



Imperial College
London

Faculty of Engineering
Department of Aeronautics
MEng Aeronautical Engineering

Student Handbook

2025-26

Contents

Welcome to Imperial	5
Our Principles	5
Introduction from the President of Imperial College Union	6
Using this Handbook	7
Student Services Welcome Season	7
Sources of Information Quick Guide	7
1. Introduction to the Department	9
Welcome from Head of Department Professor Rafael Palacios.....	9
Welcome from Programme Director Dr Maria Ribera Vicent	9
Welcome from Director of Student Experience Dr Demetrios Venetsanos.....	10
Welcome from Student Wellbeing Adviser Mr Joe Kilbride	10
Welcome from Departmental Academic Representative Krishna Chivukula.....	11
Welcome from Departmental Wellbeing Representative Brendan Frain.....	11
Department Staff Contacts.....	11
Undergraduate Office (CAGB 318B).....	12
Departmental Information – Webpage, Location, Facilities, News and Events.....	12
Student Common Room (CAGB 205)	13
Accessing the Department	13
Accessibility on Campus	13
Attendance and absence	13
Library Services.....	13
Key dates.....	13
Student Code of Conduct.....	14
2. General Programme Information	15
Programme Description	15
Programme Specifications.....	15
Competency Standards	15
Accreditation.....	16
Timetabling	16
Options Information for Third and Fourth Years.....	17
Size Limits for Lab/Coursework Reports.....	17
Working in Groups	17
Laboratory/Practical Work Attendance.....	17
Imperial Horizons	19
I-Explore Modules	19
Placements	19
Student Shapers	20

Imperial Award.....	20
My Imperial App.....	20
My Imperial Campus App	20
Imperial Success Guide	21
Imperial Careers Service	21
3. Assessment (University Guidance).....	22
Instruction to Candidates for Examinations.....	22
Academic Integrity and Academic Misconduct	22
Plagiarism	22
Collusion	23
Exam offences.....	23
Dishonest practice	23
4. Board of Examiners.....	24
5. First Year Programme	25
Programme Summary (1 st).....	25
6. Second Year Programme	26
Programme Summary (2 nd).....	26
Cranfield Flight Test Course (2 nd)	26
7. Third Year Programmes	27
Programme Summary (3 rd H401/H410/H411).....	27
Programme Summary (3 rd H415).....	27
Programme Modules (3 rd Year)	28
Group Design Project	28
8. Fourth Year Programmes.....	29
Programme Summary (4 th H401/H411/H420).....	29
Programme Summary (4 th H415).....	29
Programme Modules (4 th Year)	30
Individual Project.....	31
9. Assessment (Department Guidance).....	32
Study Groups, Problem Classes, Tutorials & Practicals	32
Coursework Summary	33
Coursework Extensions.....	33
Exams	34
Additional Exam Arrangements in Respect of Disability	34
Exams Scheduling	34
Access to Examination Answer Booklets	36
Access to Past Examination Papers and Examination Reports.....	36
Exams and Religious Obligations	36

Release of January Examination Results	36
Release of Results following Exam Board	37
Appeals.....	37
Arithmetic Marks Check	37
Re-Assessment Opportunities	37
Scheme for the Award of Honours	38
Failures in Studies.....	39
Exit Awards	39
10. University Policies and Procedures	40
Academic Regulations	40
Academic Feedback Policy	40
Provisional Marks Guidance	40
Late Submission Policy.....	40
Mitigating Circumstances.....	41
Academic Misconduct Policy and Procedures	41
Unsatisfactory Engagement	41
Fitness to Study	41
Academic Appeals Procedure.....	42
Student Complaints.....	42
Student Disciplinary Procedure	42
 Interruption or Withdrawal from Studies	42
Intellectual Property Rights Policy	42
Use of IT Facilities.....	43
General Data Protection Regulation (GDPR).....	43
Working when studying	43
11. Well-being Support and Advice	44
Personal Tutor.....	44
Senior Tutor	44
Departmental Disability Officer.....	44
Departmental Student Wellbeing Adviser.....	44
Mums and Dads scheme	45
In your hall of residence	45
Your Union.....	45
Student Hub	46
Student Support Zone	46
Centre for Academic English	46
Useful support contacts	46
12. Health and Safety	48

