## Contents

**Disclaimer** .................................................................................................................. 5

**Welcome to the College** ............................................................................................. 6

Welcome – Director of the Graduate School/ Head of Postgraduate Professional Development ..................................................................................................................... 7

The Graduate School ........................................................................................................ 8

Imperial Success Guide ..................................................................................................... 8

Welcome from the Graduate Students’ Union ........................................................................ 9

1. **The Department** ..................................................................................................... 10

Departmental Contacts – Programme Administrator ........................................................ 10

Departmental Contacts – Course Director ....................................................................... 11

Departmental Contacts – PG Tutor .................................................................................. 11

Aeronautics Staff ............................................................................................................. 11

External Lecturers .......................................................................................................... 11

Attendance and absence .................................................................................................. 11

Communications .............................................................................................................. 12

Study Rooms ................................................................................................................... 12

Sharepoint – Student Portal .............................................................................................. 12

Panopto ........................................................................................................................... 13

Seminars ......................................................................................................................... 13

Student’s Obligations ....................................................................................................... 13

Lecturer Attendance ........................................................................................................ 14

Transfers/Interruptions of Study/Withdrawals .................................................................. 14

Imperial Mobile app .......................................................................................................... 14

Useful dates 2016–17 ....................................................................................................... 15

2. **Programme information** ....................................................................................... 16

Overview of the Programme ............................................................................................ 16

Accreditation/Professional Membership ........................................................................... 16

General Status and Scope ............................................................................................... 16

   The Aims ...................................................................................................................... 16

   The Objectives ............................................................................................................ 17

Books/Journals - General Information .............................................................................. 17

   Introductory Textbooks ............................................................................................. 17

   Journals ....................................................................................................................... 18

Requirements of the Course ................................................................................................ 18

Subject (Module) Information ............................................................................................ 18

   Autumn Term .............................................................................................................. 18
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Assessment</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>MSc Award Criteria</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Distribution of Marks</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Coursework Deadlines</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Coursework Extensions</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td>Penalties for Late Submission of Assessed Work</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Special Examination Arrangements</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Notes on the Examinations</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Provisional Results Information</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Release of Official Examination Results/Awards</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Illness in Connection to Exams</td>
<td>28</td>
</tr>
<tr>
<td></td>
<td>Mitigating Circumstances</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Religious Obligations in Assessments</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Failures in Studies/Resits</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Appeals</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Past Examination Papers</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Access to Examination Scripts</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Plagiarism</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Compulsory Online Plagiarism Awareness Course</td>
<td>31</td>
</tr>
<tr>
<td>4.</td>
<td>Board of examiners</td>
<td>32</td>
</tr>
<tr>
<td>5.</td>
<td>Working while studying</td>
<td>33</td>
</tr>
</tbody>
</table>

---

Spring Term ................................................................. 19
Coursework Overview ....................................................... 19
Literature Review Overview ............................................... 19
Exams (Written Papers) Overview ......................................... 19
Distribution of Examination Questions ................................... 20
Research Project Overview ................................................ 20
Laboratory Programme ..................................................... 21
General Information ....................................................... 21
Record Keeping/Laboratory Log Book .................................... 21
Laboratory Assessment ..................................................... 21
Laboratory Sessions ....................................................... 22
Laboratory Supervisors ................................................... 23
Laboratory Reports ......................................................... 23
  Short Reports ........................................................... 23
  Long Reports ............................................................ 23

3. **Assessment** .......................................................... 25
   MSc Award Criteria ..................................................... 25
   Distribution of Marks .................................................. 25
   Coursework Deadlines .................................................. 26
   Coursework Extensions ................................................ 26
   Penalties for Late Submission of Assessed Work .................. 27
   Special Examination Arrangements ................................... 27
   Notes on the Examinations ............................................ 27
   Provisional Results Information ..................................... 28
   Release of Official Examination Results/Awards .................. 28
   Illness in Connection to Exams ...................................... 28
   Mitigating Circumstances ............................................. 29
   Religious Obligations in Assessments .............................. 29
   Failures in Studies/Resits .......................................... 30
   Appeals ................................................................. 30
   Past Examination Papers ............................................. 30
   Access to Examination Scripts ...................................... 30
   Plagiarism .............................................................. 31
   Compulsory Online Plagiarism Awareness Course .................. 31
4. **Board of examiners** ............................................... 32
5. **Working while studying** ........................................... 33

---

3
6. Health and safety ........................................................................................................... 34
7. **College policies and procedures** ................................................................................ 36
   Regulations for students ................................................................................................. 36
   Appeal and complaints procedures ............................................................................... 36
   Academic integrity ........................................................................................................ 36
   Cheating offences policy and procedures ..................................................................... 36
   Intellectual property rights policy .................................................................................. 36
   Use of IT facilities .......................................................................................................... 37
8. **Well-being and advice** ............................................................................................ 38
   Student Space ................................................................................................................ 38
   Director of Student Support ........................................................................................... 38
   Departmental support and College tutors ...................................................................... 38
   Advice services ................................................................................................................ 39
   Health services ............................................................................................................. 41
   Disability support .......................................................................................................... 41
   Library and IT ................................................................................................................ 42
   Support for international students ................................................................................ 43
9. **Student Records and Data** ...................................................................................... 44
10. **Work-life balance** ................................................................................................... 45
    Imperial College Union ................................................................................................. 45
    Graduate Students' Union .............................................................................................. 45
    Sport ............................................................................................................................... 45
11. **Student feedback and representation** ..................................................................... 46
    Feedback from students ................................................................................................. 46
    Student representation ................................................................................................... 46
    Staff-Student Committee ............................................................................................... 46
    Progress Meetings ......................................................................................................... 47
12. **Student surveys** ....................................................................................................... 48
13. **And finally** ................................................................................................................ 49
    Graduation .................................................................................................................... 49
    Alumni services ............................................................................................................. 49
    Opportunities for further study .................................................................................... 49
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 September 2016 and is intended primarily for the use of our 2016-17 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 8 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 2016) 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.
Welcome
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 opportunities 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 (see page 8 for more information).

