafted out some plans for various events/talks throughout the year, so hopefully those can come through!

Anyway, if you're still reading, remember to have fun in this degree. I think most of us are here because we're somewhat passionate about things that fly or go really fast. Don't let how difficult this degree gets make you forget those passions. Aero is hard for everyone! If you want to contact me to voice a concern or anything else, you can drop an e-mail to hg2118@ic.ac.uk.

That's all from me, good luck and have fun!

## Welcome from Undergraduate Wellbeing Representative Uddeshya Saini

Hello everyone, this is Uddeshya and first a huge congratulations to the new students joining us. You should be proud of having the opportunity to study Aeronautical Engineering at Imperial. To the returning students, a very warm welcome back. After 18 or so months of remote learning, I am looking forward to seeing you in person on campus.

I alongside other staff members in the Department are here to support and help you. If you have any concerns about mental health, relationships, financial issues, etc., please do not hesitate to reach out. Feel free to contact me on my email us4418@ic.ac.uk. You can also contact the individual Wellbeing Rep for your year if you feel more comfortable talking to them. We will also try our best to sign-post you to the appropriate person/service.

All the best for the year ahead!

## Key Department Academic Contacts

Listed below are key staff you will come in contact with during your studies and you can find details of the various roles and responsibilities expected of the post-holders below.

**Prof Paul Robinson**
Head of Department

Location: CAGB 318

Telephone: +44(0)20 7594 5073

Email: p.robinson@imperial.ac.uk

**Dr Errikos Levis**
Director of UG Studies
UG Project & Erasmus
Project Coordinator

Location: CAGB 212

Telephone: +44(0)20 7594 5082

Email: errikos.levis03@imperial.ac.uk

**Dr Siti Shamsuddin**
Senior Tutor for
Years 1,2

Location: CAGB 139

Telephone: +44(0)20 7594 5042

Email: aero.seniortutor@imperial.ac.uk
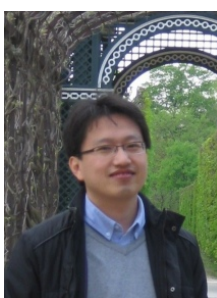
**Dr Yongyun Hwang**
Senior Tutor for
Years 3,4,5

Location: CAGB 337

Telephone: +44(0)20 7594 5078

Email: aero.seniortutor@imperial.ac.uk

**Dr Oliver Buxton**
Deputy Senior Tutor
Disability Officer

Location: CAGB 213

Telephone: +44(0)20 7594 5118

Email: o.buxton@imperial.ac.uk

**Miss Amy Picton**
Student Wellbeing Adviser

Location: CAGB 141B

Telephone: +44(0)20 7594 45126

Email: a.picton@imperial.ac.uk

https://www.imperial.ac.uk/aeronautics/study/ug/student-wellbeing/

**Professor Denis Doorly**
Director of UG and MSc Teaching

Location: CAGB 313A

Telephone: +44(0)20 7594 5049

Email: d.doorly@imperial.ac.uk

**Dr Ajit Panesar**
Admissions Tutor

Location: CAGB 216

Telephone: +44(0)20 7594 2202

Email: a.panesar@imperial.ac.uk

**Dr Thulasi Mylvaganam**
Deputy Admissions Tutor

Location: CAGB 221

Telephone: +44(0)20 7594 5129

Email: thulasi.mylvaganam06@imperial.ac.uk

**Dr Elnaz Naghibi**
Deputy Admissions Tutor

Location: CAGB 139

Telephone: +44(0)20 7594 3024

Email: e.naghibi@imperial.ac.uk

**Dr Aaron Knoll**
UG Examination Officer

Location: CAGB 343

Telephone: +44(0)20 7594 7580

Email: a.knoll@imperial.ac.uk

👤 Dr Georgios Rigas
Careers Officer

📍 Location: CAGB 327

📞 Telephone: +44(0)20 7594 5065

✉ Email: g.rigas@imperial.ac.uk

👤 Dr Zahra Sharif Khodaei
Tutor for Women

📍 Location: CAGB 329

📞 Telephone: +44(0)20 7594 5116

✉ Email: z.sharif-khodaei@imperial.ac.uk

👤 Dr Maria Ribera Vicent
Year Abroad
Coordinator;

📍 Location: CAGB 139

📞 Telephone: +44(0)20 7594 5103

✉ Email: m.ribera-vicent@imperial.ac.uk

👤 Dr Daqing Yang
GTA/UTA Coordinator

📍 Location: CAGB 139

📞 Telephone: +44(0)20 7594 5103

✉ Email: daqing.yang@imperial.ac.uk

## Undergraduate Office Contacts

👤 Ms Jackie O'Neill
UG Office Manager

📍 Location: CAGB 310

📞 Telephone: +44(0)20 7594 5079

✉ Email: ae.office@imperial.ac.uk
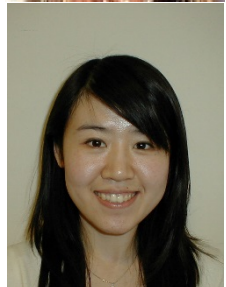
👤 Ms Jie Du
UG Administrator

📍 Location: CAGB 310

📞 Telephone: +44(0)20 7594 5102

✉ Email: ae.office@imperial.ac.uk

👤 Mrs Shirin Yoosoofsah
UG Administrator

📍 Location: CAGB 310

📞 Telephone: +44(0)20 7594 5100

✉ Email: ae.office@imperial.ac.uk

## Key Departmental Operation / Finance Contacts



👤 Ms Sian Haynes
Department Operations
Manager; First Aider

📍 Location: CAGB 318

📞 Telephone: +44(0)20 7594 5059

✉ Email: s.haynes@imperial.ac.uk



👤 Ms Ela Sapinska-Elise
Finance Administrator

📍 Location: CAGB 318

📞 Telephone: +44(0)20 7594 5083

✉ Email: aero.finance@imperial.ac.uk

## Key Technical Support Contacts



👤 Dr Nigel MacCarthy
Experimental Services
& Wind Tunnel
Manager; Safety Officer

📍 Location: CAGB 222

📞 Telephone: +44(0)20 7594 5043

✉ Email: n.maccarthy@imperial.ac.uk



👤 Mr Franco Giammaria
Laboratory &
Instrumentation
Supervisor

📍 Location: CAGB 223a

📞 Telephone: +44(0)20 7594 5062

✉ Email: f.giammaria@imperial.ac.uk



👤 Mr Roland Hutchins
Technician;
COSHH Assessor;
Workshop Supervisor

📍 Location: CAGB 223

📞 Telephone: +44(0)20 7594 5060

✉ Email: r.hutchins@imperial.ac.uk

**Mr Fortune Belletty**
General Technician

Location: CAGB 310

Telephone: +44(0) 7566950870

Email: f.belletty@imperial.ac.uk



**Mr Jon Cole**
Technician;
COSHH Assessor

Location: CAGB 125

Telephone: +44(0)20 7594 5041

Email: j.cole@imperial.ac.uk



**Mr Ian James**
Technician

Location: CAGB 207

Telephone: +44(0)20 7594 5439

Email: i.james@imperial.ac.uk



**Mr Joseph Meggyesi**
Technician;
Mechanical Testing
Laboratory Supervisor,

Location: CAGB 115

Telephone: +44(0)20 7594 5159

Email: j.meggyesi@imperial.ac.uk



**Mr Ian Pardew**
Technician;
First Aider

Location: CAGB 207

Telephone: +44(0)20 7594 5439

Email: i.pardew@imperial.ac.uk



**Mr Gary Senior**
Technician;
Composites Laboratory
Supervisor

Location: CAGB 125

Telephone: +44(0)20 7594 5041

Email: g.senior@imperial.ac.uk



**Mr Mark Grant**
Technician

Location: CAGB 207

Telephone: +44(0)20 7594 5439

Email: mark.grant@imperial.ac.uk

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|---|---|---|
| 👤 Mr Alan Smith<br>Technician | 📍 Location: CAGB 226 | |
| | 📞 Telephone: +44(0)20 7594 5090 | |
| | ✉ Email: a.d.smith@imperial.ac.uk | |