Imperial Safety Department.....	48
Departmental Safety Information	48
SafeZone	49
Occupational Health Requirements.....	49
Smoke-Free Policy	49
13. Student Administration	50
14. Work-life Balance	50
Imperial College Union	50
Move Imperial.....	50
15. Student Feedback and Representation.....	52
Feedback from Students	52
Student Representation.....	52
Staff-Student Committee (SSC)	52
16. Student Surveys.....	52
17. Opportunities for Further Study.....	53
Opportunities for Further Study.....	53
18. Alumni Services.....	53

Welcome to Imperial

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

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

You're now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.

Imperial provides a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that's further training in an academic skill like note taking or simply having someone to talk to.



We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime.

Our Principles

In 2012 Imperial and Imperial College Union agreed 'Our Principles' This series of commitments was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union.

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 university 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 university.
- 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.

Introduction from the President of Imperial College Union



Welcome to Imperial! To begin with, a huge congratulations on joining us here at Imperial – this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to shape your future.

Being located in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I strongly encourage you to explore where and when you can – London is a fantastic place for your university memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific. To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The three deputy presidents and I have all been democratically elected to work full-time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training student representatives.

The Union also runs the Advice Service, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing advice@imperial.ac.uk.

University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

No matter what problems you have or opportunities you're looking for, we're here to help.

Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

Wishing you an incredible year ahead,

Nico Henry
Imperial College Union President 2025-6



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

Using this Handbook

This handbook is located on our current undergraduate student's website and information is correct at time of issue at the start of the academic year.



However, some information may occasionally change during the course of the year – so please access the online version but in any case, you will be notified directly of any **major** changes.

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

Included in this handbook is essential information about:

- What to do if you run into difficulties affecting your academic life;
- What to do if you run into difficulties in your personal life, such as illness;
- Departmental and university contacts and resources available to you;
- The structure and content of your degree programme and year of study

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

- Useful links, module descriptors, timetable information and year-specific information can be accessed via the current undergraduate student's website
- There is an information board outside the Student Study Room (CAGB 205)
- Important information will be communicated to you via email, so please ensure you check your Imperial email address daily.

Student Services Welcome Season

Imperial will hold several welcome events for incoming undergraduates. It is worth checking out the link below to see what has been organised.



Sources of Information Quick Guide

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

-  **Information and Communications Technologies (ICT):** If you're having problems with technology (including computers, laptops and mobile devices), you can get help from ICT's Service Desk www.imperial.ac.uk/ict/service-desk
-  **My Imperial App:** Contains all your personal details, ID photo, passport/visa/CAS, student record, documents.
www.imperial.ac.uk/admin-services/ict/self-service/admin-systems/my-imperial/
-  **My Imperial Campus App:** Currently you will find campus maps, chat bot to find resources, personalised Imperial events, class check-in, internships & careers vacancies and more!
www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/my-imperial-campus/
-  **Current Students Website:** Useful links to Student Handbook, Blackboard Learn, DSS, Student SharePoint Portal, DSS, Library, ICT and Computing, Programme Specifications, Campus Facilities, Careers, Policies and Expectations etc
www.imperial.ac.uk/aeronautics/study/ug/current-students/
-  **Student Wellbeing:** On these pages you will find information on where to find wellbeing support in the department and in the wider university and you will also find information on external organisations.
www.imperial.ac.uk/aeronautics/wellbeing/ug/