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 (see page 8).

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 3-minute thesis 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.

Welcome
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 your success during your time at Imperial, 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 the 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

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

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
Welcome from the Graduate Students’ Union

I am delighted to welcome you to Imperial, and to the Graduate Students’ Union (GSU). I hope that your time here will be fulfilling and valuable, and the GSU is here to try and facilitate this.

Imperial College London is such a wonderful and transformative place that provides a unique and thrilling environment for research and for advanced studies, and the graduate students are a vital and valued part of the wider community of Imperial. Our graduate students are at the forefront of the research done. Therefore, at the GSU we ensure that the experience here fosters both academic achievement and personal development in our students.

The GSU is a University-wide representative body for postgraduate students at Imperial. It promotes the interests and welfare of its members, provides social and recreational activities and advocate for you and your opinions to the University and bodies external to the university. I encourage you to become an active member of the GSU—through involvement in your departments and the many University societies, and through our representational and campaigning activities.

I wish you all a fantastic time here at Imperial. Please take advantage of our rich community, and hope to meet you all soon.

Ahmed Shamso

gsu.president@imperial.ac.uk
1. The Department

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 Aeronautics Buildings (ACE Extension and Roderic Hill), Skempton and City&Guilds 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

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

<table>
<thead>
<tr>
<th>Miss Joanne Cooke</th>
<th>E458, ACE Extension Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Postgraduate (MSc) Administrator</td>
<td>+44 (0)20 7594 5066</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:joanne.cooke@imperial.ac.uk">joanne.cooke@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

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: 263 Roderic Hill Building – ae.office@imperial.ac.uk
Departmental Contacts – Course Director
The Course Director for this programme is:

<table>
<thead>
<tr>
<th>Professor Emile Greenhalgh</th>
<th>E453A, ACE Extension Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>+44 (0)20 7594 5070</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:e.greenhalgh@imperial.ac.uk">e.greenhalgh@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dr Francesco Montomoli</th>
<th>358, Roderic Hill Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>(from 1st April 2017)</td>
<td>+44 (0)20 7594 5151</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:f.montomoli@imperial.ac.uk">f.montomoli@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

Aeronautics Staff
Opposite the entrance door to the Teaching Office (RODH 263) you will find our Staff Photo Board. This will assist you in identifying key staff in the Department. For further details on how to contact academic/administrative/technical staff please go to [http://www.imperial.ac.uk/engineering/departments/aeronautics/people/](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.

External Lecturers
Contact details of external lecturers (and internal too) can be found under relevant module (Teaching Team) on Blackboard Learn [http://www3.imperial.ac.uk/ict/services/e-learning/vle](http://www3.imperial.ac.uk/ict/services/e-learning/vle).

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.
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). Information for the MSc is posted on either the noticeboards found on the second floor corridor of the Roderic Hill Building or by the PG Administrator’s office in the ACE Extension. The student post rack is located on the second floor of Roderic Hill where any mail (please note we will not receive personal packets/parcels/registered post for students so please do not have these delivered to the Department) received by the Teaching Office for you will be distributed. You should visit both sources of information fairly frequently.

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 Rooms
You will probably wish to do some private study in College; there is a study room, E254, located on the 2nd floor of the ACE Extension Building. There is another study room, 265, in Roderic Hill, which is located adjacent to the Teaching Office.

You may also use any lecture or tutorial room in the Aeronautics Building which happens to be vacant (timetables on room doors).

In addition the student break out space (BOSS) on Level 2 of the Skempton Building provides 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.

We would ask that if you use any rooms, these should be kept tidy at all times. Please note that no food or drink (except for water) are to be consumed in any of the lecture rooms. Students are also asked not to eat or drink near any of the computers in rooms in the Department.

RODH 265 may, on occasion, be used for Departmental meetings or events and we will make every effort to let you know if this is going to be the case but please be cautioned that sometimes it may be at short notice.

These rooms are provided for quiet study – they are not intended to be common rooms – so we ask you all to respect your classmates and take any long or loud conversations elsewhere.

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: https://share.imperial.ac.uk/foe/Aero/student-portal/Pages/default.aspx

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, (Room 255 RODH), 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, if only as a mark of respect and good manners.
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. For lectures not held in the Aeronautics Buildings then 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.

