Contents

Welcome to the College........................................................................................................... 5
Our Principles.......................................................................................................................... 6
Welcome from the Graduate School....................................................................................... 7
The Graduate School ............................................................................................................ 8
Welcome from the Graduate Students’ Union (GSU).......................................................... 9
1. Introduction to the Department ......................................................................................... 10
   Welcome from your Course Director – Dr Rob Hewson ..................................................... 10
   Departmental Contacts – Programme Administrator ......................................................... 11
   Departmental Contacts – Course Director ......................................................................... 11
   Departmental Contacts – PG Tutor .................................................................................... 11
   Aeronautics Staff ............................................................................................................... 11
   Communications ............................................................................................................... 11
   Study/Breakout Space ....................................................................................................... 12
   Sharepoint –Student Portal ............................................................................................. 12
   Panopto ................................................................................................................................ 12
   Seminars ............................................................................................................................. 13
   Student’s Obligations ......................................................................................................... 13
   Lecturer Attendance ......................................................................................................... 13
   Transfers/Interruptions of Study/Withdrawals .................................................................. 13
   Attendance and absence ..................................................................................................... 14
   English language requirement ........................................................................................... 14
   Imperial Mobile app .......................................................................................................... 14
   Imperial Success Guide ..................................................................................................... 14
2. Key Dates .......................................................................................................................... 15
3. Programme Information ................................................................................................... 16
   Overview of the Programme ............................................................................................... 16
   Accreditation/Professional Membership ............................................................................. 16
   General Status and Scope ................................................................................................... 16
   Requirements of the Course ............................................................................................... 16
   Modules ............................................................................................................................... 16
   Module Information ............................................................................................................ 16
   Module Registration .......................................................................................................... 18
   Dropping Modules ............................................................................................................. 18
   Research Project Overview ............................................................................................... 18
4. Assessment ......................................................................................................................... 20
Penalties for Late Submission of Assessed Work .................................................. 20
Instruction to Candidates for Examinations ........................................................... 21
Additional Examination Arrangements .................................................................... 21
Notes on the Examinations .................................................................................... 21
Provisional Results Information ............................................................................. 22
Release of Official Examination Results/Awards .................................................... 22
Illness in Connection to Exams .............................................................................. 22
Mitigating Circumstances ...................................................................................... 23
Religious Obligations in Assessments ................................................................. 24
Failures in Studies/Resits ..................................................................................... 24
Appeals ................................................................................................................. 24
Past Examination Papers ...................................................................................... 24
Access to Examination Scripts ............................................................................. 25
Plagiarism ............................................................................................................. 25
Compulsory Online Plagiarism Awareness Course ............................................... 25

5. Board of Examiners .......................................................................................... 26

6. Placements ........................................................................................................ 27

7. Working While Studying .................................................................................. 28

8. Health and Safety ............................................................................................. 29

9. College Policies and Procedures ....................................................................... 31

10. Well-being and Advice ................................................................................... 33

Student Space ...................................................................................................... 33
Departmental and Faculty support ....................................................................... 33
Advice services .................................................................................................. 33
Health Services ................................................................................................ 35
Disability Support ............................................................................................... 35
Library and IT ..................................................................................................... 36
Information and Communications Technologies (ICT). ...................................... 36
Software shop ..................................................................................................... 36
Library services .................................................................................................. 36
Religious support ............................................................................................... 37
Support for International Students .................................................................... 37
English language support ................................................................................... 37
International Student Support team ................................................................. 37

11. Student Records and Data ............................................................................... 38

12. Work-life Balance ........................................................................................... 39

Imperial College Union ....................................................................................... 39
Graduate Students' Union ..................................................................................... 39
Physical Activity Sport ........................................................................................................ 39

13. Student feedback and representation ........................................................................... 40
Feedback from Students ..................................................................................................... 40
Student Representation ........................................................................................................ 40
Staff-Student Committee ..................................................................................................... 40
Progress Meetings ............................................................................................................... 41

14. Student Surveys ............................................................................................................ 42

15. And finally ...................................................................................................................... 43
Graduation ........................................................................................................................... 43
Alumni Services ................................................................................................................... 43
Opportunities for Further Study .......................................................................................... 43
Welcome to the Department of Aeronautics at Imperial College London. In this handbook you will find much essential information; you are expected to read this carefully and to use it as your first point of reference for any queries. This handbook is continually being updated so always check for the latest version online.

The following information is designed to help you make the best use of your time and of the facilities and services provided.

**Disclaimer:** This handbook was originally compiled in Summer 2017 and is intended primarily for the use of our 2017-18 cohort. Please note that handbooks are subject to annual review and change.
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 part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

We’re committed to providing you with the very best academic resources to enrich your experience. 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.

You’ll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym (following a one-off orientation fee of £40 in 2017-18) and swimming facilities across our campuses.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you’re interested in getting involved then there will be opportunities for you to do so.
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
Welcome from the Graduate School

Professor Sue Gibson, Director of the Graduate School

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional skills development courses and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional skills courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills (http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/). All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show and the Master’s 360 competition. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School programme for postgraduate professional development.

Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers.

We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses.

I encourage you to explore and engage with the diverse range of opportunities on offer from graduate school and I wish you well in your studies.
The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been set up to support all postgraduate students at the College through:

- Training and development courses
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College

‘Masterclass’ professional skills courses

You can see the full range of free professional skills courses for postgraduate students on the Graduate School website:

[www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters)

All courses can be booked online.

Contact us

📍 Level 3, Sherfield Building, South Kensington Campus
📞 020 7594 1383
✉️ graduate.school@imperial.ac.uk
💻 [www.imperial.ac.uk/graduate-school](http://www.imperial.ac.uk/graduate-school)
Welcome from the Graduate Students’ Union (GSU)

I am delighted to be able to welcome you to Imperial College and to introduce you to the Graduate Students’ Union (GSU). The GSU ultimately serves to represent you as a postgraduate student and to ensure you have the most fulfilling and enjoyable time possible at Imperial.

