

Imperial College London

Faculty of Engineering
Department of Aeronautics

MSc Advanced
Aeronautical
Engineering

Student Handbook

2020-21

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

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

Disclaimer: This handbook was originally compiled in Summer 2020 and is intended primarily for the use of our 2020-21 cohort. Please note that handbooks are subject to annual review and change.

Welcome to the College

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

From Fleming's discovery of Penicillin to Gabor's invention of holography, Imperial has been changing the world for well over 100 years. You're now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

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

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



We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym (£30 annual fee) and swimming facilities across our campuses.

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

Our Principles

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

Imperial will provide through its staff:

- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

Imperial will provide students with:

- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies and procedures
- Details of full programme costs and financial support
- An appropriate and inclusive framework for study, learning and research

Imperial students should:

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

The Imperial College Students' Union will:

- Support all students through the provision of independent academic and welfare assistance
- Encourage student participation in all aspects of the College
- Provide a range of clubs, societies, student-led projects and social activities throughout the year
- Represent the interests of students at local, national and international level



www.imperial.ac.uk/students/our-principles

Welcome from the Graduate School



Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students' Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating and diverse environment in which to work, to study and to research. Do make the most of all that the College and your programme has to offer.

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



I am delighted to welcome you to the Imperial College and the Graduate Students' Union (GSU). I hope you have a fantastic time here.

The Graduate Students' Union is a university-wide representative body elected by postgraduate students. Our job is to stand up for your interest as a postgraduate and ensure that you have the most enjoyable and beneficial time possible at Imperial. As the GSU President, I want to emphasise that it is postgraduate students that Imperial is relying on to maintain its position as a Top 10 university in the world, therefore, your voices really do matter!

This year, our GSU Committee will keep improving postgraduate well-being by increasing the quality of supervision and by creating strategies to tackle mental health issues. Meanwhile, we will also try to strengthen the relationship with enterprises, so that we can co-organize more campus activities, negotiate job and internship opportunities for our postgraduate students and raise more money for our social and recreational events.

We also realised your learning, researching and job/internship application in this year might be terribly influenced by the the COVID-19 pandemic. This might also be worrying you. To minimise the effects and guarantee that your voices are heard, my team and I will meet you through online or offline channels, collect your opinions and ideas, and advocate them to the university.

This GSU Committee is ready to serve for you. We are happy to answer your questions and fully expect to receive your feedback. I wish you all the best at Imperial. Please stay happy and healthy!

Zixiao Wang
President of Graduate Students' Union
Imperial College London
Email: gsu.president@imperial.ac.uk

1. Introduction to the Department

Welcome from your Course Director – Dr Oliver Buxton



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

Please make maximum use of the opportunities presented to you, both during the taught components of your programme and during your research project, and remember your lecturers and professors are here to help you. Your cohort comprises of students from all over the world and reflects Imperial's international nature. We understand that this year will be a particularly challenging year for all of us as we deal with the consequences of the covid19 pandemic. Nevertheless, we wish all of you the very best and hope that you feel at home within our Imperial community, whether you are with us here in London or taking the course remotely.



Your main location of study will be:

South Kensington

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

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

Maps

Campus maps and travel directions are available at:



www.imperial.ac.uk/visit/campuses

Accessibility

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



<https://www.imperial.ac.uk/estates-facilities/buildings/accessibility/>

Smoke-Free Policy



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



www.imperial.ac.uk/smoke-free

Departmental Contacts – Programme Administrator

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



Mfg'F Uj JbXYf'DUbYgUf	 Room 318, City & Guilds Building  +44 (0)20 7594 5066 r.panesar@imperial.ac.uk
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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 the Undergraduate Office staff if *urgent* assistance is required
ae.office@imperial.ac.uk



Departmental Contacts – Course Director

The Course Director for this programme is:

Dr Oliver Buxton	 Room 213, City & Guilds Building  +44 (0)20 7594 5118 o.buxton@imperial.ac.uk
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Departmental Contacts – PG Tutor

For advice of a more pastoral nature, the Postgraduate Tutor is:

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

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

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

Communications

Communication within the department relies **heavily on email** and announcements on Blackboard Learn and **you should check both on a daily basis** (preferably start and end of day).