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

**Imperial Mobile app**

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

www.imperial.ac.uk/imperialmobile
## Useful dates 2016–17

### USEFUL DATES 2016-17

Term dates for later years can be viewed on the Registry website: [http://www3.imperial.ac.uk/registry/currentstudents/termdates](http://www3.imperial.ac.uk/registry/currentstudents/termdates)

<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>03-07 October 2016</td>
<td>Autumn</td>
<td>Christmas Day 25-Dec-16</td>
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<td>Week 02</td>
<td>10-14 October 2016</td>
<td>Autumn</td>
<td>Boxing Day 26-Dec-16</td>
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<td>Week 03</td>
<td>17-21 October 2016</td>
<td>Autumn</td>
<td>Substitute Bank Holiday 27-Dec-16</td>
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<td>Week 04</td>
<td>24-28 October 2016</td>
<td>Autumn</td>
<td>New Years Day 01-Jan-17</td>
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<td>Week 05</td>
<td>31 October - 04 November 2016</td>
<td>Autumn</td>
<td>Substitute Bank Holiday 02-Jan-17</td>
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<td>Week 06</td>
<td>07-11 November 2016</td>
<td>Autumn</td>
<td>Good Friday 14-Apr-17</td>
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<td>Week 07</td>
<td>14-18 November 2016</td>
<td>Autumn</td>
<td>Easter Monday 17-Apr-17</td>
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<td>Week 08</td>
<td>21-25 November 2016</td>
<td>Autumn</td>
<td>Early May Bank Holiday 01-May-17</td>
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<td>Week 09</td>
<td>28 November - 02 December 2016</td>
<td>Autumn</td>
<td>Spring Bank Holiday 29-May-17</td>
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<td>Week 10</td>
<td>05-09 December 2016</td>
<td>Autumn</td>
<td>Summer Bank Holiday 28-Aug-17</td>
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<td>Week 11</td>
<td>12-16 December 2016</td>
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<td>02-06 January 2017</td>
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<td>Week 15</td>
<td>09-13 January 2017</td>
<td>Exams: MSc AAE&amp;ACM</td>
<td>Spring</td>
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<tr>
<td>Week 16</td>
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<td>Week 17</td>
<td>23-27 January 2017</td>
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<td>30 January - 03 February 2017</td>
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<td>17-21 April 2017</td>
<td>Easter</td>
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</tr>
<tr>
<td>Week 30</td>
<td>24-28 April 2017</td>
<td>Easter</td>
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<tr>
<td>Week 31</td>
<td>01-05 May 2017</td>
<td>Exams: MSc AAE&amp;ACM&amp;Composites</td>
<td>Summer</td>
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<tr>
<td>Week 32</td>
<td>08-12 May 2017</td>
<td>Exams: MSc AAE&amp;ACM&amp;Composites</td>
<td>Summer</td>
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<tr>
<td>Week 33</td>
<td>15-19 May 2017</td>
<td>MSc Project: Starts this week</td>
<td>Summer</td>
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<tr>
<td>Week 34</td>
<td>22-26 May 2017</td>
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<tr>
<td>Week 35</td>
<td>29 May - 02 June 2017</td>
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<td>Week 36</td>
<td>05-09 June 2017</td>
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<td>Week 37</td>
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<td>19-23 June 2017</td>
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<td>Week 39</td>
<td>26-30 June 2017</td>
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<td>Week 40</td>
<td>03-07 July 2017</td>
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<td>10-14 July 2017</td>
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<td>Week 42</td>
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<td>Week 43</td>
<td>24-28 July 2017</td>
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<td>Week 44</td>
<td>31 July - 04 August 2017</td>
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<td>Week 45</td>
<td>07-11 August 2017</td>
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<td>Week 46</td>
<td>14-18 August 2017</td>
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<td>Week 48</td>
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<td>Week 49</td>
<td>04-08 September 2017</td>
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<td>Week 50</td>
<td>11-15 September 2017</td>
<td>MSc Project: Presentations &amp; Submission</td>
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<tr>
<td>Week 51</td>
<td>18-22 September 2017</td>
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</tr>
<tr>
<td>Week 52</td>
<td>25-29 September 2017</td>
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</tr>
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</table>

### Term Dates : 2016-2017

**Autumn Term:**
- Sat 1 Oct to Fri 16 Dec 2016

**Spring Term:**
- Sat 7 Jan to Fri 24 Mar 2017

**Summer Term:**
- Sat 29 Apr to Fri 30 June 2017

### College Closure Dates

**Christmas:**
- Sat 24 Dec 2016 - Mon 2 Jan 2017 (incl)

**Easter:**
- Wed 12 Apr to Tues 18 Apr 2017 (incl)

### Graduation Ceremonies

**Commemoration Day**
- Wed 19 Oct 2016

**PG Awards Day**
- Wed 3 May 2017 (tbc)
2. Programme information

Overview of the Programme

The MSc in Composites course was started by the Composites Centre in 1988 with the objective of providing education and training in composite materials to students from a wide variety of academic backgrounds. This course will appeal to graduates of engineering, materials science, physics or chemistry.

New aircraft and other challenging engineering applications are becoming increasingly dependent upon the unique capabilities of high performance composite materials. This course addresses the broad field of advanced composites and is presented by experts in the field from the College, other universities, major aerospace companies and government research organisations. Students develop an outstanding knowledge of composite technology allowing them to take up specialist roles in industry and research.

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 course is one year full-time or two years part-time.

Accreditation/Professional Membership

The MSc Composites course is accredited by The Royal Aeronautical Society (RAeS), Institute of Materials, Minerals and Mining (IOM3) and the Institution of Mechanical Engineers (IMechE).