👤 Mr Keith Wolstenholme
Technician

📍 Location: CAGB 207

📞 Telephone: +44(0)20 7594 5439

✉ Email: k.wolstenholme@imperial.ac.uk



👤 Mr Jordan Farrar
Workshop Technician

📍 Location: CAGB 317

📞 Telephone: +44(0)20 7594 5439

✉ Email: jordan.farrar@imperial.ac.uk
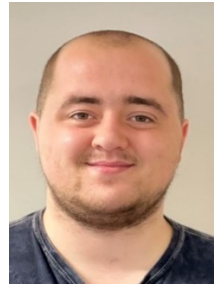


👤 Mr Mark Thornton
Technician

📍 Location: CAGB 317

📞 Telephone: +44(0)20 7594 5439

✉ Email: m.thornton@imperial.ac.uk

## Undergraduate Office (CAGB 310)

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

Our office opening hours are published every Friday after 4pm for the following week on our Undergraduate Virtual Office on MS Teams.
Contact telephone numbers:  +44 (0)20 7594 5100 or 5102.
Email address:  ae.office@imperial.ac.uk
Please send all email communications to the email address above and not staff personal emails and they must be sent from your college email account stating your full name and CID.

## Location and Facilities

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

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

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

💻 http://www.imperial.ac.uk/visit/campuses/south-kensington/

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

🖥 http://www.imperial.ac.uk/aeronautics/facilities/

## Student Common Room (CAGB 205)

This study room is for use by Aeronautics undergraduate students **only**. The student common room will have limited occupancy from the start of term owing to COVID-19 restrictions in place. There will be a sign on the door informing of the set number of people allowed in the room.

🖥 https://www.imperial.ac.uk/aeronautics/study/ug/current-students/common-room/

## Accessing the Department

Whilst COVID measures are in place please see link below for Imperial's requirements whilst attending college.

https://www.imperial.ac.uk/about/covid-19/covid-19-status/

You will be expected to wear face covering indoors and take weekly covid tests, either weekly PCR tests or twice weekly lateral flow device (LFD) tests.

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

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

## Accessibility on Campus

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

🖥 https://www.accessable.co.uk/organisations/imperial-college-london

## Attendance and absence

Full information on student attendance and absence can be found on the current students website:
🖥 http://www.imperial.ac.uk/aeronautics/study/ug/current-students/attendance-and-absence/

## Library Services

The Central Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

🖥 www.imperial.ac.uk/library

## Key dates 2021-22

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

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

## Student Code of Conduct

The Aeronautics Student Code of Conduct is an initiative done by students for students. Its primary goal is to make our learning environment as welcoming and hospitable as possible to everyone, regardless of age, gender, sexual orientation, race, nationality, or cultural background.

Here at Imperial, we are a diverse lot. We come from all corners of the world and each of us brings our own host of cultural backgrounds and beliefs. With this initiative, our hope is to create an atmosphere that celebrates our diversity and ensure that we all have an enjoyable experience at university.

The Aeronautics Student Code of Conduct committee has put together a range of resources to help us make our learning environment a safe space for everybody. We hope that you find these useful.

Warm wishes

The Aeronautics Student Code of Conduct Committee

## 2.    General Programme Information

## Programme Description (post-2019 entry)

The department offers four MEng degrees:
- MEng Aeronautical Engineering (H401)
- MEng Aeronautics with Spacecraft Engineering (H415)
- MEng Aeronautical Engineering with a Year Abroad – 4 Year (H410)
- MEng Aeronautical Engineering with a Year Abroad – 5 Year (H411)
- MEng Aeronautical Engineering with a Year in Industry (H420)
  http://www.imperial.ac.uk/aeronautics/study/ug/courses/

Students on all programmes follow a common programme of study for the first two years, where all students of Aeronautical Engineering follow lectures and classes covering a very broad range of subjects. *Transfer to the H415 programme occurs at the end of the second year.

Compared with the first two years, in the **third year**, you will have more 'free' time from lectures but the system of options, I-Explore modules and the increased amount of project based work may result in this time being less evenly distributed.  It is therefore very important for you to plan your work so as to make effective use of your free time.
*Transfer to the H410, H411, and H420 programmes occurs at the end of the third year. Students wishing to complete a Year Abroad in France or Germany must demonstrate that they have achieved the required level of French or German language fluency at this point. Language classes are offered as part of the Horizons programme and can be taken for extra credit in the first two years of study or as an I-Explore module in year 3.

In the **final year** (H401/H411/H420) students choose from the list of available elective modules, offered during both Autumn and Spring. Your Final Year Individual Project is a major activity in this year (accounting more than half of the credit awarded). Carefully planning your time between your project and taught modules will be key.

Students on H410 programme, completing their final year abroad will have to complete an individual research project, worth at least 30 ECTS credits, at the host institution.

*Transfers are only open to students who have met the relevant academic requirements.  For full information on the academic requirements and the transfer process for all programmes please see relevant links below.

**MEng Aeronautical Engineering with a Year Abroad (H410/H411)**

[Computer icon] http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-abroad/

**MEng Aeronautical Engineering with a Year in Industry (H420)**

[Computer icon] http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-in-industry/

**MEng Aeronautics with Spacecraft Engineering (H415)**

[Computer icon] http://www.imperial.ac.uk/aeronautics/study/ug/current-students/Spacecraft-Engineering-H415/

## Programme Specifications

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

[Computer icon] http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/

## Competency Standards

Competency standards highlight the core skills students should be able to demonstrate by the end of their programme of study in the Aeronautics Department.

[Computer icon] http://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/aeronautics/Competency-Standards.pdf

## Accreditation

Accreditation information is available at:

[Computer icon] http://www.imperial.ac.uk/aeronautics/study/ug/current-students/accreditation/

## Working with your Personal Tutor

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

Your Tutor will usually be available for private discussions at unscheduled times, but in such cases, it is advisable to make an appointment first. The allocation of personal tutors for new students will be emailed to students in the first week of the Autumn term.

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

Your Personal Tutor will meet with you in groups or individually several times per term and your first group tutorial will take place on Monday in Week 2.  Please note due to timetable constraints your lecturer may need to rearrange the timetabled event in your calendar to one which fits in with his/her teaching.  You will have a total of 12 personal tutorials across all terms (5 in Autumn, 6 in Spring, 1 in Summer) and attendance is compulsory, your Personal Tutor will take an attendance register.

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

## Timetabling

Your timetables are produced centrally by College, but if you have any queries with the **content of the events in your timetable** then please email the Aeronautics Undergraduate Office

(ae.office@imperial.ac.uk) from your Imperial email account stating what the issue is along with your full name, year, programme, CID.

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

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

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

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

## Options Information for Third and Fourth Years

Students are asked to select their options in April/May for the following academic year (both Autumn and Spring term modules) and you have until at least one week after the exam results are released to students in July to select them.  There is very little scope to change options on your return in October so students must follow the instructions given and choose carefully but if you do have a desperate need to change then email the Aeronautics Undergraduate Office (ae.office@imperial.ac.uk) from your Imperial email account clearly stating the details of the change along with your full name, year, programme, CID **by Friday 15th October 2021**.

Reminder you can see the options offered for your programme on your SharePoint portal options page below so please check before you submit your request.

🖥 https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Undergraduate%20Course%20Options.aspx

## Size Limits for Lab/Coursework Reports

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

## Working in Groups

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

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

## Laboratory/Practical Work Attendance

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

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

If you are unable to participate in a practical event due to illness or other compelling academic reasons and wish your marks to be uncapped then you need to submit a mitigation form.
 https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Forms.aspx?web=1

Note that trivial reasons for non-attendance or delay e.g. alarm didn't go off, inability to locate the lab facility, public transport delays etc will not be considered as mitigation and all absences will be reported to Personal and Senior Tutor. For job or placement interviews at first instance, please ask the company to rearrange for you, if they refuse we would need proof of this refusal.