If you need to contact a member of staff by telephone or email then you can refer to the Departmental web page <http://www.imperial.ac.uk/engineering/departments/aeronautics/people/academic/> for staff extension numbers and email addresses.

Study/Breakout Space

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

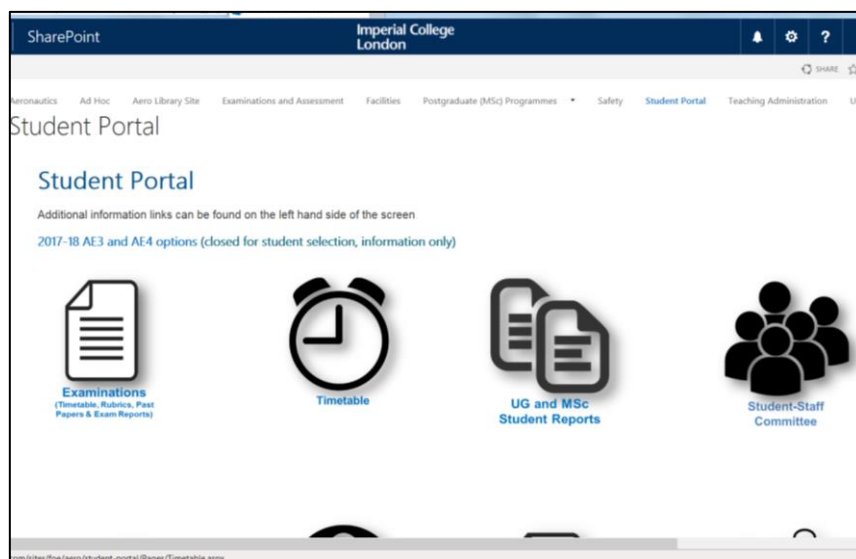
There are also computer rooms in both these buildings and study space in the Library.

Following our re-location to the City & Guilds Building in Summer 2017, the MSc Study Room is located in 146B (swipe card access only)

Sharepoint – 'Student Portal'

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

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



Panopto

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

Please note that whilst Staff are encourage to record their lectures on Panopto, its use is not mandatory in Aeronautics.

Recordings can be accessed directly through Panopto or may be made available via links on BBL.

<https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/panopto/>

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. Usually we gather for tea in the Staff Common Room after the seminar, and this is a valuable, regular opportunity for the postgraduates and academic staff to get together.

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

Student's Obligations

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

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

Lecturer Attendance


If your lecturer hasn't arrived within 10 minutes of the scheduled start time then please inform the Postgraduate Administrator or the UG Office who will contact the lecturer to see where he/she is. Students (preferably one of the programme representatives) are asked to ring the Postgraduate Administrator (020 7594 5066) or UG 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/>

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 are ill and miss an assessment deadline (this could be an examination, presentation or a coursework submission) you will need to make a claim for mitigating circumstances within 10 working days of the deadline. Please see the section on mitigation below.

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

English language requirement

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

See the Admissions website for details:

 www.imperial.ac.uk/study/pg/apply/requirements/english

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

Imperial Mobile app

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

 www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term. You can download the App from the Apple or Google App Stores <https://guidebook.com/g/imperial/>



Imperial Success Guide

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

 www.imperial.ac.uk/success-guide



2. Key Dates

Term dates for later years can be viewed on the Registry website: <http://www.imperial.ac.uk/admin-services/registry/term-dates/>