The GSU is a university-wide representative body for postgraduate students with a committee comprised of democratically elected postgraduate students. The GSU works to support students on welfare fronts, represent students on educational matters by working with you to voice your concerns to College/departments, whilst also hosting recreational events throughout the year.

Imperial College London is undoubtedly a world-class institution with unique strengths in both teaching and research. Having been an Imperial student for 5 years myself I can fully appreciate that the university is nothing more than the people that comprise it – you’re among some of the brightest minds in the world and Imperial welcomes your contributions and enthusiasm in every sense! I encourage you to make the most of being a valued member of the Imperial community.

I hope you have a fantastic time here at Imperial and manage to take advantage of the richness of opportunity that awaits you. If you have any questions at this stage, then please do get in touch.

Luke McCrone, GSU President 2017/18

gsu.president@imperial.ac.uk

www.imperialgsu.com
1. Introduction to the Department

Welcome from your Course Director – Dr Rob Hewson

Welcome to the Department of Aeronautics at Imperial College London. Congratulations on securing a place to study here, the MSc in Advanced Aeronautical Engineering is a highly competitive programme to gain entry to. I hope it will be a challenging programme for you, and will expand your knowledge and expertise, as well as test your abilities in a cohort of similarly talented individuals.

Please make maximum use of the opportunities presented to you, both during the taught components of your programme and during your research project, and remember your lecturers and professors are here to help you. Your cohort comprises of students from all over the world and reflects Imperial's international nature, we hope you will all feel at home here and have a brilliant year with us in London.

Your main location of study will be:

📍 South Kensington

Department of Aeronautics
Imperial College London
South Kensington Campus
London
SW7 2AZ

Most of your time will be spent in the City&Guilds and Skempton Buildings.

Maps
Campus maps and travel directions are available at:

🌐 www.imperial.ac.uk/visit/campuses

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

🌐 www.disabledgo.com/organisations/imperial-college-london-2

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
Departmental Contacts – Programme Administrator
Your first point of contact in the Department for all general enquiries will be the Senior Postgraduate (MSc) Administrator:

| Miss Joanne Cooke       | Room 318, City & Guilds Building
| (until 27 October 2017) | +44 (0)20 7594 5066
|                         | joanne.cooke@imperial.ac.uk

Students should quote their CID number and programme on all email correspondence.

In the event that the Postgraduate Administrator is unavailable, MSc students may approach Teaching Office staff if urgent assistance is required.

Teaching Office: Room 310, City & Guilds Building – ae.office@imperial.ac.uk

Departmental Contacts – Course Director
The Course Director for this programme is:

| Dr Rob Hewson          | Room 341, City & Guilds Building
|                         | +44 (0)20 7594 5110
|                         | r.hewson@imperial.ac.uk

Departmental Contacts – PG Tutor
For advice of a more pastoral nature, the Postgraduate Tutor is:

| Dr Francesco Montomoli | Room 215, City & Guilds Building
|                         | +44 (0)20 7594 5151
|                         | f.montomoli@imperial.ac.uk

Aeronautics Staff
For further details on how to contact academic/administrative/technical staff please go to http://www.imperial.ac.uk/engineering/departments/aeronautics/people/

Academic Staff have a designated office hour per week – details will be posted on their office door and on Sharepoint.

Communications
Communication within the department relies heavily on email and announcements on Blackboard Learn and you should check both on a daily basis (preferably start and end of day).
If you need to contact a member of staff by telephone or email then you can refer to the Departmental web page http://www.imperial.ac.uk/engineering/departments/aeronautics/people/academic/ for staff extension numbers and email addresses.

Study/Breakout Space
There are student break out spaces (BOSS) on Level 2 of the Skempton and City & Guilds Buildings. These areas provide an informal study space for engineering students, comprising PC/laptop benching, comfortable seating and meeting spaces. The area is provided with drinking water, vending machines, copiers and a recycling station.

There are also computer rooms in both these buildings and study space in the Library.

Following our recent re-location to the City & Guilds Building in Summer 2017, please be advised that though we do plan to resume provision of departmental-based study facilities for MSc students, this is unlikely to be available until the Spring Term.

Sharepoint –Student Portal
Sharepoint is a team and document collaboration system. Sharepoint is an internal facing website, which means you cannot view any content without an IC user account. Students can view general information about the department and College, past Project reports via the Student Portal on Sharepoint

All students should have access to this. If you find you do not then please contact the Postgraduate Administrator.

Panopto
Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. Lecturers can use the system to record live lectures, special events, tutorials and more.

Please note that whilst Staff are encourage to record their lectures on Panopto, its use is not mandatory in Aeronautics.
Recordings can be accessed directly through Panopto or may be made available via links on BBL.

http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/panopto/students-use/access/

Seminars
Seminars are regularly held throughout the year, scheduled on Wednesday afternoons, usually given by external speakers on topics ranging from specialist research problems to more general issues. Students are welcome to attend all such seminars falling within your field of interest. The seminar programme will be circulated, and can also be seen on the Departmental web site (http://www.imperial.ac.uk/engineering/departments/aeronautics/seminars/). Usually we gather for tea in the Staff Common Room after the seminar, and this is a valuable, regular opportunity for the postgraduates and academic staff to get together.

You are also encouraged to attend the seminars held in other departments as advertised on our notice boards.

Student’s Obligations
Students have obligations with regard to submission of work and meeting deadlines, as well as attending lectures and other activities, attendance is therefore important.

As this is a postgraduate course, students are expected to read additional information (books, papers) in support of the lectures, to assist them in passing the written examinations, and also to provide complementary material for inclusion in laboratory reports. The individual (research) project will clearly need wide reading to provide the necessary background, and to provide comparative information against which the student’s own work can be measured.

