Department of Aeronautics

H41E Erasmus Student Handbook
2016-2017
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PLEASE ALSO REFER TO SECTIONS INDICATED BELOW IN OUR “UNDERGRADUATE STUDENT HANDBOOK MENG DEGREE” WHICH CAN BE FOUND AT http://www.imperial.ac.uk/engineering/departments/aeronautics/study/ug/current-students/

4. Senior Tutor Information for Students

6. Notes on the Examinations
1. Introduction

Welcome to the Aeronautics Department at Imperial College. In this handbook you will find much information on your programme and you are expected to read this carefully and will be your first point of reference for any queries. This handbook is continually being updated so always check for the latest version online.

Other essential information for your programme as well as facilities and services provided by both the Department and the College can be found on the links below.

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


c. Student Portal on SharePoint: Here you will find information on past exam papers, exam reports, past projects etc https://share.imperial.ac.uk/foe/Aero/student-portal/SitePages/Home.aspx.

d. Departmental Student System (DSS): This is the departmental and College official register for the modules you are enrolled on for credit http://www3.imperial.ac.uk/dss.

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

f. College Website for New Students: New students should refer to this website but is also a useful resource for current students http://www3.imperial.ac.uk/students/newstudents.

g. 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/students/current/teaching-spaces/
http://www3.imperial.ac.uk/campusinfo/southkensington

h. 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-resources/resources-and-services/microsoft-office-365/.

Most of our teaching will not take place in the Aeronautics Department but in the new shared space in the Skempton and City and Guilds Buildings (see above link for building and room locations) where we will be eventually moving to in October 2017 though some of your workshop events such as laboratories or applications exercises will be conducted in the Aeronautics Buildings (RODH and ACEX).

As background for new students, in 2008 the College embarked on a major redevelopment of the South-East Quadrant (SEQ) of the South Kensington campus in the City and Guild (CAGB) and Skempton Buildings (SKEM). The SEQ and subsequent Aeronautics and Mechanical Engineering Project (AMP) represent a major investment by the College in engineering departments, with the colocation of Aeronautics with Civil Engineering and Mechanical Engineering a prime driver for this funding. This AMP project is ongoing and concludes in the Spring of 2017, with the completion of the refurbishment of the City and Guilds Building (CAGB) and then the full relocation of Aeronautics to the SEQ completed by October 2017.
2. Department and College Contacts

2.1 Teaching Office
Your first point of contact in the Department for all enquiries will be the Teaching Office (RODH 263) during opening hours as stated below. This office is led by the Senior Undergraduate Administrator Miss Jackie O’Neill and supported by two Teaching Administrators, Mrs Jie Du and Mrs Shirin Yoosoofsah.

Teaching Office contact telephone numbers are: +44 (0)20 7594 5100 or 5102. Opening hours are 9.30-4.30pm Mon, Tue, Thu, Fri and 9.30-12.30pm Wed.

Outside of these hours if you have any urgent enquiries e.g. lecturer/lab demonstrator has not turned up, paper needed for computer room/photocopiers or medical emergency then please come in if office is open.

Email Enquiries to Teaching Office Instructions
Please follow the instructions below exactly as failure to do so will result in a lengthy process or no response to your query.

- All email enquiries must be sent to ae.office@imperial.ac.uk and not to individual office staff personal emails.
- All email enquiries must come from College email accounts and state student’s full name, CID number, programme and year.

2.2 Erasmus Co-ordinator
Your initial contact with the academic staff of this Department will be through the Erasmus Co-ordinator (Dr Kevin Gouder, Room 148A Roderic Hill, tel: +44 (0)20 7594 5141; email: kevin.gouder04@imperial.ac.uk). He will in effect be your personal tutor and will be happy to see you at any convenient time to offer advice on any personal or academic problems you may have.

2.3 Student Placement Office, Registry
The Student Placement Office is your source of advice and assistance on all matters related to the hosting of students on placement across the College (including all registration issues, fees, bursaries, accommodation, English language requirements etc).