USEFUL DATES 2020-21, MSc Students

Week No	Dates	Important Events	Term	Bank Holidays	
Week 01	05-09 Oct 2020	MSc Students First Day (Mon)	Autumn	Christmas Day	25-Dec-20
Week 02	12-16 Oct 2020		Autumn	Boxing Day (in lieu)	28-Dec-20
Week 03	19-23 Oct 2020		Autumn	New Years Day	01-Jan-21
Week 04	26-30 Oct 2020		Autumn	Good Friday	02-Apr-21
Week 05	02-06 Nov 2020		Autumn	Easter Monday	05-Apr-21
Week 06	09-13 Nov 2020		Autumn	Early May Bank Holiday	03-May-21
Week 07	16-20 Nov 2020		Autumn	Spring Bank Holiday	31-May-21
Week 08	23-27 Nov 2020		Autumn	Summer Bank Holiday	30-Aug-21
Week 09	30 Nov-04 Dec 2020		Autumn		
Week 10	07-11 Dec 2020		Autumn		
Week 11	14-18 Dec 2020		Autumn		
Week 12	21-25 Dec 2020		Xmas		
Week 13	28 Dec 2020-01 Jan 2021		Xmas		
Week 14	04-08 Jan 2021		Xmas		
Week 15	11-15 Jan 2021	Exams: MSc AAE/ACM	Spring		
Week 16	18-22 Jan 2021	Exams: MSc AAE/ACM	Spring		
Week 17	25-29 Jan 2021		Spring		
Week 18	01-05 Feb 2021		Spring		
Week 19	08-12 Feb 2021		Spring		
Week 20	15-19 Feb 2021		Spring		
Week 21	22-26 Feb 2021		Spring		
Week 22	01-05 March 2021		Spring		
Week 23	08-12 March 2021		Spring		
Week 24	15-19 March 2021		Spring		
Week 25	22-26 March 2021		Spring		
Week 26	29 March-02 April 2021		Easter		
Week 27	05-09 April 2021		Easter		
Week 28	12-16 April 2021		Easter		
Week 29	19-23 April 2021		Easter		
Week 30	26-30 April 2021	Exams: All MSc programmes	Summer		
Week 31	03-07 May 2021	Exams: All MSc programmes	Summer		
Week 32	10-14 May 2021	Exams: All MSc programmes MSc Projects: Official Start	Summer		
Week 33	17-21 May 2021		Summer		
Week 34	24-28 May 2021		Summer		
Week 35	31 May-04 June 2021		Summer		
Week 36	07-11 June 2021		Summer		
Week 37	14-18 June 2021		Summer		
Week 38	21-25 June 2021		Summer		
Week 39	28 June-02 July 2021		Holiday		
Week 40	05-09 July 2021		Holiday		
Week 41	12-16 July 2021		Holiday		
Week 42	19-23 July 2021		Holiday		
Week 43	26-30 July 2021		Holiday		
Week 44	02-06 Aug 2021		Holiday		
Week 45	09-13 Aug 2021		Holiday		
Week 46	16-20 Aug 2021		Holiday		
Week 47	23-27 Aug 2021		Holiday		
Week 48	30 Aug-03 Sept 2021		Holiday		
Week 49	06-10 Sep 2021	MSc Project Presentations MSc Project Submission	Holiday		
Week 50	13-17 Sep 2021		Holiday		
Week 51	20-24 Sep 2021		Holiday		
Week 52	27 Sept-01 Oct 2021		Holiday		

Term Dates : 2020-2021

Autumn Term:

Sat 3 Oct to Fri 18 Dec 2020

Spring Term:

Sat 9 Jan to Fri 26 Mar 2021

Summer Term:

Sat 24 Apr to Fri 25 June 2021

College Closure Dates

Christmas:

Thu 24 Dec 2020 - Sun 03 Jan 2021 (incl)

Easter:

Thu 01 April to Tue 06 Apr 2021 (incl)

Graduation Ceremonies

Commemoration Day

Wed 21 Oct 2020 (tbc)

PG Awards Day

Wed 12 May 2021 (tbc)

3. Programme Information

Overview of the Programme

This taught postgraduate programme offers multidisciplinary training in the field of aeronautical science and engineering. This degree is suitable for applicants with an engineering background who have a particular interest in aeronautics.

The course is assessed by written examination, associated coursework, and a substantial individual research project of four months' duration. It may be possible for projects to be carried out in industry. The normal duration of the programme is one year full-time.