-  **Blackboard Learn:** Here you will find all teaching materials for your modules such as course notes, tutorial sheets, module descriptors, reading lists, Panopto, coursework assignments submission boxes and details of your course lecturers.
www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/blackboard/
-  **Student SharePoint Portal:** Here you will find information on past exam papers, exam reports, projects etc,
imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Student-Portal.aspx
-  **Departmental Student System (DSS):** This is the departmental register for third and fourth year elective modules you are enrolled on for degree credit
www.imperial.ac.uk/dss
-  **Health and Safety:** where you will find all the usual information relating to health and safety which you are required to read e.g., Department and university policies, first aid and other health and safety contacts, guides as well as information on working in Wind Tunnels, Workshops or Laboratories
www.imperial.ac.uk/engineering/departments/aeronautics/local/health-and-safety
-  **Imperial Website for New Students:** New students should refer to this website but is also a useful resource for current students.
www.imperial.ac.uk/students/new-students/
-  **Teaching Spaces/Campus Map:** The list of rooms timetabled for our teaching are detailed in the weblink below to assist you in finding your way around. You can use the filters to organise the listing according to buildings.
www.imperial.ac.uk/engineering/study/current/teaching-spaces/
www.imperial.ac.uk/visit/campuses/south-kensington/
-  **Microsoft Office 365:** Once you have completed Imperial's online registration process, you can use your university credentials to get Microsoft Office 365 software for free. You can install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on up to five compatible PCs and Macs, plus five tablets, including iPad. All work can be saved online in OneDrive for Business, so it can be accessed no matter which device you use.
www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/
-  **Campus Maps:** Campus maps and travel directions are available at
www.imperial.ac.uk/visit/campuses

1. Introduction to the Department

Welcome from Head of Department Professor Rafael Palacios



To all our new students, congratulations and welcome! And to those returning, it's wonderful to have you back with us. Whether you're stepping onto campus for the first time or settling in for another exciting chapter, I am delighted you're here.

Imperial and London offer a vibrant, dynamic environment, which is full of opportunities to learn, grow, and connect. I hope you'll explore it all, both inside and outside the classroom. As you are all surely aware of, our aeronautical engineering degree courses are known for its depth and breadth, and you are embarking (or continuing) on a rigorous and rewarding journey. To help you thrive, I encourage you to:

- Stay engaged with lectures and tutorials
- Collaborate with your fellow students in group activities
- Ask questions in class, in the online feedback forum, and beyond
- Plan your time carefully to stay on track with learning goals and deadlines

Remember also that university life is about more than just academics. It's also about discovering who you are, building friendships, and finding joy in the everyday. Make space for the things that recharge you, whether that's a hobby, a walk in Hyde Park, a chat over coffee, or joining one of the many student societies. There may be moments that feel tough and that's normal. Remember always that you're part of a community that's here to support you, cheer you on, and celebrate your successes.

Wishing you a brilliant, fulfilling, and joyful year ahead.

Welcome from Programme Director Dr Maria Ribera Vicent



Welcome to the start of an exciting journey in Aeronautical Engineering! You are joining a field defined by innovation, precision, and bold ambition. From designing next-generation aircraft and spacecraft to exploring sustainable aviation and autonomous flight, aerospace engineers are shaping the future of how we move through our skies and beyond.

You are entering this field at a pivotal moment. The challenges we face, from climate change to global mobility, demand a new generation of engineers who can design not just faster or higher-flying machines, but smarter, cleaner, and more sustainable ones.

Our aim is to train the next generation of aerospace engineering leaders. Over the coming years, you'll build a strong foundation in core subjects like aerodynamics, propulsion, materials science, and control systems. But just as importantly, you'll learn to think critically, solve complex problems, and work collaboratively, skills essential to engineers and innovators everywhere. Look forward, your path may lead toward electric aviation, sustainable fuels, autonomous systems, reusable spacecraft, and innovations we can't yet imagine.

You are now part of a dynamic and supportive academic community. Make the most of it: engage actively in your lectures and labs, take part in projects and competitions, ask questions, and don't be afraid to fail, because every failure is a step closer to a breakthrough.

Your journey won't always be easy, but it will be meaningful. So, be bold. Be curious. Be ready to contribute to a cleaner, connected, and more ambitious world. We are thrilled to have you with us. Welcome to the next generation of aeronautical engineers.