## Imperial Horizons

This programme is available to all undergraduates and is designed to broaden your education, inspire your creativity and enhance your potential. They have a wide range of innovative courses which can be taken as part of, or alongside, your main degree. These non-degree credit modules offer you the opportunity to enrich your education, enhance your CV and impress future employers.

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

📖 http://www.imperial.ac.uk/horizons/

## Placements

The College defines a placement as:

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

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

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

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

The Careers Service is available to provide students with additional support in sourcing placement opportunities and preparing to apply for placement opportunities:

📖 https://www.imperial.ac.uk/careers/jobs-and-experience

For general information on undertaking a placement visit the Placements website:

📖 www.imperial.ac.uk/placements

If you are considering/planning a placement outside the UK you should also refer to the Placement Abroad Handbook:

📖 www.imperial.ac.uk/placements/information-for-imperial-college-students

### Department Placement Staff:

*Year Abroad Placements*
Dr Maria Ribera Vicent, Year Abroad Coordinator
Tel: +44 (0)20 7594 5103
Email: m.ribera-vicent@imperial.ac.uk
📖 http://www.imperial.ac.uk/aeronautics/study/ug/current-students/year-abroad/

*Year in Industry Placements*
Dr Georgios Rigas, Careers Officer
Tel: +44 (0)20 7594 5065
Email: g.rigas@imperial.ac.uk

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

## Imperial Mobile app

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

www.imperial.ac.uk/imperialmobile

## Welcome to Imperial app

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term.

You can download the App from the Apple or Google App Stores.

https://www.imperial.ac.uk/students/new-students/welcome-season/incoming-undergraduates/

## Imperial Success Guide

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

www.imperial.ac.uk/success-guide

## I-Explore Modules

Through I-Explore, you'll have the chance to deepen your knowledge in a brand new subject area, chosen from a range of for-credit modules built into your course.

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

www.imperial.ac.uk/study/ug/i-explore

## Careers

Information from Imperial's Career Service about what careers you might pursue after studying Aeronautical Engineering and our Current Opportunities within the Department.

https://www.imperial.ac.uk/aeronautics/careers/
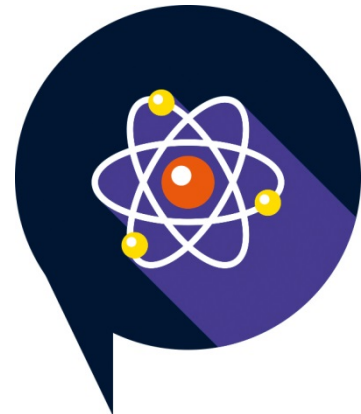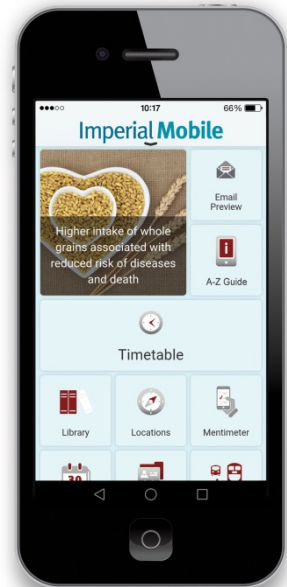
## 3.     College Assessment and Examination Regulations

For assessments that take place in the autumn term, or at the start of the spring term of the 2021-22 academic year, where there was to be an in-person on-campus written examination, these will be assessed by timed remote assessments, irrespective of whether there are restrictions in place or not. We may continue to deliver examinations by timed remote assessments where these are deemed the most appropriate method of assessment.

## Instruction to Candidates for Examinations

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

🖥 [https://www.imperial.ac.uk/about/governance/academic-governance/regulations/](https://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

Instructions for exam candidates can be found here:

🖥 [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf](www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf)

## Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism. Academic integrity is fundamental to learning, teaching and research and it is important to understand what it means you and the international community of research that you are joining.

Academic misconduct is the attempt to gain an academic advantage, whether intentionally or unintentionally, in any piece of assessment submitted to the College. This includes plagiarism, self-plagiarism, collusion, exam offences or dishonest practice. Full details of the policy can be found at:

🖥 [www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/](www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/)

Definitions of the main forms of academic misconduct can be found below:

## Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse. Plagiarism may be intentional, by deliberately trying to use another person's work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

Plagiarism must be avoided, with particular care on coursework, essays, reports and projects written in your own time but also in open and closed book written examinations. You can support your understanding of proper referencing and citation by using the resources available from the College such as the Library learning support webpages at:

🖥 [www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/](www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/)

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources. Your programme team will explain how it is used in your programme

🖥 [www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/](www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/)

## Collusion

This is the term used where a student presents for any individual assessment work undertaken in collaboration with another as entirely their work or where a student collaborates with another student on work which is submitted as that other student's work. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.
You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not exceed the assessment brief with regards to individual work,

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

## Exam offences

Exam offences fall into two categories. These are offences that may be disruptive in the exam venue or are considered an attempt to cheat. This can include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you. It would also include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

## Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.

# 4. Board of Examiners

**Internal Examiners**

| Name | Title |
|---|---|
| Professor Paul Robinson | Head of Department/Board Chair |
| Dr Errikos Levis | Director of Undergraduate Studies |
| Dr Aaron Knoll | Undergraduate Examinations Officer |
| Dr Siti Shamsuddin | Undergraduate Senior Tutor, Years 1,2 |
| Dr Yongyun Hwang | Undergraduate Senior Tutor, Years 3,4,5 |

**External Examiners**

| Name | Institution |
|---|---|
| Prof John Chew | University of Surrey |
| Prof Nicholas Warrior | University of Nottingham |

External examining acts as an essential part of the College's quality assurance and enhancement process, serving to ensure that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the College's awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

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

A summary of External examiners reports from the previous academic year can be found here:

🖥 [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/](www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/)

## 5.    First Year Programme

The first year is organised into lectures and tutorial classes (roughly a 1 hour small-class or whole-class tutorial session for every 4 hours of lectures), laboratory classes, project work and computer lab sessions. In laboratory classes students will work in smaller groups of between 3–6 students.

## Programme Summary (1st)

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

The lectures are supported by class tutorials and surgery classes. Most modules contain some element of coursework, such as laboratory work, computing exercises, report writing, oral presentations, and a design, make and test exercise following the exams in the Summer term.

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

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

| Modules | Term Taught | Term Exam Held | Non-Examined Assessment | Credits |
|---|---|---|---|---|
| AERO40001 **Aerodynamics 1** | 1 | 3 | * | 7.5 |
| AERO40008 Structures 1 | 2 | 3 | * | 7.5 |
| AERO40006 Mathematics 1 | 1,2 | 3 | * | 7.5 |
| AERO40007 Mechanics | 1 | 2 | * | 7.5 |
| AERO40009 Thermodynamics & Heat Transfer | 2 | 3 | | 5 |
| AERO40005 Materials 1 | 1 | 2 | | 5 |
| AERO40002 Introduction to Aerospace | 2 | 3 | | 5 |
| AERO40003 Computing & Numerical Methods 1 | 1,2 | C/W | * | 5 |
| AERO40004 Engineering Practice 1 | 1,2,3 | C/W | * | 10 |
| **Total** | | | | **60** |

[a] Students who intend to spend their fourth year abroad in France or Germany and who have not yet attained the necessary language requirement should further consider joining a Horizons Language class for extra-credit.

[b]Coursework submission and feedback deadlines can be found on the current student's website:
🖥  http://www.imperial.ac.uk/aeronautics/study/ug/current-students/coursework-submission-deadlines/
**Key:**
C/W = Coursework

## 6.    Second Year Programme

## Programme Summary (2nd)
The lectures are again supported by subject tutorials (roughly 1 hour tutorial class for every 4 hours of lectures) and surgery classes.  Coursework consists of laboratory work in aerodynamics, mechatronics, flight dynamics, materials and structures; further computing exercises; a project development exercise; and a design, make and test exercise carried out during the summer term.