Accreditation/Professional Membership

The MSc Advanced Aeronautical Engineering course is accredited by The Royal Aeronautical Society (RAeS)

You are encouraged to apply for membership of RAeS:

<https://www.aerosociety.com/membership-accreditation/joinupgrade/membership-grades/students/> – FREE

General Status and Scope

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

Requirements of the Course

Modules

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

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

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

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

Module Information

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

Autumn	Units
Compulsory Non-Assessed	
AERO97026 Introduction to Fluid Dynamics (Online)	N/A
AERO97027 Introduction to Programming	N/A
AERO97028 Introductory Mathematics	N/A
AERO97044 Technical Writing and Presentations	N/A
AERO97036 Revision Stress Analysis	N/A
Core Modules	
AERO97018 Emerging Technology for Green Aviation	2
AERO97023 Aerospace Structures (assignment in Spring term)	2 ^c
AERO97024 Applied Aerodynamics	2
Elective (Optional) Modules	
<i>Mutually Exclusive Modules – You may only take one of the following:</i>	
AERO97001 Advanced Mechanics of Flight <u>Or</u>	1 ^a
AERO97068 Materials in Action	2 ^a
<i>There are no restrictions on the remaining optional modules</i>	
AERO97004 Innovation Management	2 ^a
AERO97005 Advanced Manufacturing	2 ^a
AERO97022 Aircraft Performance and Flight Mechanics	1
AERO97025 Aircraft Design and Airworthiness	1 ^c
AERO97059 Compressible Flow	1 ^a
AERO97063 Computational Fluid Dynamics	2
AERO97074 Introduction to Turbulence and Turbulence Modelling	2
AERO97070 Computational Mechanics	1 ^a

a examined by exam only

b examined by coursework only.

c examined by coursework only. This module runs in both Autumn and Spring term and students are required to attend lectures in both terms

d examined by exam only in the Summer term. This module runs in both Autumn and Spring term and students are required to attend lectures in both terms

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

Spring	Units
Core Modules	
AERO97019 Aircraft Systems Engineering and Aerial Vehicle Technologies	2
Elective (Optional) Modules	
AERO97003 Advanced Propulsion	2
AERO97020 Stress Analysis and Impact [#]	2 ^a
AERO97025 Aircraft Design and Airworthiness	1 ^c
AERO97058 Aeroservoelasticity	1 ^a
AERO97072 Artificial Intelligence for Aerospace Engineers	2
AERO97062 An Introduction to Flow Control	2 ^a
AERO97039 Analysis of Laminated Composites	1
AERO97076 Control Theory	1

a examined by exam only

b examined by coursework only. Continued from Autumn - students are required to attend lectures in both terms

c examined by exam only in the Summer term. Continued from Autumn.- students are required to attend lectures in both terms.

Under AERO97049 Stress Analysis and AERO97049 Impact for timetabling, DSS and BBL.

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

Module Registration

You are automatically enrolled on all of the core modules for this MSc programme and should check that all are visible to you in DSS (www.imperial.ac.uk/dss).

For optional modules, you will need to register yourself on to your chosen modules on DSS, as per the email sent to you before term began. The deadline for registering is 23:00 on Friday 16th October 2020.

Mutually Exclusive Modules:

You may only take one of either AERO97001 Advanced Mechanics of Flight or AERO97068 Materials in Action. You may, of course, choose not to take either of them if you so wish but if you do choose, for example, to take Advanced Mechanics of Flight then you may not take Materials in Action. They have been deliberately timetabled against each other.

Dropping Modules

Please note modules cannot be dropped or changes made to your modules after the deadline. Therefore, please ensure that you thoroughly read the module information available on BBL, DSS and on the Imperial website before making your choices.

Modules Assessed by Coursework only

Any modules that are coursework only can be dropped no later than 24 hours before the published deadline. However to make things easier for us administratively and so the lecturers are aware of the volume of marking it would be really useful if you would inform us as soon as you know you are aware you wish to drop the option.

Research Project Overview

This is just a brief overview of your research project. Full research project details will be issued in a separate *MSc Projects Information* document on Blackboard Learn under module AERO97021 *Major Individual Research Project* with the list of project topics available.