Lecturer Attendance
If your lecturer hasn’t arrived within 10 minutes of the scheduled start time then please inform the Postgraduate Administrator or the Teaching Office who will contact the lecturer to see where he/she is. Students (preferably one of the programme representatives) are asked to ring the Postgraduate Administrator (020 7594 5066) or Teaching Office (020 7594 5100/5102). Please do not leave the lecture room until notified by admin staff.

Transfers/Interruptions of Study/Withdrawals
Please discuss making any changes to your registration status with the PG Administrator, PG Tutor or your Course Director.

Important information for international students:
Some changes to registration status, such as an Interruption of Studies or Withdrawal from Studies, will affect Student Visa status, especially the Tier 4 Student Visa so you should also seek advice from the International Student Support Team.

Attendance and absence
Attendance at all timetabled events is expected and will be monitored. It is a requirement for the award of the MSc that students attend at least 90% of each set (i.e. topic) of lectures you are registered for and failure to do so may result in a student being asked to withdraw from the course. Students who repeatedly fail to attend will be asked to withdraw from the course.

You must inform your Postgraduate Administrator if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must produce a medical certificate immediately.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office.

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/pg/apply/requirements/english

For information on English language support available while you’re here, see page 36.

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

Imperial Success Guide
The Imperial Success Guide is an online resource with advice and tips on the transition to Master’s level study. More than just a study guide, it is packed with advice created especially for Imperial Master’s 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
## 2. Key Dates

**USEFUL DATES 2017-18: MSc Students**

Term dates for later years can be viewed on the Registry website:

http://www.imperial.ac.uk/admin-services/registry/term-dates/

<table>
<thead>
<tr>
<th>Week No</th>
<th>Dates</th>
<th>Term</th>
<th>Bank Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 01</td>
<td>02-06 Oct 2017</td>
<td>Start of Session: All programmes (Mon)</td>
<td>Autumn Christmas Day 25-Dec-17</td>
</tr>
<tr>
<td>Week 02</td>
<td>09-13 Oct 2017</td>
<td>Autumn</td>
<td>Boxing Day 26-Dec-17</td>
</tr>
<tr>
<td>Week 03</td>
<td>16-20 Oct 2017</td>
<td>Labs: Composites</td>
<td>New Years Day 01-Jan-18</td>
</tr>
<tr>
<td>Week 04</td>
<td>23-27 Oct 2017</td>
<td>Labs: Composites</td>
<td>Good Friday 30-Mar-18</td>
</tr>
<tr>
<td>Week 05</td>
<td>30 Oct-03 Nov 2017</td>
<td>Labs: Composites</td>
<td>Easter Monday 02-Apr-18</td>
</tr>
<tr>
<td>Week 06</td>
<td>06-10 Nov 2017</td>
<td>Autumn</td>
<td>Early May Bank Holiday 07-May-18</td>
</tr>
<tr>
<td>Week 07</td>
<td>13-17 Nov 2017</td>
<td>Autumn</td>
<td>Spring Bank Holiday 28-May-18</td>
</tr>
<tr>
<td>Week 08</td>
<td>20-24 Nov 2017</td>
<td>Autumn</td>
<td>Summer Bank Holiday 27-Aug-18</td>
</tr>
<tr>
<td>Week 09</td>
<td>27 Nov-01 Dec 2017</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>04-08 Dec 2017</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>11-15 Dec 2017</td>
<td>Xmas</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>18-22 Dec 2017</td>
<td>Xmas</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>25-29 Dec 2017</td>
<td>Xmas</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>01-05 Jan 2018</td>
<td>Xmas</td>
<td></td>
</tr>
<tr>
<td>Week 15</td>
<td>08-12 Jan 2018</td>
<td>Exams: AAE/ACM only</td>
<td>Spring Term Dates : 2017-2018</td>
</tr>
<tr>
<td>Week 16</td>
<td>15-19 Jan 2018</td>
<td>Exams: AAE/ACM only</td>
<td>Autumn Term: Sat 30 Sep to Fri 15 Dec 2018</td>
</tr>
<tr>
<td>Week 17</td>
<td>22-26 Jan 2018</td>
<td>Spring</td>
<td>Spring Term: Sat 6 Jan to Fri 23 Mar 2018</td>
</tr>
<tr>
<td>Week 18</td>
<td>29 Jan-02 Feb 2018</td>
<td>Spring</td>
<td>Summer Term: Sat 28 Apr to Fri 29 June 2018</td>
</tr>
<tr>
<td>Week 19</td>
<td>05-09 Feb 2018</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 20</td>
<td>12-16 Feb 2018</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 21</td>
<td>19-23 Feb 2018</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 22</td>
<td>26 Feb-02 March 2018</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 23</td>
<td>05-09 March 2018</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 24</td>
<td>12-16 March 2018</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 25</td>
<td>19-23 March 2018</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 26</td>
<td>26-30 March 2018</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 27</td>
<td>02-06 April 2018</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 28</td>
<td>09-13 April 2018</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 29</td>
<td>16-20 April 2018</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 30</td>
<td>23-27 April 2018</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 31</td>
<td>30 April-04 May 2018</td>
<td>Exams: All MSc Programmes</td>
<td>Summer Graduation Ceremonies Commemoration Day Wed 18 Oct 2017 (tbc)</td>
</tr>
<tr>
<td>Week 32</td>
<td>07-11 May 2018</td>
<td>Exams: All MSc Programmes</td>
<td>PG Awards Day [2016-17 cohort] Wed 2 May 2018 (tbc)</td>
</tr>
<tr>
<td>Week 33</td>
<td>14-18 May 2018</td>
<td>MSc Project: Official Start</td>
<td></td>
</tr>
<tr>
<td>Week 34</td>
<td>21-25 May 2018</td>
<td>MSc Project: Official Start</td>
<td></td>
</tr>
<tr>
<td>Week 35</td>
<td>28 May-01 June 2018</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 36</td>
<td>04-08 June 2018</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 37</td>
<td>11-15 June 2018</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 38</td>
<td>18-22 June 2018</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 39</td>
<td>25-29 June 2018</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 40</td>
<td>02-06 July 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 41</td>
<td>09-13 July 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 42</td>
<td>16-20 July 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 43</td>
<td>23-27 July 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 44</td>
<td>30 July-03 Aug 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 45</td>
<td>06-10 Aug 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 46</td>
<td>13-17 Aug 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 47</td>
<td>20-24 Aug 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 48</td>
<td>27 Aug-31 Aug 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 49</td>
<td>03-07 Sep 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 50</td>
<td>10-14 Sep 2018</td>
<td>MSc Project: Presentations &amp; Submission Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 51</td>
<td>17-21 Sep 2018</td>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Week 52</td>
<td>24-28 Sep 2018</td>
<td>Holiday</td>
<td></td>
</tr>
</tbody>
</table>