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

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

| Modules | Term Taught | Term Exam Held | Non-Examined Assessment | Credits |
|---|---|---|---|---|
| AERO50001 Aerodynamics 2 | 1 | 2 | * | 7.5 |
| AERO50008 Structures 2 | 1 | 2 | * | 7.5 |
| AERO50006 Mathematics 2 | 1,2 | 3 | * | 7.5 |
| AERO50007 Mechatronics | 2 | 3 | | 5 |
| AERO50009 Propulsion & Turbomachinery | 2 | 3 | | 5 |
| AERO50005 Materials 2 | 1 | 2 | | 5 |
| AERO50002 Flight Dynamics and Control | 2 | 3 | | 5 |
| AERO50003 Computing and Numerical Methods 2 | 1,2 | C/W | | 5 |
| AERO50004 Engineering Practice 2 - Technical | 2,3 | C/W | | 7.5 |
| AERO50010 Engineering Practice 2 – Project Development | 2 | C/W | | 5 |
| **Total** | | | | **60** |

[a] Students who intend to spend their fourth year abroad in France or Germany and who have not yet attained the necessary language requirement should further consider joining a Horizons Language class for extra-credit.

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

**Key:**
C/W = Coursework

## Cranfield Flight Test Course (2nd)

During the second year, students may attend an optional short flight testing course held at the Cranfield Institute of Technology. A briefing will be held on Monday 28th March 2022; the test course at Cranfield will take place on Tuesday 29th March and Wednesday 30th March 2022 and the Debriefing on Friday 1st April 2022 (note these dates are provisional and may be subject to change). The Undergraduate Office will email students in March 2022 informing them of how to sign up but please note that briefing, flight test day and debriefing are compulsory sessions once you sign up. Students will be issued with a Flight Certificate at the end of the course during the debriefing session.

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

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

has shown Cranfield that students put a lot of things that they have seen into context and relevance, and can make connections between the theory and real world aircraft operations.

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

## 7.    Third Year Programmes

## Programme Summary (3rd H401/H410/H411)

In general courses assessed by examination are supported by subject tutorial and surgery classes. The major element of the coursework taken in the third year is a group design project. Other coursework includes laboratory work related to the lecture courses taken, and assessment exercises for the lecture courses in Aerospace Vehicle Design and some of the optional subjects. The below is a list of all the optional subjects currently offered. Note that all elective modules offered by the Aeronautics department have a 50% pass mark. In a given year, for reasons associated with timetabling, staff availability and course popularity, it will not be possible to offer all these options and restrictions will be placed on combinations of subjects which can be chosen as indicated below.

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

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

| Modules | Term Taught | Term Exam Held | Non-Examined Assessment | Credits |
|---|---|---|---|---|
| **Core** | | | | |
| AERO60001 Aerodynamics 3 | 1 | 2 | * | 7.5 |
| AERO60008 Structures 3 | 1 | 2 | * | 7.5 |
| AERO60007Control Systems | 2 | 3 | * | 5 |
| AERO60004 Group Design Project | 3 | C/W | | 15 |
| AERO60002 Aerospace Vehicle Design | 1,2,3 | C/W | | 10 |
| **Compulsory** | | | | |
| I-Explore (Level 6) | | | | 5[b] |
| **Optional Subjects – Two to be Chosen** | | | | **5 (*2)** |
| **AERO70018 Spacecraft Structures OR** | 1 | 2 | | |
| **AERO70013 Turbulence and Turbulence Modelling** | 1 | 2 | | |
| **AERO70008 Computational Fluid Dynamics OR** | 1 | 2 | * | |
| **AERO70002 Advanced Manufacturing** | 1 | 2 | | |
| **AERO70010 Finite Elements OR** | 1 | 2 | | |
| **AERO70020 Advanced Fluid Mechanics and Fluid Structure Interaction** | 1 | 2 | | |
| **AERO70014 Lightweight Structures** | 1 | 2 | | |
| **ELEC97062 Optimisation (IDX Option)** | 1 | 3r | | |
| **DESE96008 Design for Additive Manufacturing (D4AM) (IDX Option) OR** | 2 | C/W | | |
| **AERO70003 Advanced Propulsion** | 2 | 3 | | |
| **AERO70009 Computational Mechanics OR** | 2 | 3 | | |
| **AERO70015 Mathematics 3** | 2 | 3 | | |
| **AERO70019 Spacecraft Systems (Space) OR** | 2 | 3 | | |
| **AERO70036 Systems Engineering for Unmanned Aerial Vehicles** | 2 | 3 | | |
| **AERO70032 Flow Instability and Transition** | 2 | 3 | | |
| **AERO70026 Artificial Intelligence for Aerospace Engineers** | 2 | 3 | | |
| **AERO70016 Orbital Mechanics (Space)** | 2 | 3 | | |
| **AERO70011 High-Performance Computing** | 2 | C/W | | |

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

## Programme Summary (3rd H415)

Students on the Spacecraft Engineering programme must select two space related electives in their 3rd year. In general courses assessed by examination are supported by subject tutorial and surgery classes.  The major element of the coursework taken in the third year H415 is a group design project. Other coursework includes laboratory work related to the electives taken, and assessment exercises for the Aerospace Vehicle Design module. Note that all elective modules offered by the Aeronautics department have a 50% pass mark. The below is a list of all the subjects currently offered.

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

| Modules | Term Taught | Term Exam Held | Non-Examined Assessment | Credits |
|---|---|---|---|---|
| **Core** | | | | |
| AERO60001 Aerodynamics 3 | 1 | 2 | * | 7.5 |
| AERO60008 Structures 3 | 1 | 2 | * | 7.5 |
| AERO60007Control Systems | 2 | 3 | * | 5 |
| AERO60004 Group Design Project | 3 | C/W | | 15 |
| AERO60002 Aerospace Vehicle Design | 1,2,3 | C/W | | 10 |
| | | | | |
| **Compulsory** | | | | |
| I-Explore (Level 6) | | | | 5[b] |
| | | | | |
| **Optional Subjects – Two to be Chosen** | | | | **5 (*2)** |
| AERO70018 Spacecraft Structures | 1 | 2 | | |
| AERO70019 Spacecraft Systems | 2 | 3 | | |
| AERO70016 Orbital Mechanics | 2 | 3 | | |

**Key:**
C/W = Coursework

## Group Design Project

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

## Programme Summary (4th H401/H411/H420)

We refer to the 4th year of the H411 and H420 programmes as the 4th year with a taught component at Imperial College, but it is indeed the fifth year since the start of their studies for students on that programme.

The below is a list of all the optional subjects currently offered. Note that all elective modules offered by the Aeronautics department have a 50% pass mark. In a given year, for reasons associated with timetabling, staff availability and course popularity, it will not be possible to offer all these options and restrictions will be placed on combinations of subjects which can be chosen as indicated below.

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

| Modules | Term Taught | Term Exam Held | Non-Examined Assessment | Credits |
|---|---|---|---|---|
| **Core** | | | | |
| AERO70034 Individual Project | 1,2,3 | C/W | | 35 |
| | | | | |
| **Optional Subjects –Five to be Chosen** | | | | **5 (x5)** |
| **AERO70007 Applied Computational Aerodynamics** | 1 | C/W | | |
| **AERO70020 Advanced Fluid Mechanics and Fluid Structure Interaction OR** | 1 | 2 | | |
| **AERO70010 Finite Elements** | 1 | 2 | | |
| **AERO70008 Computational Fluid Dynamics OR** | 1 | 2 | | |
| **AERO70002 Advanced Manufacturing** | 1 | 2 | | |
| **AERO70005 Aerothermodynamics of Launchers and Re-Entry Vehicles (Space) OR** | 1 | 2 | | |
| **AERO70014 Lightweight Structures** | 1 | 2 | | |
| **AERO70013 Turbulence and Turbulence Modelling OR AERO70018 Spacecraft Structures (Space)** | 1 | 2 | | |
| | 1 | 2 | | |
| **AERO70006 Application of Fluid Dynamics OR** | 1 | 2 | | |
| **ELEC97062 Optimisation** | 1 | 2 | | |
| **AERO70012 Innovation Management (Management/Business) OR** | 1 | 2 | | |
| **BS0852 Entrepreneurship Online (BPES Management/Business) OR** | 1 | 2 | | |
| **BUSI96011 Accounting Online (BPES Management/Business OR** | 1 | 2 | | |
| **BUSI96009 Corporate Finance Online (BPES Management/Business)OR** | 2 | 3 | | |
| **Imperial Horizons** | 1&2 | 2 | | |
| **AERO70003 Advanced Propulsion** | 2 | 3 | | |
| **AERO70004 Aeroelasticity** | 2 | 3 | | |
| **AERO70011 High-Performance Computing** | 2 | C/W | | |
| **AERO70026 Artificial Intelligence for Aerospace Engineers** | 2 | 3 | | |
| **AERO70019 Spacecraft Systems (Space) OR** | 2 | 3 | | |
| **AERO70036 Systems Engineering for Unmanned Aerial Vehicles** | 2 | 3 | | |