The project constitutes a piece of individual research that for full-time students is a continuous activity from immediately after your Summer term examination session to the end of the course (approximately the second week of September which is when you are expected to give an oral presentation and submit your project report). Some preparatory work (literature searching, project planning, assembling materials and test apparatus where relevant) is expected to be undertaken as soon as your project has been allocated and before your Summer term examination session. You are expected to work full-time during the project period and assume the working week is at least 40 hours though you should spend considerably more time on the project by additionally working during evenings and weekends in order to achieve your goals. F Yei Yghg Zcf U l c XUnDXi f]b[' H Y dfc YW dYf]cX' k]'' bch VY YbhfHJ]bYX'' Gh XYblg' UfY bch lc' VY UWgYbh Zca ' 7 c''Y[Y' k]H ci h dYfa]gg]cb' Zca 'H Y' 7 ci fgY' 8]fYWcf' fdfc YWgi dYfj]gcfgZ]bhf bU' cf' Yl hf bU' UfY bch U l H cf]gYX' lc' [fUbh' YUj Y' cZUVgYbWgL'' 5'' fYei Yghg Zcf'' YUj Y' cZUVgYbW' a i gh VY' gYbh lc' H Y' 7 ci fgY' 8]fYWcf' j]U l Y' Dcgl' fUXi UH' 5 Xa]b]ghf Ucf']b' H Y' Zfgh]bgHUbW''

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 under [UG and MSc Student Reports](#).

There is further information on projects and supervisor/student responsibilities on the Imperial website:

[Master's Students and their Project Supervisors](#)

4. Assessment

MSc Award Criteria

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

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

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

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

Coursework Submission and Deadlines

Coursework submission will be electronically via the online submission boxes on Blackboard Learn unless otherwise stated.

You can find details of coursework deadlines here:

<http://www.imperial.ac.uk/aeronautics/study/pg/msc-coursework-deadlines/>

Coursework Extensions

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

The following problems are normally not acceptable reasons for an extension:

- Loss of data due to lack of back-up files or loss of College H:drive
- Minor illness/equipment problems during a long project.
- Congestion of work due to poor planning of your time.
- Printer problems (plan printing)

Penalties for Late Submission of Assessed Work

You are responsible for ensuring that you submit your coursework assessments on time and by the published deadline. Any piece of assessed work which is submitted beyond the

published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on the Academic Governance website:



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

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

Instruction to Candidates for Examinations

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



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

Instructions for exam candidates can be found here:



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

Additional Examination Arrangements

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

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

<http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability/>

College Health Centre: If you cannot arrange an appointment quickly with your own GP then please go to the College Health Centre. When booking appointments please ensure you mention it is to apply for 'Additional Examination Arrangements'.

<http://www.imperialcollegehealthcentre.co.uk/>

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

Notes on the Examinations

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

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

Please note the following:

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

Provisional Results Information

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

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

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

Provisional results are not provided for Major Individual Research Projects.

Release of Official Examination Results/Awards

The Board of Examiners will meet to consider the results of the examinations in mid-late October 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://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exam-results/>

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 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 'Mitigating Circumstances Claim Form' and submit it with the relevant required documentation.

On this form, you will need to give a complete account of your extenuating circumstances, attach your evidence and submit it to the Postgraduate Administrator within 10 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. Forms are available from the Student Portal on Sharepoint under 'Forms'.

[Mitigation and Coursework Extension Forms](#)

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 will not be considered.

Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with Additional Examination Arrangements.

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.

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

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).

Academic Appeals Procedure

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

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


Arithmetic Marks Check

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

Student Complaints

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

 student.complaints@imperial.ac.uk


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

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.

Unsatisfactory Progress

Unfortunately sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. The full details of this process, and the appeals procedure relating to it can be found at:

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

Plagiarism

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

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



www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/

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

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



www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/

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.

<https://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/plagiarism-online/>

The deadline for completion of the Online Plagiarism awareness course is Thursday 14th June. A few weeks before this Nora Mulvaney, 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.

Collusion

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

You should note that whilst the College encourages students to support each other in your studies you should be careful to ensure that you do not exceed any assessment brief with regards to individual work, acknowledge the contributions of others in your work, and do not leave yourself open to allegations that you have supplied answers to enable another student to commit academic misconduct.

Exam offences

Exam offences include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you. It would also include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

Dishonest practice

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

Research integrity

Research integrity is about your research practices, how you present the findings of your research and how your research impacts on society and the wider world. At Imperial College London, you will work with internationally renowned academic staff who will guide you to design rigorous, robust, and reproducible research methods. This will ensure that your research is lawful and that any adverse impact your research may have on society, natural environment, or animals is justified and minimised. Research integrity is also about presenting the findings of your research in a responsible manner.