**Offical end date of programme: 30 September 2018**
3. Programme Information

Overview of the Programme
This taught postgraduate programme offers multidisciplinary training in the field of aeronautical science and engineering. This degree is suitable for applicants with an engineering background who have a particular interest in aeronautics. The course is assessed by written examination, associated coursework, and a substantial individual research project of four months' duration. It may be possible for projects to be carried out in industry. The normal duration of the programme is one year full-time.

Accreditation/Professional Membership
The MSc Advanced Aeronautical Engineering course is accredited by The Royal Aeronautical Society (RAeS)

You are encouraged to apply for membership of RAeS:
https://www.aerosociety.com/membership-accreditation/joinupgrade/membership-grades/students/ – FREE

General Status and Scope
The MSc is normally awarded after one year of full-time study. The initial qualification for the MSc course in Advanced Aeronautical Engineering is normally a 1st class or good 2nd Class Upper Honours Degree of a U.K. University or an approved equivalent degree, in Engineering (Aeronautical or Mechanical).

Requirements of the Course

Modules
Students must attend a sufficient number of modules chosen from those offered in the Autumn and Spring terms. There are a number of core modules that must be taken, the remaining modules are optional and you may wish to consult with the Course Director for guidance on suitable combinations.

The taught modules are confined to the Autumn and Spring terms, with the associated examinations held in two stages; the first examination session is in the first two weeks of the Spring term, involving subjects taught in the preceding Autumn term. The second examination session takes place in the first two weeks of the Summer term and involves subjects taught in the preceding Spring term.

Each module has a number of units associated with it (usually 1 unit per 10-12 hours of timetabled activities) and a student has to gain a minimum number of units to meet the award criteria. There are two forms of assessment; written coursework assignments or written examination papers. A number of modules are assessed by a combination of the two, though some are assessed by coursework only or exam only.

Each student must pass at least 16 units for the degree to be awarded. The overall result of the Individual Research Project must also be at the relevant level for the award.

Module Information
You can view your current options, lecturers, terms, module descriptors - includes aims, syllabus, pre-requisites, learning outcomes, teaching methods and assessment - on DSS (Departmental Student System) http://www.imperial.ac.uk/dss
Autumn

<table>
<thead>
<tr>
<th>Compulsory Non-Assessed</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEM-ADV01 Introduction to Fluid Dynamics (Online)</td>
<td>N/A</td>
</tr>
<tr>
<td>AEM-ADV02 Introduction to Programming</td>
<td>N/A</td>
</tr>
<tr>
<td>AEM-ADV03 Introductory Mathematics</td>
<td>N/A</td>
</tr>
<tr>
<td>AEM-M01 Technical Writing and Presentations</td>
<td>N/A</td>
</tr>
<tr>
<td>AEM-CM02 Revision Stress Analysis</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Core Modules

| AEM-AAE01 Emerging Technology for Green Aviation | 2     |
| AEM-AAE07 Aerospace Structures                  | 2\textsuperscript{b} |
| AEM-AAE08 Applied Aerodynamics                  | 2     |

Elective (Optional) Modules

Mutually Exclusive Modules – You may only take one of the following:

AE3-401 Advanced Mechanics of Flight \(1\textsuperscript{a}\)

Or

AE3-409 Materials Modelling \(2\textsuperscript{a}\)

There are no restrictions on the remaining optional modules

AE3-420 Innovation Management \(2\textsuperscript{a}\)
AE3-421 Advanced Manufacturing \(2\textsuperscript{a}\)
AEM-AAE06 Aircraft Performance and Flight Mechanics \(1\)
AEM-AAE09 Aircraft Design and Airworthiness \(1\textsuperscript{c}\)
AEM-ADV10 Compressible Flow \(1\textsuperscript{d}\)
AEM-ADV19 Computational Fluid Dynamics \(2\)

\(\text{a examined by exam only}\)
\(\text{b examined by coursework only.}\)
\(\text{c examined by coursework only. This module runs in both Autumn and Spring term and students are required to attend lectures in both terms}\)
\(\text{d examined by exam only in the Summer term. This module runs in both Autumn and Spring term and students are required to attend lectures in both terms}\)

Exams for Autumn term modules will take place during the first two weeks of Spring term.