| Modules | Term Taught | Term Exam Held | Non-Examined Assessment | Credits |
|---|---|---|---|---|
| **AERO70009 Computational Mechanics OR** | 2 | 3 | | |
| **AERO70015 Mathematics 3** | 2 | 3 | | |
| **AERO70032 Flow Instability and Transition OR** | 2 | 3 | | |
| **AERO70016 Orbital Mechanics (Space)** | 2 | 3 | | |

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

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

**Key:**

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

IH = Imperial Horizons

## Programme Summary (4th H415)

The below is a list of all the optional subjects currently offered. Students on the Spacecraft Engineering programme must select at least one of the remaining space modules this year. Note that all elective modules offered by the Aeronautics department have a 50% pass mark. In a given year, for reasons associated with timetabling, staff availability and course popularity, it will not be possible to offer all these options and restrictions will be placed on combinations of subjects which can be chosen as indicated below.

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

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

| Modules | Term Taught | Term Exam Held | Non-Examined Assessment | Credits |
|---|---|---|---|---|
| **Core** | | | | |
| **AERO70034 Individual Project** | 1,2,3 | C/W | | 35 |
| | | | | |
| **Optional Subjects – Five to be Chosen (at least one space elective)** | | | | **5 (x5)** |
| **AERO70007 Applied Computational Aerodynamics** | 1 | C/W | | |
| **AERO70020 Advanced Fluid Mechanics and Fluid Structure Interaction OR** | 1 | 2 | | |
| **AERO70010 Finite Elements** | 1 | 2 | | |
| **AERO70008 Computational Fluid Dynamics OR** | 1 | 2 | | |
| **AERO70002 Advanced Manufacturing** | 1 | 2 | | |
| **AERO70005 Aerothermodynamics of Launchers and Re-Entry Vehicles (Space) OR** | 1 | 2 | | |
| **AERO70014 Lightweight Structures** | 1 | 2 | | |
| **AERO70013 Turbulence and Turbulence Modelling OR AERO70018 Spacecraft Structures (Space)** | 1 | 2 | | |
| | 1 | 2 | | |
| **AERO70006 Application of Fluid Dynamics OR** | 1 | 2 | | |
| **ELEC97062 Optimisation** | 1 | 2 | | |
| **AERO70012 Innovation Management (Management/Business) OR** | 1 | 2 | | |
| **BS0852 Entrepreneurship Online (BPES Management/Business) OR** | 1 | 2 | | |
| **BUSI96011 Accounting Online (BPES Management/Business OR** | 1 | 2 | | |
| **BUSI96009 Corporate Finance Online (BPES Management/Business)OR** | 2 | 3 | | |
| **Imperial Horizons** | 1&2 | 2 | | |
| **AERO70003 Advanced Propulsion** | 2 | 3 | | |
| **AERO70004 Aeroelasticity** | 2 | 3 | | |

| | | | | |
|---|---|---|---|---|
| **AERO70011 High-Performance Computing** | 2 | C/W | | |
| **AERO70026 Artificial Intelligence for Aerospace Engineers** | 2 | 3 | | |
| **AERO70019 Spacecraft Systems (Space) OR**<br>**AERO70036 Systems Engineering for Unmanned Aerial Vehicles** | 2<br>2 | 3<br>3 | | |
| **AERO70009 Computational Mechanics OR**<br>**AERO70015 Mathematics 3** | 2<br>2 | 3<br>3 | | |

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

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

**Key:**

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

IH = Imperial Horizons

## Individual Project (4th H401/H411/H415/H420)

Detailed information about the available projects, the allocation process, the preparatory work and the assessment of the projects, is provided in a separate document. A briefing will take place at the end of your 3rd year of study. The allocation of projects will be completed at the start of your 4th year of study. As soon as you know your allocated project you should contact your supervisor to define a work plan and agree on a project timeline. For internal projects, you should plan your work keeping in mind the spread of workload required for other modules throughout the academic year.

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

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

🖥 https://bb.imperial.ac.uk/

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

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

## 9.    Assessment

> **You must attend all practical and laboratory sessions.**
>
> **These reinforce learning, give you hands-on experience, and may introduce concepts before you**

Throughout the degree programme, you will be given various assignments and assessments, in addition to lectures and practical classes. These will come in a variety of formats, for example: problem sheets, practical reports, design projects, and examinations. It is important that you complete all set work and attend all your timetabled learning activities, otherwise you risk disadvantaging yourself.

The breakdown of summative assessments is:

| | Part I | Part II | Part III | Part IV |
|---|---|---|---|---|
| Formal examinations: | 71% | 64% | 42%* | 42%* |
| Coursework: | 20% | 28% | 37%* | 35%* |
| Practical: | 9% | 8% | 21% | 23% |

* Figures provided for Parts III and IV may vary based on your selection of elective modules.

## Study Groups, Problem Classes, Tutorials & Practicals

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

> **Study groups, problem classes and tutorials are very important and it is essential that you attend.**
>
> **These sessions give you a chance to develop your knowledge and apply your understanding, as well as ask questions and discuss key concepts.**

For many of these classes, you will be assigned problem/tutorial sheets to attempt. Lecturers or teaching support staff may ask to see your answers, although the problems are not formally marked or assessed it is considered as non-examined assessment. It is very important to attempt the set material. Only by doing so will you be able to acquire the skills for using the module material, rather than learning facts. Completing problem/tutorial sheet exercises further provides you with an excellent source of feedback on your progress in a module. We monitor participation in these sessions, and students who consistently fail to attend will be brought to the attention of the Senior Tutor and the Director of Undergraduate Studies. Likewise, attendance at practical or laboratory sessions is compulsory. Attendance at practicals will be monitored, and students who fail to attend practicals regularly will be noted.

### Progress Tests

In addition to the problem classes, there will be a series of progress tests in some subjects which again are considered non-examined assessment. The purpose of these progress tests is to ensure that you are keeping up with the course of the programme. Whilst the progress tests do not contribute to your final degree result, poor performance in a test will be considered very carefully by the Senior Tutor and/or the Director of Undergraduate Studies.

### Monitoring of Non-Examined Assessments

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

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

## Coursework Summary

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

Failure to complete coursework can lead to failure of the year. Some work will be formally assessed and consequently contribute to your final mark for the year and consequently for the whole degree programme.

**Late work will be penalised as per the table below and this will be rigidly adhered to.** For further details, please consult the 'Late Submission Policy' in Section 10 of this handbook.

| Days/Hours Late | Penalty |
|---|---|
| 1 (up to 24 hours after the assessment deadline) | Capped at the pass mark |
| 2 (more than 24 hours after the assessment deadline) | Mark of zero awarded |

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

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

Coursework must be your own work and not copied, or plagiarised, from others. Remember while discussing your work with peers is fine, collaborating on the completion of an individual coursework and submitting that work as entirely your own is a form of plagiarism, known as collusion. Blackboard has a plagiarism detector called Turnitin which we use for some coursework submissions.  For more information on plagiarism, please see the 'Plagiarism'  information in Section 3 of this handbook.