The College has adopted the Council for Science and Technology's Universal Ethical Code for Scientists and upholds its three principles, which are:

- Rigour, Honesty and Integrity
- Respect for Life, the Law and the Public Good
- Responsible Communications: Listening and Informing

To this end, the Graduate School has the following professional development opportunities available to postgraduate students:

- **Plagiarism Awareness, a UbXUcfm** for both Master's and Doctoral students
This online course was developed by the Graduate School, in conjunction with the Library. It aims to equip you with a working knowledge of the concept of plagiarism and how to avoid it. It also aims to provide you with information to enable you to use and share information ethically, with academic integrity and in accordance with [Imperial College's Examination & Assessment: Academic Integrity Policy](#).
- **Copyright for Researchers (Doctoral)**
This course aims to equip you with a working knowledge of copyright and licencing so that in your career you can use and share information in a copyright safe way. The course has activities and discussions to give you the opportunity to practice the knowledge and skills acquired through context-based scenarios and examples. You are recommended to share your reflections on the digital canvases throughout the course. This will give you a chance to elaborate what you have learnt in the readings, share examples and challenge your understanding by interacting with your peers.
- **Intellectual Property (Doctoral)**
This course aims to equip you with a working knowledge of the concept of Intellectual Property (IP), and an awareness and understanding of the basic principles surrounding IP rights, such as patents, copyright, design rights and other forms of IP. An understanding of IP and its application is important for all students; for those intending to continue in academia as well as those intending to enter the commercial world after graduation.

- Introduction to Making your Thesis Open Access (Doctoral)

This workshop will provide a general introduction to open access, with specific reference to the PhD thesis, and related research outputs that may arise from PhD study. You will be introduced to: open access repositories, open access publishing and online support tools such as the Directory of Open Access Journals and Open access button. You will also be provided with the opportunity to discuss Creative Commons licences, the re-use of third-party copyright materials in your thesis and why your thesis is made open access.

- Data Management (Doctoral)

Data is a key research asset, underpinning almost all published research conclusions. In recent years, new technology has enabled us to:

1. Generate and record far more data than ever before; and
2. Share, reuse and combine that data in new ways to generate new insights.

Research data is increasingly a first-class research output, and a little bit of planning will enable you to take advantage of this shift. This course will highlight key considerations and help you to assess when it is appropriate to share your data and how to write a data management plan.

This workshop is supported by a webinar on Research Data Management Plans which covers some of the more practical elements of research data management and will help students to create their own data management plans.

- Science, Research and Integrity (Doctoral)

This workshop is designed to give you a chance to explore and critically analyse the ethics of scientific research in a constructive way. We will critically discuss the structure and implications of specific cases of scientific fraud and will also look at different moral theories and how they might apply not only to specific moral dilemmas, but also to science in general. The session will aim to forearm you by providing a safe environment within which to formulate and articulate your own views on how you might deal with the sorts of dilemmas you are likely to face during your career.

H Y'GUb': fUbVgWc'8 YWUfUjcb'cb'F YgYUfW '5ggYgga YbhifB CF 5L'

The College has signed the San Francisco Declaration on Research Assessment (DORA). The ethos behind DORA is to improve the ways in which the output of scientific research is evaluated by funding agencies, academic institutions, and other parties. The outputs from scientific research are many and varied, including: research articles reporting new knowledge, data, reagents, and software; intellectual property; and highly trained young scientists. Funding agencies, institutions that employ scientists, and scientists themselves, all have a desire, and need, to assess the quality and impact of scientific outputs. It is thus imperative that scientific output is measured accurately and evaluated wisely.