Assistant Registrar Placement Officer: Adrian Hawksworth a.hawksworth@imperial.ac.uk, tel +44(0)20 7594 8044
For further information please see http://www.imperial.ac.uk/placements/

2.4 International Office
The International Office at Imperial College deals with all students from outside the UK who wish to study here. They provide a top-class level of support whenever you may need it – before arrival, during your studies and when you move on. Areas of support they provide are:

- Preparing international students for Imperial
- Providing visa and immigration advice and services
- Provide you with assistance throughout your studies

For further information and contact details please see http://www.imperial.ac.uk/study/international-students/

2.5 Aeronautics Staff
Opposite the main entrance door 263 to the Teaching Office (to the left of entrance) you will find our Academic and Support Staff noticeboards to assist you in identifying key staff in the Department. For further details on how to contact academic/administrative/technical staff please go to http://www3.imperial.ac.uk/aeronautics/people
3. The Course

3.1 The Imperial College International Diploma (ICID)
Every year the Imperial College International Diploma (ICID) is awarded to all visiting exchange students who complete and pass a course of study broadly equivalent (not all courses offered on exchange programme) to the final year of our H410 M.Eng degree course.

To qualify for the ICID candidates must normally achieve an overall average of 50% across all modules (all those offered by Aeronautics or modules you have taken separately in other Departments for credit), obtain a minimum of 45% on the project you are required to undertake (about 200 hours) and must pass at least 60 ECTS in total (modules and project). Projects information will be issued to you at the start of term.

If your course selection satisfies the above requirements then you will be automatically considered for the award of the ICID diploma.

3.2 Project
Detailed information about the available projects this year, the allocation process, the preparatory work and the assessment of the projects, is provided in a separate document. As soon as you know your allocated project you should begin any recommended preparatory reading and start preparing your work plan in consultation with your supervisor. The submission deadline for the final year report is given in the submission schedule which is included in this pack.

The project will occupy about 200 hours. There will be some time available for completion of the project after your final set of examinations which will be held at the start of the Summer term. You should note however, that it may not be possible for you to leave all of your project work until after the examinations. For example, for some projects it may be necessary to have equipment and specimens manufactured in the workshops; for others there may be limited availability of test facilities (eg. wind tunnels, tensile test machines etc.). You should discuss your work programme with your project supervisor early in the Autumn term.

3.3 Course Summary
The table below lists all the optional subjects currently offered for students on the Erasmus/Exchange programme (revised annually) by the Aeronautics Department. Entirely up to your Home Institute as to what options you undertake from those offered.

In a given year, for reasons associated with timetabling, staff availability and course popularity, it may not be possible to offer all these options and restrictions may be placed on combinations of subjects. Terms may be subject to alteration.

You can only select ONE of the options where the courses have the same Parallel Code as they are scheduled at the same time.
<table>
<thead>
<tr>
<th>Module</th>
<th>Term</th>
<th>Lecture Hours</th>
<th>ECTS</th>
<th>Parallel Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AE3-408 Materials in Action OR AE3-412 Introduction to Turbulence and Turbulence Modelling</td>
<td>Aut</td>
<td>20</td>
<td>5</td>
<td>4</td>
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<tr>
<td>AE3-403 Aerospace Vehicle Design</td>
<td>Aut</td>
<td>24</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>AE3-406 Airframe Design</td>
<td>Aut</td>
<td>20</td>
<td>6</td>
<td></td>
</tr>
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<td>AE3-414 Computational Fluid Dynamics</td>
<td>Aut</td>
<td>20</td>
<td>5</td>
<td></td>
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<tr>
<td>AE3-415 Computational Mechanics</td>
<td>Aut</td>
<td>20</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>AE4-401 Applications of Fluid Dynamics OR EE4-29 Optimisation (IDX Option) OR ME3-hDNVC Design-led Innovation and New Venture Creation (IDX Option)</td>
<td>Aut</td>
<td>20</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>AE4-404 Wing Design</td>
<td>Aut</td>
<td>20</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>AE3-420 Innovation Management OR BS0806 Entrepreneurship Business Plan Competition</td>
<td>Aut</td>
<td>20</td>
<td>5</td>
<td>2</td>
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<tr>
<td>Language (Horizons) OR Non-Language (Horizons)</td>
<td>Aut</td>
<td>See website</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>BS0821 Project Management OR BS0808 Finance and Financial Management</td>
<td>Spr</td>
<td>20</td>
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<td>5</td>
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<td>AE3-402 Separated Flows and Fluid-Structure Interaction</td>
<td>Spr</td>
<td>20</td>
<td>5</td>
<td></td>
</tr>
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<td>AE3-410 Mathematics</td>
<td>Spr</td>
<td>20</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>AE4-406 Individual Project</td>
<td>Sum</td>
<td>N/A</td>
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</table>