Spring

<table>
<thead>
<tr>
<th>Core Modules</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEM-AAE02 Aircraft Systems Engineering and Aerial Vehicle Technologies</td>
<td>2</td>
</tr>
</tbody>
</table>

Elective (Optional) Modules

| AE3-416 Advanced Propulsion                           | 2     |
| AEM-AAE04 Stress Analysis and Impact \#               | 2\textsuperscript{a} |
| AEM-AAE09 Aircraft Design and Airworthiness          | 1\textsuperscript{b} |
| AEM-ADV09 Aeroviscoelasticity                         | 1     |
| AEM-ADV10 Compressible Flow                           | 1\textsuperscript{c} |
| AEM-ADV13 Navier Stokes Equations and Turbulence Modelling | 2     |
| AEM-ADV15 Structural Dynamics                         | 2     |
| AEM-ADV16 An Introduction to Flow Control             | 2\textsuperscript{a} |
| AEM-CM16 Analysis of Laminated Composites             | 1     |

\(\text{a examined by exam only}\)
\(\text{b examined by coursework only. Continued from Autumn - students are required to attend lectures in both terms}\)
\(\text{c examined by exam only in the Summer term. Continued from Autumn. - students are required to attend lectures in both terms}\)
\(\text{\# Under AEM-CM13 Stress Analysis and AEM-CM22 Impact for timetabling, DSS and BBL.}\)

Exams for Spring term modules will take place during the first two weeks of Summer Term.
Module Registration
You are automatically enrolled on all of the available taught modules for this MSc programme and should check that all are visible to you in DSS (www.imperial.ac.uk/dss). If you cannot see any of the modules listed in the section above (on either DSS or Blackboard Learn) then please contact the Postgraduate Administrator immediately to report this error.

Exceptions
There may be occasional exceptions to the general module registration process. These are detailed below:

Mutually Exclusive Modules:
You may only take one of either AE3-401 Advanced Mechanics of Flight or AE3-409 Materials Modelling. You may, of course, choose not to take either of them if you so wish but if you do choose, for example, to take Advanced Mechanics of Flight then you may not take Materials Modelling. They have been deliberately timetabled against each other.

Early drop deadline: AEM-AAE09 Aircraft Design and Airworthiness (Autumn)
As this part of the module is assessed by a group assignment, you will be asked to confirm by email if you want to drop it during the first couple of weeks of term (no later than Monday 16 October 2017). This is so that students who intend to continue with the module can be allocated to similar sized groups with an equal workload and no one needs to worry that their group will lose members closer to submission. For this reason, you will not be allowed to drop this module at any other time.

Dropping Modules
It is your responsibility to inform the Postgraduate Administrator as soon as you are sure you want to drop a course but no later than the deadlines below. Failure to notify us of dropped modules by the deadline will mean a mark of zero/fail will be recorded on your official College transcript/academic record and this cannot be removed. Please also note that if you drop a module this cannot be reinstated later so be sure before you drop!

Modules Assessed by an Exam element
Autumn Term:
Wednesday 22 November 2017 (by 5pm)

Spring Term:
Mid-March 2018 (exact date TBC)

Modules Assessed by Coursework only
24 hours before the published deadline. However to make things easier for us administratively and so the lecturers are aware of the volume of marking it would be really useful if you would inform us as soon as you know you are aware you wish to drop the option.

Research Project Overview
This is just a brief overview of your research project. Full research project details will be issued in a separate MSc Projects Information document on Blackboard Learn under module AEM-AAE05 Major Individual Research Project with the list of project topics available.

The project constitutes a piece of individual research that for full-time students is a continuous activity from immediately after your Summer term examination session to the end of the course (approximately the second week of September which is when you are expected to give an oral presentation and submit your project report). Some preparatory work (literature searching, project planning, assembling materials and test apparatus where relevant) is expected to be undertaken as soon as your project has been allocated and before your Summer term examination session. You are expected to work full-time during the project period and assume
the working week is at least 40 hours though you should spend considerably more time on the project by additionally working during evenings and weekends in order to achieve your goals. Requests for a ‘holiday’ during the project period will not be entertained. Students are not to be absent from College without permission from the Course Director (project supervisors, internal or external are not authorised to grant leave of absences). All requests for leave of absence must be sent to the Course Director via the Postgraduate Administrator in the first instance.

The project is assessed by progress in conducting the work, a dissertation of 40 pages, log book and an oral presentation.

There are penalties for late submission of project work on exactly the same basis as those for coursework (See section “Coursework Submission Penalty Scheme”).

Advice on aspects of report writing will be provided separately, but students are advised to consult dissertations from previous years to see the standard expected (in particular refer to those projects which have won prizes). Past projects can be accessed via the Student Portal on Sharepoint.
4. Assessment

MSc Award Criteria

Pass Criteria for individual modules: To achieve a pass in a particular module, you must achieve a mark of 50% or greater overall. The precise weighting between exam and coursework is indicated in the module descriptor on www.imperial.ac.uk/dss (click on the name to view).

Pass Criteria for the award of MSc: To achieve an overall pass for the award of the MSc, You must 1) gain a total of 16 or more units and 2) achieve a mark of 50% or greater in the project.

Criteria for the award of Merit: For the award of merit you must 1) gain a total of 16 or more units, achieving a 60% or greater average over the best 16 units and 2) to achieve a mark of 60% or greater in the project.

Criteria for the award of Distinction: The award of distinction is at the discretion of the Board of Examiners. To be considered for a distinction you must achieve excellence both in the taught courses and in the project. This normally will require the candidate to 1) gain a total of 16 or more units, 2) achieve 70% or greater mark average over the best 16 units of the courses and 3) to achieve a mark of 70% or greater in the project

Coursework Submission and Deadlines
Coursework submission will be electronically via the online submission boxes on Blackboard Learn unless otherwise stated.
You can find details of coursework deadlines here: http://www.imperial.ac.uk/aeronautics/study/pg/msc-coursework-deadlines/

Coursework Extensions
Illness or serious personal problems/family matters may sometimes prevent you from completing a coursework on time. In such cases the Course Director may occasionally allow an extension. All requests for extensions must be filed on a coursework extension request form, which can be obtained from the student Sharepoint portal. All forms should be submitted to the Postgraduate Administrator. The form should contain a clear motivation for the request and shall, if possible, be accompanied by supporting documents (e.g. doctor’s letters, police reports etc). Other academic staff are not allowed to give extensions, but ask your supervisor or coursework marker to put their initials and date on the form if they support your application. You will be notified of the Course Director’s decision by the Postgraduate Administrator.