Welcome from Director of Student Experience Dr Demetrios Venetsanos



Welcome to our university, to our department, and to our academic family! Whether you are new to our department or continuing your studies, you are part of a select group of students who study at one of the world's top-ranked universities.

Here, you will benefit from a combination of learning activities designed to set a strong background in first principles, inform you of the latest developments in the field, and provide you with firsthand experience in the cutting-edge aeronautical industry. Upon graduation, you will be well-prepared for a wide range of options, including graduate roles and continuation of your journey in academia.

Do take advantage of all the learning tools (e.g., online material, tutorials, office hours with your tutors) and resources (e.g., library, labs, software) that are provided to you. Always plan ahead to efficiently manage your time and thus meet deadlines and achieve your learning outcomes.

While your studies are of utmost importance, it is also essential to maintain a healthy balance between studying and your social life. This will help you stay motivated and focused throughout the year. Please do not hesitate to reach out to me or any other member of the department if you have any questions or concerns. There are many people willing to help you succeed in your journey. I wish you all a successful, productive, and enjoyable year in our department!

Welcome from Student Wellbeing Adviser Mr Joseph Kilbride



A big welcome to all new and returning Undergraduates! As your Student Wellbeing Adviser, I am here to offer you wellbeing support within the department. The wellbeing adviser role will enhance the support you receive from your Personal Tutor and the Student Support Zone. I offer a confidential, nonjudgemental listening and advice service.

I am available to speak to on a one-to-one basis, in person or on Microsoft Teams regarding a range of issues and offer practical self-help coping strategies. Wellbeing advisers support students with, but not limited to, anxiety over learning, low mood, addiction, abuse, family issues or any personal issue that is causing distress. I also work closely with internal university support services to signpost you to further ongoing support from the Counselling service or Student Mental Health Advisers or external support services outside the university. You can contact me at any point to access wellbeing resources, and throughout the year I will offer wellbeing workshops. I will be working closely with elected student wellbeing reps to ensure you have the tools to look after your wellbeing and achieve a healthy work life balance.

Booking Link



<https://outlook.office365.com/book/MeetingswithAeronauticsWellbeingAdvisor@ImperialLondon.onmicrosoft.com/>

If you ever need someone to talk to, about anything at all that is having an impact on your wellbeing, please get in touch – j.kilbride@imperial.ac.uk

I wish you all the best for your time here at Imperial and hope you have a wonderful student experience with us!"

Welcome from Departmental Academic Representative Krishna Chivukula

Hi, I'm Krishna, a 4th-year student, and I'll be your Departmental Academic Representative this year. My role is to represent your academic concerns and feedback to staff, making sure your voices are heard and acted upon. You can always reach me at kc1622@ic.ac.uk, through the WhatsApp groups, or simply stop me for a chat if you see me around – I'll be glad to help.

A new academic year always brings a mix of excitement and challenge, so I'd like to first warmly welcome you all – whether you're joining the department for the first time or returning to continue your studies.

For our new students, congratulations on joining us! You're starting one of the most rewarding and demanding courses out there. The transition can feel intense at times, but remember you're not alone – there's a strong community here to support you. Take things step by step, stay curious, and don't hesitate to reach out for advice or encouragement. The best piece of unsolicited advice I can give is go to all your lectures and tutorials. It's much easier to revise content than it is to learn it from scratch (From experience!). To those returning, I hope the break gave you a chance for a well-needed recharge. Each year in Aero comes with new challenges, but also greater opportunities to apply what you've learned. I'm confident you'll rise to them and set a great example for our freshers as they begin their own journey.

I'm really looking forward to working with all of you this year. Wishing you all the very best for the terms ahead – I hope it's a successful, enjoyable, and memorable year for everyone.

Welcome from Departmental Wellbeing Representative Brendan Frain



Hello everyone! To all of the newcomers, welcome to the start of your journey as part of the Aeronautics Department here at Imperial College London! To those returning, welcome back! I am excited to meet all of the new and returning faces joining our department and wanted to introduce myself. My name is Brendan and I am your department representative for wellbeing for your upcoming academic year. I look forward to ensuring that your time this year is simultaneously enjoyable and manageable (as manageable as studying at Imperial can be!).