You can apply for student membership of RAeS: http://aerosociety.com/Membership/whichmembership/student

You can become an affiliate member of IMechE: https://www.imeche.org/membership-registration/become-a-member/affiliate-member

Discounted membership of IOM3: http://www.iom3.org/student-membership

General Status and Scope

The MSc is normally awarded after one year of full-time or two years part-time study. The initial qualification for the MSc in Composites course is normally a 1st class or 2nd Class Honours Degree of a U.K. University or an approved equivalent degree.

The Aims

The Composites Centre strives to be the main provider of postgraduate education in composite materials in the UK, and to pursue excellence through the operation of a comprehensive and integrated course attracting applicants of high intellectual calibre, having a wide range of undergraduate training in materials science, engineering, physics or chemistry. The underlying aims of this course are to provide high quality technologically trained postgraduates with the skills to take up leading roles in design and research and development in several industrial sectors including aerospace, transport, marine, offshore, sports goods and civil engineering.

Key elements in this postgraduate preparation include the development of i) transferable skills, ii) flexibility of mind, iii) confidence and enthusiasm to learn new skills and solve new technical
problems and, iv) fluency in the principles of composite materials design, engineering and science.

The Objectives
At the conclusion of the course students will have achieved the following objectives:

• Developed a firm grasp of the fundamental concepts and principles relating to: the nature of composite materials and their constituents, the processes of production of composites, the engineering and other properties and applications of current composite systems. This will necessarily involve reading of books and papers in addition to understanding material presented in the lectures.

• Demonstrated their ability to read the relevant scientific literature and to write an associated review.

• Demonstrated their ability to bring together all the aspects of the course by conducting a group design study.

• Developed an understanding of the relevance and limitations of the destructive and non-destructive test methods used for composites.

• Demonstrated their ability to carry out a major research project.

• Demonstrated their ability to communicate clearly and succinctly both orally and in writing.

• Developed an appreciation of the interdisciplinary nature of composite materials and hence have the ability to communicate with and understand the problems of workers in specialities different from their own.

The background information needed to fulfill the objectives is provided in the lecture and laboratory programme. Achievement of the objectives is monitored by performance in written examinations, by writing laboratory reports, a literature review, a group design study report and a project dissertation and by giving oral presentations on the literature review topic, design study and the research project.

Books/Journals - General Information
Introductory Textbooks

Each subject will have its own specific reading list but the following books give a general introduction to the field of composites:

*Composite Materials: Engineering and Science*
F L Matthews & R D Rawlings, Woodhead Publishing Ltd

*An Introduction to Composites Materials, 2nd Edition*
D Hull & T W Clyne, Cambridge University Press

*Analysis and Performance of Fibre Composites, 2nd Edition.*
Agarwal & Broutman, Wiley

*Mechanics of Composite Materials,*
Jones, Scripta Book Co.

*Mechanical Testing of Advanced Fibre Composites*
J M Hodgkinson (Ed), Woodhead Publishing Ltd
Journals
The following journals may be of interest to you:

Advanced Materials & Processes
Composites Part A
Composite Structures
International Journal of Fracture
Journal of Adhesion Science & Technology
Journal of Applied Polymer Science
Composites Part A
Journal of Material Science Letters
Journal of Reinforced Plastics & Composites
Polymer Composites
British Journal of Non-Destructive Testing
Composite Science & Technology
Engineering Fracture Mechanics
Journal of Adhesion
Journal of Composite Materials
Journal of Materials Science
Journal of Mechanics & Physics of Solids
Material Evaluation
Polymer Engineering & Science Wear

There are a number of other journals that include composites research papers.

Requirements of the Course
Subject (Module) Information
You can view your lecturers, terms, module descriptors - includes aims, syllabus, prerequisites, learning outcomes, teaching methods, assessment and reading list - on DSS (Departmental Student System) http://www.imperial.ac.uk/dss

Contact details of lecturers can also be found under relevant module (under Teaching Team) on Blackboard Learn http://www3.imperial.ac.uk/ict/services/e-learning/vle

This programme has no optional modules, all components are core.

Autumn Term
Course Title
AEM-CM01 Introduction to Composites
AEM-CM02 Revision Stress Analysis
AEM-CM04 Revision Chemistry
AEM-CM03 Introduction to Labs
AEM-CM05 Fibres
AEM-CM06 Interfaces
AEM-CM07 Manufacturing Science
AEM-CM08 Composites Systems (Polymer, Metal, Ceramic)
AEM-CM09 Stiffness and Strength
AEM-CM10 Non Destructive Evaluation (NDE)
AEM-CM11 Mechanical Testing
AEM-M01 Technical Writing and Presentations
AEM-CM25 Laboratory Sessions
AEM-CM26 Literature Review (undertaken during non-timetabled time)
Spring Term

Course Title
AEM-CM12 Lifecycle Assessment and Recycling of Composite Materials
AEM-CM13 Stress Analysis
AEM-CM14 Joining
AEM-CM15 Fracture
AEM-CM16 Laminate Analysis
AEM-CM17 Design
AEM-CM18 Fatigue
AEM-CM19 Analytical Techniques
AEM-CM20 Finite Element Analysis
AEM-CM21 Environmental Effects
AEM-CM22 Impact
AEM-CM23 Design Study (also undertaken during non-timetabled time)
AEM-CM26 Literature Review (undertaken during non-timetabled time)

Coursework Overview
Coursework consists of the following items: literature review, laboratory reports, design study. The latter is a group activity whereas all other coursework is individual.