The following problems are normally not acceptable reasons for an extension:
- Loss of data due to lack of back-up files or loss of College H:drive
- Minor illness/equipment problems during a long project.
- Congestion of work due to poor planning of your time.
- Printer problems (plan printing)

Penalties for Late Submission of Assessed Work
You are responsible for ensuring that you submit your coursework assessments on time and by the published deadline. Any piece of assessed work which is submitted beyond the
published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

Note that failures of computers or printers WILL NOT be accepted as a valid excuse for late submission.

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’s Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations.

Instructions for exam candidates can be found here:


Additional Examination Arrangements
If you wish to apply for additional examination arrangements then you need to make the Postgraduate Administrator aware that you intend to apply during the first two weeks of the Autumn term (regardless of when your exams take place). The relevant documents then must be submitted as detailed in the sections below. (As physical disabilities may occur at any time during the year due to accidents etc then please notify the Postgraduate Administrator immediately and submit Appendix A).

For further details and documents referred to in the sections below please go to:

College Health Centre: If you cannot arrange an appointment quickly with your own GP then please go to the College Health Centre. When booking appointments please ensure you mention it is to apply for ‘Additional Examination Arrangements’.
http://www.imperialcollegehealthcentre.co.uk/

Disabilities Office: http://www.imperial.ac.uk/disability-advisory-service/

Notes on the Examinations
Students are required to complete all elements of the examinations (written papers, coursework, project). Failure to do so, other than on grounds of personal illness or the death of a near relative (spouse, parent or sibling), could result in the student being failed in the examinations as a whole and, therefore, being required to re-sit all elements in the following year.

Students who request a deferral of any element of the examinations must submit such requests to the Postgraduate Administrator in advance of the examinations. If the request is supported it will be submitted to the appropriate College committee for approval. Approval is only agreed in truly exceptional circumstance.

Please note the following:
- Exams already passed cannot be taken again just to improve grades.
- Students must turn up for examinations promptly. Any late arriving students should report directly to the exam room.
- All exams notices will be posted on your notice board and you will at times be emailed to check information posted there.
- Candidates are not allowed to use their own calculator. At each examination taking place in this department, every candidate will be issued with a Casio FX-85GT PLUS calculator. Examples are available for practice (though not for loan).

**Provisional Results Information**
As soon as exam results for your Autumn term modules are available, we will release (at the very least) an indicative grade on Blackboard Learn. This is done primarily to help assist you in choosing your Spring term modules and the module drop deadline for Spring will be set relative to the release of the provisional exam results (Note where a module is assessed by exam and coursework elements you will receive actual marks for the coursework element).

Usually, Summer examination results are not released to students until after the Exam Board has met. If you wish to discuss your progress, feel free to talk to your Course Director.

We can provide prospective employers/further education establishments with unofficial, provisional results prior to the exam board. If you require such a provisional unofficial transcript of available marks to be sent out before the exam board then please provide the Postgraduate Administrator with the relevant contact details (preferably email) for the organisation concerned, along with any applicable reference numbers.

Provisional results are not provided for Major Individual Research Projects.

**Release of Official Examination Results/Awards**
The Board of Examiners will meet to consider the results of the examinations in mid-late October 2018 and results will be released to students only via student e-service within 10 days.

Those who have not managed a clear pass will be emailed by the Course Director with an individual letter, setting out possible courses of action within 10 days of the examiner’s board. Registry will email you when the official results are released on-line. Please note that your final official results will only be available once you have received the notification email. 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.


**Illness in Connection to Exams**
If you feel that an illness will seriously affect your exam performance you must report this before the exam or as soon as possible after and should provide evidence in form of a doctor’s letter. The fact that an illness has hampered your exam preparations is not sufficient to not sit an exam, but will be considered in the evaluation of your exam results. However, remember that you are expected to prepare for the exam during the entire year and not just during two weeks prior to the exam!
If an ongoing illness prevents you from sitting an exam this must be supported by a doctor’s letter clearly stating that you are unfit to sit the exam. If you become ill just before an exam you are expected to turn up at the College Health Centre at 8:30 am to be examined (tell reception that you are supposed to sit an exam to be seen urgently), unless you can show that you were unable to reach the College due to your illness. If you become ill during an exam you will be escorted to the College Health Centre for examination.

Mitigating Circumstances
Sometimes you might feel that you performed badly in an exam or a piece of coursework, or failed to attend an exam or hand in a piece of work at all, for an unavoidable reason that was not your fault, like illness, an accident or a distressing experience. The College understands this and has procedures for making sure that you are given special consideration if your work is affected by reasons out of your control.

If you think you deserve special consideration, the two most important things are as follows:

- You MUST inform the Postgraduate Administrator as soon as you know that you might have been affected. If it is going to affect your performance in an exam, try to tell us before the exam starts and ideally you should have already been to the Imperial College Health Centre for assessment (please refer to section 'Illness in Connection to Exams').

- For exams and major coursework, you MUST collect and present evidence to show that you have experienced extenuating circumstances. This could be a doctor’s note, a death certificate, a Police crime number or any other relevant documentation that you can acquire. It must be in English or an official translation into English.

Once you have notified a member of staff and obtained evidence, you must complete the relevant ‘Request for Mitigation’ form and submit it with the relevant required documentation. There are two different forms: one for exams and major coursework, and one for late or missed minor coursework; ensure you fill in the correct one. (Mitigation for missed or late minor coursework does not require evidence.)