## Coursework Extensions

Ongoing serious illness or serious personal problems may sometimes prevent you from completing a coursework on time. In such cases the Senior Tutor may **occasionally** allow an extension but the following problems are not acceptable reasons for an extension and will be refused:
- Loss of data due to lack of back-up files.
- Minor illness/equipment problems during a long project.
- Congestion of work due to poor planning of your time.  Coursework and examination periods information is issued for all modules by the Department or other IC Departments at the start of term or at the start of the module.  Extensions are not granted for conflict of submission dates or examination dates between modules run by the Department and other IC Departments i.e. Imperial Horizons, Business School, IDX Modules etc.
- Printer problems (plan printing your report several hours before hand-in time and make sure you have a backup printer).

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

⌨ https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Forms.aspx?web=1

## Exams

We recognise that examinations are a stressful experience. There are lots of resources in place to support you during this time. Please refer to Section 11 – 'Well-being and Advice' for a list of places where you can find help and support. Also, make sure you have a look at the following College resources, which have been written to help students succeed in their studies and examinations:

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

If you do have problems before or during the examinations, please contact the Undergraduate Office and the Senior Tutor and let us know, so we can try and support you. You may wish to apply for mitigating circumstances (find out more in Section 10 – 'Mitigating Circumstances').

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

- Module assessments are taken in four parts (years) and are divided into coursework and formal examinations. Project work forms a significant part of Parts III & IV. All formal examinations held in this department follow College regulations.
- Note that under the Regulations for Taught Programmes of Study (10.17-10.20), a student who fails a module may, subject to limitations relating to the maximum number of attempts, maximum number of resit credits and maximum period of registration, be offered at least one further attempt at passing the module.
- Once students have passed an examination they are not allowed to take it again if they have obtained a poor mark (unless students have to repeat the year or failed module).  Exams already passed cannot be taken again just to improve grades.
- For the 2021-22 academic year January 2022 exams will be conducted remotely and will be

open book. Exams held in Summer 2022 have yet to be confirmed if they are to be held remotely or on campus.

## Additional Exam Arrangements in Respect of Disability

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

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

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

## Exams Scheduling

**For 2021-22 all Autumn term and early Spring term examinations will be held remotely.**

For all our exam sessions we have to wait until the Business School and IDX Departments set their exam dates. For the January exams we hope to have the timetable finalised by the end of October and for Summer exams early February.

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

💻 https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Examinations.aspx?web=1

### Spring Term Weeks 15-16: Monday 10th January to Friday 21st January 2022

**First Year**
AERO40005 Materials 1
AERO40007 Mechanics

**Second Year**
AERO50001 Aerodynamics 2
AERO50005 Materials 2
AERO50008 Structures 2

**Third and Fourth Year**
AERO60001 Aerodynamics 3
AERO60008 Structures 3
AERO70002 / 96020 Advanced Manufacturing
AERO70005 / 97011 Aerothermodynamics of Launchers and Re-Entry Vehicles
AERO70008 / 96014 Computational Fluid Dynamics
AERO70010 Finite Elements
AERO70012 / 96019 Innovation Management
AERO70013 / 96013 Turbulence and Turbulence Modelling
AERO70014 / 97078 Lightweight Structures
AERO70018 / 96023 Spacecraft Structures
AERO70020 / 97077 Advanced Fluid Mechanics and Fluid Structure Interaction
AERO97006 Applications of Fluid Dynamics (IDX)
AERO97007 Structural Dynamics
BUSI96010 Entrepreneurship Online
BUSI96011 Accounting Online

### Summer Term Weeks 31-32: Monday 2nd May to Friday 13th May 2022

**First Year**
AERO40001 Aerodynamics 1
AERO40002 Introduction to Aerospace
AERO40006 Mathematics 1

AERO40008 Structures 1
AERO40009 Thermodynamics and Heat Transfer

**Second Year**
AERO50002 Flight Dynamics and Control
AERO50006 Mathematics 2
AERO50007 Mechatronics
AERO50009 Propulsion and Turbomachinery

**Third and Fourth Year**
AERO60007 / 96002 Control Systems
AERO70003 / 96016 Advanced Propulsion
AERO70009 / 96015 Computational Mechanics
AERO70015 / 96012 Mathematics 3
AERO70016 / 97079 Orbital Mechanics
AERO70019 / 96022 Spacecraft Systems
AERO70032 / 97082 Flow Instability and Transition
AERO70036 / 97080 Systems Engineering for Unmanned Aerial Vehicles
BUSI96009 Corporate Finance Online
ELEC97062 Optimisation (IDX)

## Resits: Monday 22nd August to Friday 2nd September 2022

Timetable will be issued mid-July and this cannot be changed once set.

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

## Access to Past Examination Papers and Examination Reports
According to the Registry guidelines, past examination papers and model answers should be available to students for a minimum of two years for all modules. The department decided to provide our students with at least the past four years' exam papers unless the module syllabus is changed/not applicable to the current course. Students are reminded that completing past paper exercises alone is not going to be sufficient preparation for the exams. The past papers and examination reports are available on our current student portal on SharePoint.

💻   https://imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Examinations.aspx?web=1.

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

**Students who have religious obligations are therefore asked to inform the Senior Tutor and the Undergraduate Office Manager (who deals with the exam timetables) at the start of the academic year in the first couple of weeks of term of their obligations, note all requests are checked with the relevant faith to see if work on those days is permitted or not. Whilst exam periods cannot be changed your Undergraduate Office Manager may be able to schedule your exams to avoid any clash.**

If you fail to notify us before the exam timetable has been released, then we are unable to change.

Where it is not possible to resolve a clash or you failed to notify us before the exam timetable has been released then please discuss with the Senior Tutor who will listen to your situation and discuss potential solutions with you, although it will not always be possible to find a solution.

You can find out more about exams and religious obligations at:
💻   http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/.

## Release of January Examination Results

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

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

- These are preliminary results that we are releasing for your information only; they are not necessarily the final results. Hence they are not binding and cannot be appealed against.
- These are exam results only (i.e. they do not include any coursework component).
- Following college regulations and procedures, academics and the Undergraduate Office do not and will not have access to the scripts until after the final examiners meeting; hence you should not contact members of staff to discuss your results.
- The goal of providing you these preliminary results is to give you our best estimate of what your marks will be. Therefore, for exams which correspond to an entire module, if any moderation was needed, it would have been completed before results were released.
- Results will only be released for courses run by the Aeronautics department; any results for service teaching courses (such as business school, IDX, Horizons) will not be included as the decision to release marks for their January exams is entirely up to them.

## Release of Results following Exam Board

The Examiners' Board for Aeronautical Engineering meets to consider the results of the examinations on **Thursday 14th July 2022** and results will be released to students only via student e-service hopefully within one week.

Students who have failed to pass one or more modules on the first assessment opportunity will be emailed by the Senior Tutor or Examinations Officer with an individual letter, setting out possible courses of action within one week of the examiner's board.

Registry will email you when the official results are released on MyImperial. Please refer to the Registry website below for information on the exam results process including how to obtain formal confirmation of your results and/or degree certificates in the case of graduating students.

    http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exam-results/

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

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

    http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/appeals/

## Re-Assessment Opportunities

- Re-assessment opportunities for modules not passed on the first attempt are **offered only at the discretion of the Board of Examiners**. Failure in any of your exams therefore does not automatically mean you will be offered resits. Students will be informed shortly after the Final Examiner's Meeting if they have been offered a resit. Resits are not available to Exchange/Erasmus students.

- Re-assessments will be conducted remotely for the 2021-22 academic year and will be held as per the information in the Examinations Year Schedule section above. The examinations timetable for re-assessments will be issued mid-end July and this cannot be changed once set.

- Re-assessment results are submitted to Registry who will email you when the official results are released on-line. As the Department has to submit ALL student results in one file the Undergraduate Office will also email you individually as soon as they are aware whether or not you

have proceeded to the next year (individual marks will not be given) as the timescale is quite tight before the start of term **(note these results are 'unofficial' and are subject to Registry approval and the Department will not be responsible for any errors made in issuing these 'unofficial' results)**.  Please do not ring/email the Undergraduate Office for these 'unofficial' results but wait until you are emailed by us.