- **Literature review**: the literature review constitutes a written paper of about **5000 words** and an oral presentation. Guidance on the format of the written work is given separately. Students select a topic from a list supplied at the beginning of the academic session (see below for Literature Review Overview).

- **Laboratory work**: students conduct laboratory work in groups, but are required to submit individual reports. Four ‘short’ and four ‘long’ reports are required, the format for each type being given separately. Details of the current session’s laboratories are given in the later section “Laboratory Programme”.

- **Design study**: students work on a defined task in groups of about four or five students. There are regular progress meetings, at which oral presentations are made and progress reports submitted, and a final oral presentation and report. The latter will contain individual and group contributions.

Literature Review Overview
This is just a brief overview of your Literature Review. The Literature Review is undertaken in the Autumn and continues into the early part of the Spring term. Full details, including the list of available topics, will be in a separate MSc Literature Review Information document which will be issued to you on Blackboard Learn under module AEM-CM26 Literature Review at the start of term.

The Literature Review is assessed by a report and an oral presentation.

Exams (Written Papers) Overview
There are four written papers, each of 3 hours duration, taken at the beginning of the Summer term. The marking scheme for the course awards a pass mark for each paper of 37.5% but to pass this element students must additionally obtain an aggregate across the four papers of 50%.
Distribution of Examination Questions

<table>
<thead>
<tr>
<th>PAPER 1</th>
<th>Q</th>
<th>Examiner</th>
<th>Topic</th>
<th>No of Questions</th>
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<tbody>
<tr>
<td></td>
<td>1</td>
<td>Prof J Morton</td>
<td>Introduction to Composites</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Prof A Boccaccini</td>
<td>Fibres</td>
<td>1</td>
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<tr>
<td></td>
<td>3</td>
<td>Dr S Shamsuddin</td>
<td>Polymer Matrix</td>
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</tr>
<tr>
<td></td>
<td>4</td>
<td>Prof A Boccaccini</td>
<td>Ceramic Matrix</td>
<td>1</td>
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<tr>
<td></td>
<td>5</td>
<td>Dr R Hamilton</td>
<td>Metal Matrix</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Dr S Shamsuddin</td>
<td>Interfaces</td>
<td>1</td>
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<tr>
<td></td>
<td>1</td>
<td>Dr M Clifford</td>
<td>Manufacturing Science</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Dr W Broughton</td>
<td>Manufacturing Science</td>
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</tr>
<tr>
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<td>3</td>
<td>Dr M Clifford</td>
<td>Manufacturing Science</td>
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</tr>
<tr>
<td></td>
<td>4</td>
<td>Dr S Nguyen</td>
<td>Mechanical Testing</td>
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</tr>
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<td></td>
<td>5</td>
<td>Prof P T Curtis</td>
<td>Stiffness &amp; Strength</td>
<td>1</td>
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<tr>
<td></td>
<td>6</td>
<td>Prof P T Curtis</td>
<td>Stiffness &amp; Strength</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Prof E Greenhalgh</td>
<td>Stiffness &amp; Strength</td>
<td>½</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prof E Greenhalgh</td>
<td>Stiffness &amp; Strength</td>
<td>½</td>
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<tr>
<td></td>
<td>1</td>
<td>Dr S Madhi</td>
<td>Design</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Dr K Lee</td>
<td>Lifecycle Assessment</td>
<td>1</td>
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<td></td>
<td>3 &amp; 4</td>
<td>Dr P Robinson</td>
<td>Laminate Analysis</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Prof E Greenhalgh</td>
<td>Analytical Techniques</td>
<td>½</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dr W Broughton</td>
<td>Analytical Techniques</td>
<td>½</td>
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<td>Dr W Broughton</td>
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<td>1 &amp; 2</td>
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<td>Stress Analysis</td>
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<tr>
<td></td>
<td>3</td>
<td>Prof P T Curtis</td>
<td>Fatigue</td>
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<td></td>
<td>4</td>
<td>Prof J Morton</td>
<td>Impact</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Prof P T Curtis</td>
<td>Environmental Effects</td>
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</tr>
<tr>
<td></td>
<td>6</td>
<td>Dr A Taylor</td>
<td>Fracture</td>
<td>1</td>
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</tbody>
</table>

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-CM24 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 should 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.

You will also be able to find past Literature Reviews and Bridge Design Study reports here.

Laboratory Programme
General Information
The laboratory programme is arranged so as to cover laminate and specimen preparation, mechanical testing, non-destructive testing (NDT), physical characterisation and microscopy. There are supporting lectures on mechanical testing, NDT, and analytical methods some of which, unavoidably, may come before or after the lab classes.

Record Keeping/Laboratory Log Book
Handouts are provided for most of the laboratory classes, but you are required to keep a laboratory logbook in which to record your own experimental observations, notes, calculations and results, etc. Chartwell Laboratory Book ref. A4-642K is strongly recommended, and may be bought from the College Shop. Sufficient information should be included to allow a report to be written on the task undertaken, and to allow another person to carry out the experiments without reference to other information. The laboratory logbook must be submitted for marking. The marks awarded count towards your final result, and the assessment takes into account presentation, relevance of information included, etc. Please note: you must NOT submit a re-written or word processed version of the Logbook, the original is required.