On this form, you will need to give a complete account of your extenuating circumstances, attach your evidence if needed, and submit it to the Postgraduate Administrator within 5 days (see last paragraph in this section). The information on the form will be kept strictly confidential and only read by a small panel of academic staff, who will decide if your circumstances were unavoidable and affected your performance; they will pass their verdict to the Board of Examiners, who can give you special consideration. They may also pass on some information on your personal circumstances to the Board, unless you tell them not to on the form. Forms are available from the Student Portal on Sharepoint.

https://share.imperial.ac.uk/foe/Aero/student-portal/SitePages/Examinations.aspx

It is essential that you provide a full, honest account of the situation on the form. The more information you give, the fairer the verdict will be. If you withhold information at the outset, it may not be considered if you reveal it later. In addition, putting false information on the form could lead to severe punishment, as it would be considered cheating.

Please note that as stated on the mitigation forms your application (including supporting documentation) must be submitted within 5 working days of the examination or coursework submission date. Applications submitted after this 5 day period will not be considered. Ideally medical certificates should be obtained from Imperial College Health Centre. If supplied from other UK based practitioner they
should be registered with the General Medical Council (GMC) as stated on the mitigation form.

Religious Obligations in Assessments
The Department will where possible assist students with religious obligations where there are any clashes with examination assessments. Students are asked to read the following and inform the Postgraduate Administrator of any such instances immediately.


Failures in Studies/Resits
All decisions on student failures are taken at the Examiners Meeting in October, and are confirmed by the Chair of the Exam Board. Students who fail are allowed to re-sit the failed exams the following year (please note that under College regulations you are only allowed to resit failed examinations or resubmit coursework on ONE further occasion i.e. two attempts in total for any one exam or coursework).

Appeals
There is no provision in regulations for appeals against the decision of Examiners to be made on academic grounds. Marks are only finalised at the final examiners’ meeting, where processes are approved by external examiners as well as the College examiners. This means that marks provided earlier in the academic year (for individual coursework items or examinations) might be adjusted, or revised, on the basis of examiners’ recommendations.

Please note that the Department does not deal with any appeals. These are dealt with by the Registry so you should not submit this 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 FOUR WEEKS of the results being released on student e-service.

Appeals are normally only approved if the College has made an administrative error or if new evidence has been provided after the initial decision was made. Minor issues can be handled within the Department but all appeals against the decisions of the Examiners Meeting must be filed with the Registry, who will assess the appeal and then forward it to the Department for recommendation. The Head of Department makes the final decision. Any appeals against this decision will be directed to the College Appeals Committee. For further information please refer to


Past Examination Papers
Past examination papers and solutions are only available to students for the past TWO years (may be more for undergraduate courses). These are available via the Student Portal on Sharepoint.
Access to Examination Scripts
There is no access to your examination scripts (post-assessment).

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 is considered a cheating offence and must be avoided, with particular care on coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.

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.

For further information, please refer to the Academic Misconduct Policy and Procedures section on page 30 of this handbook.

Compulsory Online Plagiarism Awareness Course
All Master’s students will be required to self-enrol onto the course which is available via Blackboard. Instructions on how to enrol onto the course can be found on the Graduate School’s Plagiarism Awareness Online Course webpage. The course will take approximately 1.5 hours to complete but can be saved and returned to at a later date. There is no limit to the amount of times students can take the course – it can be accessed anytime, so there will always be an opportunity to refresh understanding.

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/online/

The deadline for completion of the Online Plagiarism awareness course is Thursday 1 December. A few weeks before this Angela Goldfinch, the Departmental Librarian, will be giving a lecture on Avoiding Plagiarism and Referencing which you may find helps a great deal with the online course. Details of the lecture are will be in your calendar.
5. **Board of Examiners**

**MSc Advanced Aeronautical Engineering/ MSc Advanced Computational Methods**

**Joint Board of Examiners**

Chair of Board of Examiner - Dr Rob Hewson  
Deputy Chair - Professor Sergei Chernyshenko

Module Lecturers and Project Supervisors make up the rest of the membership of the Board.

**External Examiners**

Professor Christian Allen, University of Bristol.

Professor Vassili Toropov, Queen Mary University of London.

It is common for Master’s level students to have some form of academic or social interaction with their external examiners at some point during or after their studies as well as during the assessment process itself.

It is inappropriate for you to submit complaints or representations direct to external examiners or to seek to influence your external examiners. 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:


**Prizes**

Currently the Board of Examiners awards the following prizes to Advanced Aeronautical Engineering students:

**Departmental Project Prize for Advanced Aeronautical Engineering** – Awarded for the best MSc in Advanced Advanced Aeronautical Engineering Research Project.

**Departmental Prize for Advanced Aeronautical Engineering** – Awarded to the best student on the MSc in Advanced Aeronautical Engineering

Recipients will receive a monetary prize and a certificate.
For MSc students, this applies only if you undertake your Major Individual Research Project (AEM-AAE05) externally. There are no other placements on this degree programme.

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

For more information on placements 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
7. Working While 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 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 supervisor or Personal/Senior Personal Postgraduate Tutor. If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.
8. Health and Safety

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

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

The College’s Health and Safety Statement can be found at:


Your Departmental safety contact is:

- Dr Nigel MacCarthy
- Room 222, City & Guilds Building
- +44 (0)20 7594 5043
- n.maccarthy@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include:

- Safety Briefing (part of Start of Session)
- RAFT (Risk Assessment Training for Experimental Research Projects)

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](http://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.

**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](http://www.imperial.ac.uk/occupational-health)
9. College Policies and Procedures

Regulations for Students
All registered students of the College are subject to the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

- 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:


Academic Integrity
You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism is available on the College website:


Academic Misconduct Policy and Procedures
It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College’s Misconduct Policy and Procedures.