## Scheme for the Award of Honours

The Department of Aeronautics offers five courses leading to an MEng degree. In all of them, some amount of time may be spent outside the Department.  In the final year those taking the H401, H411, H415 or H420 programmes may undertake a four-month project in industry or a research institution in the UK or overseas.  On the H410 'Year Abroad' course students spend the whole of the fourth year abroad at an approved university in their chosen country and will complete their project at the host institution.

i)   Weighting of marks from successive years.
     The award of a degree is based on the work of all four years. Marks are given the weightings of 7.5% for part 1, 20% for part 2, and 36.25% for each of part 3 and 4.

     Students are awarded credit for the 4th year of the H411 and H420 5-year programmes, however this year is not considered in calculating students' degree average.

ii)  Pass criteria.
     Candidates must pass ALL modules in each part of the programme before proceeding to the next.

     **Parts I, II & III**
     The module pass criteria, which must be satisfied are:

                    module aggregate for core modules  -  40%,

                    module aggregate for Level 6 elective modules*  -  40%.

                    module aggregate for Level 7 elective modules*  -  50%.

     Modules may further have individual "must-pass" assessments. Full information is available in

     the module descriptors.

     Additionally for the H410 and H411 Year Abroad programmes, an Upper Second Class standard must be achieved in Parts I through III, together with a satisfactory standard in the appropriate language in order to progress to the third year, which is the year spent abroad. A student who satisfies the pass criteria but fails to meet these additional requirements will be transferred to the H401 programme.

     **Part IV**
     The module pass criteria which must be satisfied are:
                    module aggregate for Level 6 elective modules*  -  40%,

                    module aggregate for Level 7 elective modules*  -  50%,

                    for the individual project - 50% .

     *Note that all elective modules offered by the Aeronautics Department are Level 7.

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

                    First Class ≥ 70%

                    Second Class (Upper) ≥ 60%, < 70%

                    Second Class (Lower) ≥ 50%, < 60%

                    Third Class ≥ 40%, < 50%

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

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

All candidates who pass Part IV will be awarded an honours degree and the classifications are based on the four year total.

## Failures in Studies

All decisions on student failures are taken during the Examiners Meeting at the end of the academic year and are confirmed by the Head of Department (also the Chair of the Exam Board).

- Students having failed to achieve a pass on 15 ECTS credits or less will normally be offered a re-assessment opportunity for the failed modules. Having passed the failed modules following re-assessment, the overall module mark will be capped at the pass mark and students will be allowed to progress to the next year of studies.
- Students who fail to pass a module following a re-assessment will normally have the possibility to repeat the year in attendance, which involves retaking ALL modules.
- Students who fail more than 15 ECTS and up to 30 ECTS credits will normally be required to repeat the year in attendance, which involves retaking ALL modules
- Students failing more than 30 ECTS in any year will typically be required to withdraw from the programme.

Re-assessment opportunities will be normally offered for the examined component of modules only. **For this reason it is very important to submit all required coursework..**

## Exit Awards

Students who fail to achieve sufficient credits to gain the award for which they have registered and choose to leave their programme of study, or are excluded on academic grounds, or have reached the maximum  period  of  registration, or for good cause as determined by the Examination Board, and have achieved sufficient credits will typically be recommended by the Examination Board for a lower (exit) award.

Students may exit with a

- Certificate of Higher Education (CertHE) having completed the first year;
- Diploma of Higher Education (DipHE) having completed the second year; or
- Ordinary Bachelor's Degree (BEng) having passed core modules worth at least 30 ECTS in the third year.

There is no provision for an Honours Bachelors Degree (BEng Hons).

## 10.    College Policies and Procedures

## Regulations for Students

All registered students of the College are subject to the College Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

🖥    www.imperial.ac.uk/about/governance/academic-governance/regulations

🖥    www.imperial.ac.uk/students/terms-and-conditions

## Academic Feedback Policy

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

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

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

Please note that your examination scripts once completed are belong to the College under the GDPR legislation. Please see the College GDPR webpages for further information at:

💻 www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2---exam-records/

## Provisional Marks Guidance

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

💻 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf

## Late Submission Policy

You are responsible for ensuring that you submit your coursework assessments in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (a cap at the pass mark, or it is classed as a fail). Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

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

## Mitigating Circumstances

During your studies you may be affected by sudden or unforeseen circumstances. You should always contact your personal tutor for advice and support. If this happens at the time of, or immediately preceding your assessments you may be able to make a claim for mitigating circumstances. If successful this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded, only to take your claim into account making decisions.

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Details of the College's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

Through the procedure you may also be able to request an extension deadline to some forms of assessment. Wherever possible it is expected that this is used as it will enable to you complete your studies within the same College year (rather than over the summer holiday or in the next year).

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

Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with Additional Examination Arrangements. More details can be found at: https://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/

## Academic Misconduct Policy and Procedures

As has been highlighted under the Academic Integrity section, it is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College's Misconduct Policy and Procedures.

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

## Unsatisfactory Progress

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

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. Our Board of Examiners will look at patterns of lateness of coursework submission and lecture, tutorial and lab attendance over all terms when deciding which of the above outcomes is applicable. The Board of Examiners is not bound by the preliminary rulings of the Mitigating Circumstances Committee when reaching its final decision.

The College has a process to identify and support students by reaffirming these expectations with an action plan. The full details of this process, and the appeals procedure relating to it can be found at:

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

## Academic Appeals Procedure

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

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

## Arithmetic Marks Check

If you consider that there may have been an error in the adding up of your marks, you may request an arithmetic mark check from your Department Undergraduate Office on ae.office@imperial.ac.uk. Please note that this must be requested within 10 working days of the official notification of your results from the Results team in Registry. You may not request a marks check for a previous year of study.

## Student Complaints

The College strives to ensure that all students are well supported in their studies and receive a good experience of their programme and the wider College activities. If you feel that your experience has not lived up to these expectations the College has an agreed Students Complaints process through which your concern can be investigated and considered.

If you have any concerns about your experience at the College and have been unable to address these informally, you should contact Student Complaints who can provide advice about what is the appropriate way to seek to resolve this at:

✉ student.complaints@imperial.ac.uk

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

## Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

💻 www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

## Interruption or Withdrawal from Studies

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

💻 http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/changes-to-registration-status/

## Intellectual Property Rights Policy

For further guidance on the College's Intellectual Property Rights Policy is available on the College website:

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

Further information about the Imperial Enterprise Lab can be found at:

💻 www.imperial.ac.uk/students/enterprising-students/
💻 www.imperialenterpriselab.com/support/experts-in-residence

## Use of IT Facilities

View the Conditions of Use of IT Facilities:

💻 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/

## General Data Protection Regulation (GDPR)

All staff and students who work with personal data are responsible for complying with GDPR. The College will provide support and guidance but you do have a personal responsibility to comply.

In line with the above please see the College's privacy notice for students which form part of the terms and conditions of registration with the College.

💻 https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notices/

## English language requirement

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

See the Admissions website for details:

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

For information on English language support available while you're here, see the English language support section on the International Students website:

💻 https://www.imperial.ac.uk/students/new-students/international-students/

## Working when studying

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

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

If you are here on a Tier 4/Student Route visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your Personal Tutor. If you are on a Tier 4/Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

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

The College's examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work.  Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.


## 11.    Well-being Support and Advice

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

## Personal Tutor

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

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

## Senior Tutor

Your Senior Tutor has overall responsibility for the academic and pastoral care as well as maintaining discipline for the undergraduate students. Full details on the role of Senior Tutor are available at: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/qa/public/good-practice/roles-and-responsibilities/01.-Senior-UG-and-PG-Tutor.pdf

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

We have two Senior Tutors, Dr Siti Shamsuddin (Years 1,2) and Dr Yongyun Hwang (Years 3,4,5) and all email enquiries are to be sent to the Senior Tutor email account aero.seniortutor@imperial.ac.uk. All other contact details can be found in Section 1 – Key Department Academic Contacts.

## Departmental Disability Officers

Departmental Disability Officers are the first point of contact in your department for issues around disability. They can apply for additional exam arrangements on your behalf and will facilitate support within your department.