Laboratory Assessment
In addition to submitting the log book, you are also required to submit four ‘short’ reports (SR), as indicated below.
Also four ‘long’ reports (LR) will be required, one at the end of the Autumn term, and three during the Spring term. It is anticipated that some further reading may be needed when compiling these reports. Details are given below.

Information on report requirements and format is given in section “Laboratory Reports”.

**Laboratory Sessions**

There will be a special introductory session to acquaint you with general procedures and requirements, before the start of the full programme. Each class will be supervised by a member of staff or a PhD student. You **MUST** comply with all safety instructions.

Details of the scheduled classes are given below. All classes take place in the Autumn term. You can find further details on the laboratory timetable.

**Lay-up:** Cutting and stacking prepreg to produce flat sheets and a simple laminated channel section. Preparation for autoclave cure.

**Test piece preparation:** Cutting cured panels to produce test-pieces for mechanical testing, and cutting end-tab material. Abrading, cleaning and bonding on end-tabs and end-blocks to specimens as appropriate.

**Tensile testing (SR2):** Determination of tensile modulus and strength demonstrating the use of strain gauges, and extensometers.

**Flexural testing (LR1):** Determination of flexural modulus and strength using several standards.

**Compression testing (SR3):** Determination of compressive modulus and strength. Uses several test techniques including Celanese, Imperial College jig and anti-buckling guides.

**Fracture toughness (SR1):** Determination of interlaminar fracture toughness in Modes I and II.

**Shear testing (SR4):** Determination of in-plane shear properties using a strain gauged ±45° testpiece. Determination of interlaminar shear strength using a short beam test. Determination of shear modulus and strength using a notched beam specimen.

**Distortion of channels (LR4):** Determination of ‘spring-back’, ‘spring-forward’ of channel sections prepared during the ‘Lay-up’ lab. Compare with predicted values and flat sheets of the same lay-up.
Laboratory Supervisors

<table>
<thead>
<tr>
<th>Lab Topic</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fracture (SR1)</td>
<td>Professor Emile Greenhalgh (<a href="mailto:e.greenhalgh@imperial.ac.uk">e.greenhalgh@imperial.ac.uk</a>)</td>
</tr>
<tr>
<td>Tension (SR2)</td>
<td>Dr Giuliano Allegri (<a href="mailto:g.allegri@imperial.ac.uk">g.allegri@imperial.ac.uk</a>)</td>
</tr>
<tr>
<td>Compression (SR3)</td>
<td>Professor Emile Greenhalgh (<a href="mailto:e.greenhalgh@imperial.ac.uk">e.greenhalgh@imperial.ac.uk</a>)</td>
</tr>
<tr>
<td>Shear (SR4)</td>
<td>Dr Giuliano Allegri (<a href="mailto:g.allegri@imperial.ac.uk">g.allegri@imperial.ac.uk</a>)</td>
</tr>
<tr>
<td>Flexure (LR1)</td>
<td>Professor Paul Robinson (<a href="mailto:p.robinson@imperial.ac.uk">p.robinson@imperial.ac.uk</a>)</td>
</tr>
<tr>
<td>NDE (LR3)</td>
<td>Professor Emile Greenhalgh (<a href="mailto:e.greenhalgh@imperial.ac.uk">e.greenhalgh@imperial.ac.uk</a>)</td>
</tr>
</tbody>
</table>

Laboratory Reports

Short Reports

Short reports should be regarded as a formal write-up of your log book entries. Text should be limited to six pages. 1500 words (maximum) with only a few supporting tables or figures (word limit does not include references).

Long Reports

A long report might contain the same material as a short report but in expanded form (approx. 2500 words) and, in addition, a much more extensive discussion which must include a comparison of your results with other publications. Obviously this means reading around the subject and using appropriate references.

Long Report No 1: Flexure

You are required to write a 'conventional' report on the flexural tests that you will undertake in the laboratory. These tests will involve a comparison of Standards for unidirectional CFRP.

Your report should include the following sections: Abstract, Introduction, Experimental Procedure, Results, Discussion (including comparison with published data), Conclusions, References, Appendices.

Long Report No 2: DSC/DTMA

Your company is concerned about the quality of the prepreg it receives from a particular supplier. It has been suggested that DSC/DMTA might be used to check the resin in the prepreg. However, the company does not currently possess the equipment. What options are there? Is there a cheaper alternative to purchasing such equipment?

You are asked to prepare a report for your manager that outlines the procedures very briefly, compares the various techniques, and recommends an appropriate course of action.

A 'conventional' report (e.g. Report No 1) is not required and any details you decide to include should be placed in an Appendix. Your manager will need to make a decision on the information you supply. Make sure, therefore, that issues such as cost are considered. Use your imagination!

Long Report No 3: NDE

A report will be required on some aspect of NDE. The task will be described by Prof Cawley.
Long Report No 4: Channel Warping

A report will be required on the use of laminate analysis. Experimental data will be provided on the distortion of channel sections.

A demonstration on the use of the Centre’s laminate analysis software will be given in the Spring term, after the conclusion of the corresponding lectures.
3. Assessment

You can find the College’s Academic and Examination Regulations here: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/

MSc Award Criteria
To be awarded the MSc students must pass separately, according to the criteria given below, each element of the examination (coursework, written papers and research project). Failure in one or more elements cannot be compensated by superior performance in other elements.