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

Appeal and Complaints Procedures
We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

- 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/

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

www.imperial.ac.uk/students-enterprising-students/intellectual-property/

Use of IT Facilities
View the Conditions of Use of IT Facilities:

http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/
10. Well-being and Advice

Student Space
The Student Space website is the central point for information on health and well-being.

- www.imperial.ac.uk/student-space

Departmental and Faculty support
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 here. This includes:

Postgraduate Tutor
The Department’s Postgraduate Tutor can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential. If necessary they will direct you to an appropriate source of support.

Faculty Senior Tutor
In the event that you would like to seek additional support or guidance, or that you wish to air your issues in confidence, the Faculty Senior Tutor, Dr Lorraine Craig, can be contacted by email l.craig@imperial.ac.uk in the first instance. Depending on the nature of your query, it may be passed onto other more relevant staff.

Advice services
The tutor system is complemented by a College-wide network of advice and support. This includes a number of specialist services.

Careers Service
The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based.
Visit the Career Service’s website to:

- Book a careers appointment
- Find resources and advice on successful career planning

www.imperial.ac.uk/careers

Counselling and Mental Health
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith and Silwood Park Campuses.

www.imperial.ac.uk/counselling

Financial support and tuition fees
If you’ve got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team:

020 7594 9014
student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:

020 7594 8011
tuition.fees@imperial.ac.uk

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

www.imperialcollegeunion.org/advice

Student Hub
The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
Health Services

NHS Health Centre and finding a doctor
Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you’re feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial College Health Centre)
Imperial College Dental Centre offers a full range of NHS and private treatment options.

www.imperial.ac.uk/student-space/here-for-you/dentist

Disability Support

Disability Advisory Service
The Disability Advisory Service provides confidential advice and support for all disabled students and students with specific learning difficulties.

If you think you may have dyslexia or another specific learning difficulty but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

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

020 7594 9755

disabilities@imperial.ac.uk

www.imperial.ac.uk/disability-advisory-service
Departmental Disability Officers

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

Dr Oliver Buxton
Room 213, City & Guilds Building
+44 (0)20 7594 5043
o.buxton@imperial.ac.uk

More information on Departmental Disability Officers is available at:

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

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


Library and IT

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.

020 7594 9000
www.imperial.ac.uk/ict/service-desk

Software shop
The Software shop offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

www.imperial.ac.uk/admin-services/ict/shop/software

Library services
The Central Library at South Kensington is open around the clock 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 170,000 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:

www.imperial.ac.uk/library
Religious support
The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

www.imperial.ac.uk/chaplaincy

Support for International Students

English language support
The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

www.imperial.ac.uk/academic-english

International Student Support team
Students from outside the UK make up around half of our student population, so our International student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

www.imperial.ac.uk/study/international-students
11. Student Records and Data

The Student Records and Data 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 Records and Data 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 and examinations

📞 +44 (0)20 7594 7268
✉️ student.records@imperial.ac.uk

Degree certificates

📞 +44 (0)20 7594 8037
✉️ certificates@imperial.ac.uk
12. Work-life Balance

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

Imperial College Union
The Union’s range of 375+ 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

Graduate Students' Union
The Graduate Students’ Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises a number of academic and social events during the year.

www.imperialgsu.com

Physical Activity Sport
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.

After a one off induction fee of £40 you will get free use of the gym and swimming facilities on our campuses.

www.imperial.ac.uk/sport
13. 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 Representation
Student 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 representative, are available on the Imperial College Union (ICU) website.

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

Staff-Student Committee
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

We have one Staff Student Committee for MSc students, which meets once a term – though students can always request additional meetings if necessary.

The committee is made up of:

PGT Tutor
MSc Composites Course Director
MSc Advanced Computational Methods Course Director
MSc Advanced Aeronautical Engineering Course Director
Departmental Health & Safety Officer
Subject Librarian
Postgraduate Administrator (Secretary)

PG Departmental Representative
Student Representatives x 2 – MSc Advanced Computational Methods
Student Representatives x 2 – MSc Advanced Aeronautical Engineering
Student Representatives x 2 – MSc Composites

Only the Student Representatives are expected to attend these meetings. They gather feedback from their respective cohorts for discussion. The Postgraduate Administrator will contact the Representatives for any agenda items prior to the meeting.
Students can find minutes of the meetings (current and previous years) via the Student Sharepoint Portal.

**Progress Meetings**
Progress meetings are a less formal termly opportunity for the whole cohort to meet with your Course Director to talk about how the programme is going so far. Sometimes we will use this opportunity to provide specific information to you. This will appear in your timetable and we do recommend that you attend.
14. 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:

- PG SOLE lecturer/module Survey or departmental equivalent
- Student Experience Survey (SES)
- Postgraduate Taught Experience Survey (PTES) – Spring 2018

The PG SOLE survey runs at the end of the autumn and spring terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them.

For PG SOLE your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please do not use offensive language or make personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. Whilst this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

The Student Experience Survey (SES) is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The Postgraduate Taught Experience Survey (PTES) is the only national survey of Master's level (MSc, MRes, MBA and MPH) students we take part in. This is the only way for us to compare how we are doing against the national average and to make changes that will improve our Master’s students’ experience in future. PTES covers topics such as motivations for taking the programme, depth of learning, organisation, dissertation and professional development. PTES last ran in spring term 2016 and will run in spring 2018.

All these surveys are anonymous 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](http://www.imperialcollegeunion.org/you-said-we-did)

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/pg-student-surveys](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)

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

- [surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
15. And finally

Graduation
The Department does not deal with any aspect of the Graduation Ceremony. The College has a Graduation Office to deal with this and contact details and information of when your Graduation Ceremony will be can be found on their webpages.

http://www.imperial.ac.uk/graduation

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 Wifi, 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 the MSc in Advanced Aeronautical Engineering, you may choose to go on to PhD study.