Your Departmental Disability Officer is: Dr Oliver Buxton, o.buxton@imperial.ac.uk.All other contact details can be found in Section 1 – Key Department Academic Contacts.

More information on Departmental Disability Officers is available at:

📖 www.imperial.ac.uk/disability-advisory-service/support/ddos

More information about how to request additional arrangements for exams in your Department if you have a disability is available at:

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

## Departmental Student Wellbeing Adviser

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

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

More information about the departmental student wellbeing support is available at

📖 https://www.imperial.ac.uk/aeronautics/study/ug/student-wellbeing/

## Mums and Dads scheme

Imperial College Union's 'Mums and Dads' scheme matches first years with returning students in your department to help you tap into their experience and find peer support available from existing students.

📖 www.imperialcollegeunion.org/mums-dads

## In your hall of residence

If you're staying in College accommodation you will have access to a range of support within your hall.

All halls have a Hall Warden team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves.

They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. Your rent includes a contribution towards your halls activity fund.

The team includes returning students, known as Hall Seniors, who can offer first-hand advice about making the most of life at Imperial.

Each hall also has a Hall Supervisor or a Reception team who oversee the day-to-day running of the residence. So, if you have any enquiries or want to report a maintenance issue there are people on hand to help you.

Your health, safety and wellbeing are our top priority in halls of residence. We have made a number of changes in response to COVID-19, so that we can ensure our residents are safe, secure and comfortable and can comfortably adhere to social distancing guidelines. This will include staggered arrival times, clear self-isolation procedures, and amendments to corridor and communal space usage.

More information and the latest guidance around accommodation can be found at:

📖 www.imperial.ac.uk/study/campus-life/accommodation

## Your Union

All Imperial students automatically become members of Imperial College Union when they register at the College. The Union provides a range of independent support.

### Imperial College Union Advice Centre

The Union's advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

🖥 www.imperialcollegeunion.org/advice

**Student representatives**
Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

If you have any feedback about issues in your department relating to academic or wellbeing issues, you can speak to one of your student representatives.
🖥 www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

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

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

## Student Hub

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

## Student Support Zone

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

## Useful support contacts

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

**Imperial College Health Centre**

📍 40 Prince's Gardens, South Kensington Campus

📞 020 7584 6301

✉ imperialcollege.hc@nhs.net

🖥 www.imperialcollegehealthcentre.co.uk

**Imperial College Dental Centre**

📍 Prince's Gardens, South Kensington Campus

📞 020 7589 6623

🖥 www.imperialcollegedental.co.uk

**Student Counselling and Mental Health Advice Service**

📞 020 7594 9637

✉ counselling@imperial.ac.uk

💻 www.imperial.ac.uk/counselling


**Multi-Faith Chaplaincy Service**

📍 Chemistry Building, South Kensington Campus

✉ chaplaincy@imperial.ac.uk

💻 www.imperial.ac.uk/chaplaincy


**Disability Advisory Service**

📍 Room 566, Level 5, Sherfield Building, South Kensington Campus

📞 020 7594 9755

✉ disabilities@imperial.ac.uk

💻 www.imperial.ac.uk/disability-advisory-service

**International students' support**

Centre for Academic English

📍 Level 3, Sherfield Building, South Kensington Campus

✉ english@imperial.ac.uk

💻 www.imperial.ac.uk/academic-english


**International Student Support team**

📞 020 7594 8040

💻 www.imperial.ac.uk/study/international-students


**Careers**

Careers Service

📍 Level 5, Sherfield Building, South Kensington Campus

📞 020 7594 8024

✉ careers@imperial.ac.uk

💻 www.imperial.ac.uk/careers


**ICT and software**

ICT Service Desk

📍 Central Library, South Kensington Campus

📞 020 7594 9000

💻 www.imperial.ac.uk/ict/service-desk

Software shop

💻 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/

## 12. Health and Safety

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world's leading researchers of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

You will be required to follow the safety requirements put in place on campus and in all College buildings (including halls) to ensure we keep the campuses and the Imperial community safe and to mitigate the impact of the pandemic, particularly in our ability to deliver your degree programme and to offer you a full student experience.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:
💻 www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

The College's Health and Safety Policy can be found at:
💻 www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

### The College Safety Department
The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College's activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

💻 www.imperial.ac.uk/safety

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

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

**Your Departmental safety contact(s) is/are:**

*Safety Officer*
Dr Nigel MacCarthy
Tel: +44 (0)20 7594 5043
Email: n.maccarthy@imperial.ac.uk

*COSHH assessor and display screen (DSE) assessor*
Mr Roland Hutchins
Tel: +44 (0)20 7594 5060
Email: r.hutchins@imperial.ac.uk

You will be required to complete inductions and attend training sessions to safely complete this course if you are going to do experiments in the Department, full details on our website above.

## SafeZone

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

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

🖥 https://www.imperial.ac.uk/estates-facilities/security/safezone/

## Occupational Health Requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

🖥 www.imperial.ac.uk/occupational-health

## Smoke-Free Policy

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

🖥 www.imperial.ac.uk/smoke-free

## 13.    Student Administration

The Student Administration Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.

The Student Administration Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

**Student Records**

📞 +44 (0)20 7594 7268

✉ student.records@imperial.ac.uk

**Degree Certificates**

📞 +44 (0)20 7594 7267

✉ certificates@imperial.ac.uk

For other Registry Teams information please refer to the link below.

🖥 https://www.imperial.ac.uk/admin-services/registry/contacts/registry-teams/

## 14.    Work-life Balance

The pace and intensity of study at Imperial can be demanding so it's important to find time for outside interests.

### Imperial College Union

The Union's range of 360+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

🖥 www.imperialcollegeunion.org/about-us

### Move Imperial

Imperial College has a wide range of sports and activities on offer that cater for all standards and abilities. We have a recreational activity offer, competitive sports teams and an elite sport programme. We are dedicated to ensuring we have a diverse, inclusive and exciting offer for all.

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

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

More information about Imperial student memberships and updates to our services can be found at:

🖥 www.imperial.ac.uk/ethos/memberships/students

🖥 www.imperial.ac.uk/sport

We have a huge collection of online resources, home workout videos, healthy recipes and playlists available to all as part of our MoveFromHome campaign, more information can be found at:

🖥 www.imperial.ac.uk/sport/movefromhome

## 15.    Student Feedback and Representation

### Feedback from Students

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

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

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

### Student representation

Student Academic and Wellbeing Representatives are recruited from every department to gather feedback from students to discuss with staff. More information about the role, and instructions on how to become an academic or wellbeing representative, and the election process are available on the Imperial College Union (ICU) website.

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

In Aeronautics two academic representatives are elected for each year which are led by the Department Academic Representative as well as one wellbeing representative for each year which are led by the Departmental Wellbeing Representative.

## Staff-Student Committee (SSC)

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback

The Senior Tutors oversee the Staff-Student Committee and will issue clear guidelines/requirements for the student representatives once elected.

There are two meetings scheduled in the Autumn term and three in the Spring term (Fridays 12-1 in Weeks 6,10,18,21,24).  These are subject to change as are dependent on whether students have any issues to be discussed.  Similarly, students can request additional meetings if required.

## 16.    Student Surveys

Your feedback is important to your department, the College and Imperial College Union.

Whilst there are a variety of ways to give your feedback on your Imperial experience, the following College-wide surveys give you regular opportunities to make your voice heard:

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

**The UG SOLE module survey** runs at the end of the autumn, spring and summer terms. This survey is your chance to tell us about the modules you have attended. There is also the opportunity for you to tell us about your **BPES** and **Horizon** modules.

The **Student Experience Survey (SES)** is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover a range of College services and on the Imperial College Union."

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

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

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

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

www.imperialcollegeunion.org/you-said-we-did

The Union's response to surveys can be found here:

www.imperialcollegeunion.org/your-union/your-representatives/responses

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

📔 www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/

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

✉ surveys.registrysupport@imperial.ac.uk

## 17.    Alumni Services and Opportunities for Further Study

### Alumni Services

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

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

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

📔 www.imperial.ac.uk/alumni

### Opportunities for Further Study

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

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

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