3.4 Course Assessment Information

The table briefly outlines the forms of examined and non-examined assessment for each course. For full details on both these types of assessment please login and click on relevant course on DSS ([www.imperial.ac.uk/dss](http://www.imperial.ac.uk/dss)) or you can access the course descriptors via DSS portal on department web page at [http://www.imperial.ac.uk/aeronautics/study/ug/current-students/modules/](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/modules/).

For service teaching courses such as Business for Professional Engineers and Scientists (BPES), IDX, please refer to the information on DSS ([www.imperial.ac.uk/dss](http://www.imperial.ac.uk/dss)).

For Horizons (Language and Non-Language) courses please see [www.imperial.ac.uk/Horizons](http://www.imperial.ac.uk/Horizons).

Further information can also be found in the MEng Student Handbook.

3.5 Examined Coursework Submission/Feedback/Marks Deadlines

Submission of all labs/coursework is via Blackboard Learn. Dates may be subject to change. Submission and feedback deadlines can be found on the [current_students_website](http://www.imperial.ac.uk/aeronautics/study/ug/current-students/modules/). BPES/IDX/Humanities Departments administer their courses so follow any instructions given by them. **All submissions are individual unless otherwise stated.**

3.6 Taking Courses in Other Departments

You may take courses in other Imperial College departments apart from those listed in the modules offered to you from the Aeronautics Department above (you would need to contact the relevant departments directly to make arrangement if you wish to do other courses as we do not liaise for you) as per the Erasmus learning agreement. **However these are subject to administrative restrictions i.e. we would not be able to accommodate for these on your timetable and you would have to ensure that they do not clash with the timetabled courses you have selected in Aeronautics. Also we cannot guarantee there will not be an examination scheduling clash between our exams and those of courses taken in other departments which are not offered by us.**
You are also required to inform the Teaching/General Office in Aeronautics if you are taking courses in other Departments as soon as you have received confirmation you are registered to ensure they receive your results.

If at any time you drop any course you must inform the Teaching Office immediately. Failure to notify us will result in zero marks on your official transcript which will not be removed.

3.7 Choice of Options
You selected your options earlier this year and there is very little scope to change either your Autumn or Spring term choices now but please discuss with Ms Jackie O’Neill in the Teaching Office before Friday 14th October 2016 (no changes are permitted after this).

3.8 Tutorials
Tutorial/example/surgery classes are arranged for all examined lecture courses. The importance of regular attendance at these classes cannot be stressed too strongly; they are your main opportunity to discuss academic difficulties with your tutor. You should note that there is a strong correlation between attendance at these classes and performance in the examinations.

There are personal tutorial sessions scheduled across the Autumn and Spring terms. The Year Abroad Coordinator retains a close interest in your general progress and, as in previous years, he will be happy to see you at any mutually convenient time to discuss academic or personal problems you may have.

3.9 Size Limits for Coursework Reports
Refer to the guidance notes issued for each coursework assignment.

3.10 Examinations Location
We have two examination sessions. The first examination session takes place during the first two weeks of the Spring Term (January) and the second examination session takes place during the first two weeks of the Summer Term (April/May). Exams will only take place during this period and will only take place at Imperial College. If your ERASMUS agreement ends before either of these examination sessions then students are required to return to take them. You will not be allowed to take our examinations at your home institutes.