Pass Criteria for the award of MSc: 50% is obtained in each of the three elements.

Criteria for the award of Merit: 60% is obtained in each of the three elements.

Criteria for the award of Distinction: 70% is obtained in each of the three elements.

Part-time students must pass agreed elements each year according to their length of study. Failure to pass agreed elements may mean an extension of the period of attendance.

Distribution of Marks
The distribution of marks for the various parts of each of the three assessment elements is given below:

**Written examination element**

<table>
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<tr>
<th>Element</th>
<th>% of Element</th>
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<td>Four papers</td>
<td>25% each</td>
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<tr>
<td>(pass mark: 37.5% per paper, 50% aggregate)</td>
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</table>

**Course work element**

<table>
<thead>
<tr>
<th>Element</th>
<th>% of Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature Review: Report</td>
<td>19.05%</td>
</tr>
<tr>
<td>Oral</td>
<td>4.76%</td>
</tr>
<tr>
<td>Design Study</td>
<td>19.05%</td>
</tr>
<tr>
<td>Laboratories: 4 Short Reports (equally weighted)</td>
<td>9.53%</td>
</tr>
<tr>
<td>4 Long Reports, Log Book (equally weighted)</td>
<td>47.61%</td>
</tr>
</tbody>
</table>

(Overall pass mark: 50%)

**Project element**

<table>
<thead>
<tr>
<th>Element</th>
<th>% of Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: Dissertation</td>
<td>66.67%</td>
</tr>
<tr>
<td>Oral</td>
<td>11.11%</td>
</tr>
<tr>
<td>Carrying Out Project</td>
<td>22.22%</td>
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</tbody>
</table>

The pass mark for the project is 50% (individually for the above separate items (progress, oral, dissertation) and on aggregate. A 'distinction' is only awarded if the aggregate mark is 70% and if the dissertation is also marked at 70% or over.
Coursework Deadlines
Coursework submission will be electronically via the online submission boxes on Blackboard Learn unless otherwise stated.

| Short Laboratory Report 2 - Tension | Within one week of laboratory class* |
| Short Laboratory Report 3 - Compression | Within one week of laboratory class* |
| Short Laboratory Report 4 - Shear | Within two weeks of laboratory class* |
| Long Laboratory Report 1 - Flexure | Friday 16 December 2016 |
| Short Laboratory Report 1 - Fracture | Monday 16 January 2017 |
| Literature Review (2 Hard Copies) | Friday 20 January 2017 |
| Long Laboratory Report 3 - NDE | Friday 3 February 2017 |
| Long Laboratory Report 4 – Channel Warping | Friday 17 March 2017 |
| Laboratory Log Book | Friday 17 March 2017 |
| Design Study Report | Friday 24 March 2017 |
| Long Laboratory Report 2 – DSC/DTMA | Wednesday 17 May 2017 |
| Project Report (2 Hard Copies) | Friday 15 September 2017 |

*See Blackboard Learn submission boxes for details of your group’s specific deadline.

All reports to be submitted by 17.00 hrs via Blackboard. Some course organisers may also require a hard copy of report apart from those listed above (to be submitted via your programme box) but full instructions will be given to you when assignment is issued by course organiser or via Blackboard.

Other Dates

| Literature Review Oral Presentation | Tuesday 7 February 2017 |
| Project Oral Presentation | Thursday 14 September 2017 |

Examinations Paper 1, Paper 2, Paper 3 and Paper 4 to be timetabled in Summer exam period (Mon 1 May to Fri 12 May 2017) and timetable will be issued in Spring term when finalised. Students are required to keep this whole period free until the timetable is finalised.

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.
- Minor illness/equipment problems during a long project.
- Congestion of work due to poor planning of your time.
- Printer problems (plan printing your report several hours before hand-in time and make sure you have a back up printer).
Penalties for Late Submission of Assessed Work
Late submissions will receive a mark of zero. This is the default penalty for late submissions of assessed work.

http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Penalties-for-late-submission-of-assessed-work.pdf

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

Special Examination Arrangements
If you wish to apply for special 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 ‘Special 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. Students who arrive more than 15 minutes after the start of the exam may be refused entry as it is unfair to disturb other
students. If you do arrive more 15 minutes after the start of an exam then please go directly to the Teaching Office (Room 263, Roderic Hill)

- 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**

Examination results (actual marks) are not released to students until after the Exam Board has met so please do not request this (this is a College regulation).

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 marks to date to be sent out before the exam board then please ask them to send their requests to the Postgraduate Administrator or you can provide contact details (preferably email) to send to. Such transcripts will not be sent to students.

**Release of Official Examination Results/Awards**

The Board of Examiners will meet to consider the results of the examinations in early November 2017 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. [http://www3.imperial.ac.uk/registry/exams/examresults](http://www3.imperial.ac.uk/registry/exams/examresults)

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

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 Cheating Offences Policy and Procedures section on page 36 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.
4. Board of examiners

**MSc Composites: Board of Examiners**

Chair of Board of Examiner – Professor Emile Greenhalgh

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

**External examiners**

Professor Stephen Ogin, University of Surrey (Academic)
Dr Paulo Lage, Airbus (Industrial)

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.