As such the College has signalled that it will assess research based on quality rather than where it is published, for example journal impact factor. The Graduate School promotes the ethos behind DORA at the following professional development workshops:

- Writing for publication
- How to be an effective researcher

- Global Research Impact and Influence retreat
- Finish Up Move On
- Impact in academia webinars
- Understanding the reviewer

References:

[The San Francisco Declaration on Research Assessment](#) DORA [accessed 26.06.20]

[The UK Concordat to Support Research Integrity – Universities UK](#) [accessed 26.06.20]

[The Universal Ethical Code for Scientists](#) [accessed 26.06.20]

[The European Code of Conduct for Research Integrity](#) – ALLEA (All European Academies) [accessed 20.06.20]

5. Board of Examiners

MSc Advanced Aeronautical Engineering/ MSc Advanced Computational Methods Joint Board of Examiners

Chair of Board of Examiner - Dr Oliver Buxton
Deputy Chair - Professor Sergei Chernyshenko

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

External Examiners

Professor Alfredo Pinelli, City, University of London
Professor Harvey Thompson, Leeds University

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

It is inappropriate for you to submit complaints or representations direct to external examiners or to seek to influence your external examiners. Inappropriate communication towards an examiner would make you liable for disciplinary action.

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



<https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/>

Prizes

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

Airbus Prize for the Best Student in MSc Advanced Aeronautical Engineering

For annual award to the student with the best performance on the programme

Airbus Prize for Individual MSc Project

For annual award to the student with an outstanding project on an Aeronautics related topic (one prize, open to all three MSc programmes)

Recipients will receive a monetary prize and a certificate.

6. Placements


For MSc students, this applies only if you undertake your Major Individual Research Project (59FC- +\$&%) externally. There are no other placements on this degree programme.

The College defines a placement as:

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

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

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

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

For more information on placements visit the Placements website:

 www.imperial.ac.uk/placements

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

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

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

 www.imperial.ac.uk/careers/opportunities/internships/

7. Working While Studying

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

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

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

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

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

8. Health and Safety

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

Government guidance will continue to change in the UK over the coming months and we are regularly updating our plans for your safe return to campus.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:

 www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

What measures to expect in the Autumn Term?

Arrangements may change, but on current plans, as a minimum you can expect:

Welcome pack

On arrival at Imperial, you will receive a welcome pack that will include three washable cotton face coverings, hand sanitiser and anti-viral wipes.

Good infection control

The College is implementing good infection control procedures, for example, by frequently cleaning and disinfecting objects and surfaces that are touched regularly including door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps and dispensers. Perspex screens will also be used across the College in reception and service areas.

Hand sanitisers and multi-surface cleaning wipes

Around the College there will be hand sanitisers and multi-surface cleaning wipes for you to use, as well as plenty of hand-washing facilities.

Social distancing

You should keep at least two metres apart from other people. If you need to be in closer proximity, you should still stay more than one metre apart and it will be essential you adopt additional mitigating measures, such as wearing a face covering or a face visor, depending on where you are within campus. There will be clear signage systems and protocols to ensure you can go about your business while maintaining social distancing and good hygiene.

Face coverings

On campus, wearing a face covering is essential in most locations. Face coverings should cover both your mouth and nose.

When it's essential to wear a face covering:

- Walking around campus
- Cafes and welfare spaces
- Lecture theatres
- Teaching rooms
- Library (in queues)
- Halls of residence
- Travelling on public transport

When it's not essential to wear a face covering:

- Library (when studying)
- Offices
- Laboratories
- Workshops

For laboratories and other high-risk areas please refer to the local risk assessments for exact requirements.



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:

 www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Your Departmental safety contact is

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

You may be required to complete inductions and attend training sessions to safely complete this course. These include Safety Briefing (part of Start of Session) and 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

9. College Policies and Procedures

Regulations for Students

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

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

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

Academic Feedback Policy

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

 <http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf>

Academic Integrity

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

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

Academic Misconduct Policy and Procedures

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

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

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

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

 <https://www.imperial.ac.uk/research-and-innovation/research-office/ip/>

Use of IT Facilities

View the Conditions of Use of IT Facilities:

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

Identifying and Supporting Students


Unfortunately sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. The full details of this process, and the appeals procedure relating to it can be found at:

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


General Data Protection Regulation (GDPR)

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

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

 <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/ICL---Privacy--Notice-for-Students-and-prospective-students.pdf>

Please note that your examination scripts once completed are belong to the College under the GDPR legislation. This means that you do not have the right to view them. Please see the GDPR webpages for further information at:

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

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

Postgraduate Tutor

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

Faculty Senior Tutor

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

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

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

www.imperialcollegeunion.org/advice

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

If you have any feedback about issues in your department relating to academic or wellbeing issues, you can speak to one of your student representatives.

www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

Advice services

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

Careers Service

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

Visit the Career Service's website to:

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

 www.imperial.ac.uk/careers

Counselling and Mental Health

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

 www.imperial.ac.uk/counselling

Financial support and tuition fees

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

020 7594 9014

 student.funding@imperial.ac.uk

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

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

For tuition fees queries, contact the Tuition Fees team:

020 7594 8011

tuition.fees@imperial.ac.uk

Imperial College Union (ICU) Advice Centre

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

 www.imperialcollegeunion.org/advice

Student Hub

At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, and exams.

 www.imperial.ac.uk/student-hub

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

 www.imperial.ac.uk/student-support-zone

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Imperial College Health Centre
40 Prince's Gardens, South Kensington Campus
020 7584 6301

imperialcollege.hc@nhs.net

www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre
Prince's Gardens, South Kensington Campus
020 7589 6623

imperialcollegedental.co.uk

Counselling and Mental Health Advice Service
020 7594 9637

counselling@imperial.ac.uk

www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service
Chemistry Building, South Kensington Campus

chaplaincy@imperial.ac.uk

www.imperial.ac.uk/chaplaincy

Disability Advisory Service
Room 566, Level 5, Sherfield Building, South Kensington Campus
020 7594 9755

disabilities@imperial.ac.uk

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

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Centre for Academic English
Level 3, Sherfield Building, South Kensington Campus

www.imperial.ac.uk/academic-english

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020 7594 8040

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

Careers

Careers Service
Level 5, Sherfield Building, South Kensington Campus
020 7594 8024
careers@imperial.ac.uk
www.imperial.ac.uk/careers

ICT and software

ICT Service Desk
Central Library, South Kensington Campus
020 7594 9000
www.imperial.ac.uk/ict/service-desk

Software shop

<http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/>

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The Central Library at South Kensington is open around the clock pretty much all year. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world:

 www.imperial.ac.uk/library

Departmental Disability Officers

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


Dr Oliver Buxton
Room 213, City & Guilds Building
+44 (0)20 7594 5043

 o.buxton@imperial.ac.uk

More information on Departmental Disability Officers is available at:

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

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

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf

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



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

All existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

11. Student Records and Data

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

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

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

Student records and examinations

+44 (0)20 7594 7268

student.records@imperial.ac.uk

Degree certificates

+44 (0)20 7594 8037

certificates@imperial.ac.uk

12. Work-life Balance

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

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.

MoveFromHome

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

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

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



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

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



www.imperial.ac.uk/sport

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



www.imperial.ac.uk/sport/movefromhome

13. Student feedback and representation

Feedback from Students

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

Student Representation

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

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

Staff-Student Committee

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

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

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

The committee is made up of:

PGT Tutor

MSc Composites Course Director

MSc Advanced Computational Methods Course Director

MSc Advanced Aeronautical Engineering Course Director

Departmental Health & Safety Officer

Subject Librarian

Postgraduate Administrator (Secretary)

PG Departmental Representative

Student Representatives x 2 – MSc Advanced Computational Methods

Student Representatives x 2 – MSc Advanced Aeronautical Engineering

Student Representatives x 2 – MSc Composites

Only the Student Representatives are expected to attend these meetings. They gather feedback from their respective cohorts for discussion. The Postgraduate Administrator will contact the Representatives for any agenda items prior to the meeting.

Students can find [minutes of the meetings](#) (current and previous years) via the Student Sharepoint Portal.

Progress Meetings

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

14. Student Surveys

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

- PG Student Online Evaluation (SOLE) module/lecturer survey or departmental equivalent
- Student Experience Survey (SES)

The PG SOLE module/lecturer survey (or equivalent for your department) runs at the end of the autumn and spring terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them.

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

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

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

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

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

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

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

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

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

 surveys.registrysupport@imperial.ac.uk

15. And finally

Graduation

The MSc Graduation ceremony is usually held in May of the following year. Graduation is not organised by the Department, so please contact the Graduation Team:

graduation@imperial.ac.uk

<https://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

Opportunities for Further Study

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

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