External examiners reports can be found here:


**Prizes**

Currently the Board of Examiners awards the following prizes to Composites students:

**DSTL Prize in Composite Materials**– Annual award to a student on the advanced course in Composite Materials for the best individual project.

**Departmental Prize for Composites**– Awarded to the best student on the MSc in Composites.

Recipients will receive a monetary prize and a certificate.
5. 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 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.

Please refer to our policy on working while studying:

6. 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 Policy can be found at:


Your Departmental Safety Officer is:

Dr Nigel MacCarthy

[![location](https://media-imperial.codeby.net treaties)](en/industrial-design-and-partnering-public) E353, ACE Extension Building

[![phone](https://media-imperial.codeby.net treaties)](en/industrial-design-and-partnering-public) +44 (0)20 7594 5043

[![email](https://media-imperial.codeby.net treaties)](en/industrial-design-and-partnering-public) 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

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
7. 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

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

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 Student Records and Data website:


Cheating offences 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 Cheating Offences Policy and Procedures – see Appendix 3 of the Examination Regulations which can be found here:

[www.imperial.ac.uk/about/governance/academic-governance/regulations][www.imperial.ac.uk/about/governance/academic-governance/regulations

Intellectual property rights policy
For further guidance on the College’s Intellectual Property Rights Policy, please contact the Research Office:

[www.imperial.ac.uk/research-and-innovation/research-office/ip][www.imperial.ac.uk/research-and-innovation/research-office/ip
Use of IT facilities
View the Conditions of Use of IT Facilities:

8. **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](http://www.imperial.ac.uk/student-space)

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**Director of Student Support**  
The Director of Student Support has overall responsibility for all matters relating to student support and well-being.  

[www.imperial.ac.uk/people/d.wright](http://www.imperial.ac.uk/people/d.wright)

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**Departmental support and College tutors**  
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 him/her 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.

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<th>Dr Joaquim Peiro</th>
<th>E456, ACE Extension Building</th>
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<td>+44 (0)20 7594 5051</td>
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<td><a href="mailto:j.peiro@imperial.ac.uk">j.peiro@imperial.ac.uk</a></td>
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College tutors
College tutors operate outside of any department. They provide guidance and assistance to students in regard to welfare issues and are also involved in College disciplinary matters involving students. For more information see:

www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support

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.
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)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

- Level 3, Sherfield Building, South Kensington Campus
- 020 7594 9444
- student.hub@imperial.ac.uk
- www.imperial.ac.uk/student-hub

**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
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 an NHS 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 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 George Papadakis, E355 ACE Extension Building
020 7594 5080
g.papadakis@imperial.ac.uk
More information on Departmental Disability Officers is available at:

- [www.imperial.ac.uk/disability-advisory-service/support/ddos](http://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](http://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](http://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. Check out the Library homepage (link below) for services and resources available; this include an Aeronautics subject page. Angela Goldfinch ([a.goldfinch@imperial.ac.uk](mailto:a.goldfinch@imperial.ac.uk)) is the Librarian for Aeronautics; she can help you find resources for your subject area. The Library offers a range training workshops and Angela provides tailored training sessions during your course. 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](http://www.imperial.ac.uk/library)
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
9. 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 currently 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.

Student Records and Data 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.

Appeal administration also sits within the team, as does the responsibility for confirming qualifications via the Higher Education Degree Datacheck service.

**Student records and examinations**

📞 +44 (0)20 7594 7268  
✉️ student.records@imperial.ac.uk  (active from Monday 3 October)

**Degree certificates**

📞 +44 (0)20 7594 8037  
✉️ certificates@imperial.ac.uk
10. 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 340+ 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.union.ic.ac.uk/presidents/gsu

Sport
Beginners and semi-professionals alike will receive a warm welcome in our sports clubs, which are subsidised by Imperial College Union to make it a little bit cheaper to keep doing a sport you love.

Access to swimming facilities, including sauna, steam room and spa at Ethos sports centre, is completely free from your very first day. Gym facilities across all campuses are also free after you’ve completed a fitness orientation for a one-off charge (£40 in 2016–17).

www.imperial.ac.uk/sport
11. 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.

Staff-Student Committee
The Staff-Student Committee is 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**
Dr Joaquim Peiro

**MSc Composites Course Director**
Professor Emile Greenhalgh

**MSc Advanced Computational Methods Course Director**
Professor Sergei Chernyshenko

**MSc Advanced Aeronautical Engineering Course Director**
Dr Rob Hewson

**Departmental Health & Safety Officer**
Dr Nigel MacCarthy

**Subject Librarian**
Mrs Angela Goldfinch

**Postgraduate Administrator (Secretary)**
Miss Joanne Cooke

**PG Departmental Representative**
TBC

**Student Representatives x 2 – MSc Advanced Computational Methods**
TBC
Student Representatives x 2 – MSc Advanced Aeronautical Engineering

Student Representatives x 2 – MSc Composites

TBC

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.
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
- Student Experience Survey (SES)
- Postgraduate Taught Experience Survey (PTES) – next due to run in spring 2018

The PG SOLE lecturer/module survey runs at the end of the autumn and spring term. 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 again 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

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

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

surveys.registrysupport@imperial.ac.uk
13. 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 Composites, you may choose to go on to PhD study. You can find information about the next Postgraduate Open Day online.

http://www.imperial.ac.uk/study/pg/open-days-and-visits/