During your time here, you will be faced with many challenges: mountains of coursework, difficult group-working situations and tricky exams to name a few. However, it does not go without saying that you WILL be able to handle it, even if it means needing a little help. Moreover, you will have not only me but a team of wellbeing representatives as well as our department wellbeing advisor Joe Kilbride having your back. We aim to ensure that you have the smoothest and most enjoyable experience while here at Imperial.

My job will be to raise issues and make sure that your voice is heard, alongside all of the wellbeing and academic representatives in our department. These issues will be raised at departmental meetings that will provide a space for our representatives as well as myself to openly talk about issues with lecturers and department heads face to face. This ensures that all of our students' issues and concerns reach the very top of the department leadership for discussion!

At any time, feel free to reach out to me using my email: bf623@ic.ac.uk at any time with any issues or concerns that you may have, and I will try my very best to help resolve them.

Best of luck in the upcoming year!

Your department wellbeing representative,

Brendan Frain

Department Staff Contacts

On the links below you will find details of staff you will meet during your studies and the first link provides information on the roles and responsibilities for key positions both within the Department and the university.

Roles and responsibilities for key university and Departmental Roles

 www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/roles-and-responsibilities/

Academic and Teaching Staff

 www.imperial.ac.uk/aeronautics/people/academic/

Professional Services Staff

 www.imperial.ac.uk/aeronautics/people/professional-services-staff/

Technical and Operations Staff

 www.imperial.ac.uk/aeronautics/people/technical-and-operations-staff/

Undergraduate Office (CAGB 318B)

This office is led by the Education Manager Miss Ciara Byrne and supported by three Undergraduate Administrators, Miss Emily Anderson, Mrs Jie Du and Mrs Shirin Yoosoofsah.

Contact telephone numbers: +44 (0)20 7594 5100 or 5102.

Email address: ae.office@imperial.ac.uk

Please send all email communications to the email address above and not staff personal emails and they must be sent from your Imperial email account stating your full name and CID.

Our office opening hours are published every Friday after 4pm for the following week on the Student A-Z website and on our office door (also in our email signatures).

 www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/aeronautics/ug/Undergraduate-Office-Opening-Hours.xlsx

Departmental Information – Webpage, Location, Facilities, News and Events

Departmental Webpage

 www.imperial.ac.uk/aeronautics

Location

Imperial has a number of campuses in London and the South-East. All have excellent travel links and are easily accessible via public transport.

Your main location of study will be:

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

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

 www.imperial.ac.uk/visit/campuses/south-kensington/

Research and Teaching Facilities

The Department has excellent facilities for research and teaching. Research facilities support computational and experimental projects in fluid mechanics, structural analysis, composites,

optimisation and control and aircraft design. Experimental research is supported by well-appointed laboratories and wind tunnels, some of the equipment being unique in this country.

-  www.imperial.ac.uk/aeronautics/research/facilities/

News and Events

News and events can be found on our social media pages so do ensure you follow us and also check out the website pages below.

-  www.imperial.ac.uk/aeronautics/whats-on/news/
-  www.imperial.ac.uk/aeronautics/whats-on/events/

Student Common Room (CAGB 205)

This study room is for use by Aeronautics undergraduate students **only** and will require swipe access. Students are not permitted to bring guests into this room – and those who do bring guests will have their access rights removed.

This room should be kept clean and tidy and all students must dispose of any rubbish in the bins provided and if any spillages ensure you clear up.

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

Accessing the Department

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

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

Accessibility on Campus

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

-  www.accessable.co.uk/organisations/imperial-college-london

Attendance and absence

Full information on student attendance and absence can be found on the current students website:

-  www.imperial.ac.uk/aeronautics/study/ug/current-students/attendance-and-absence/

Library Services

The Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building and additional study space is available on level 3 of the Sherfield Building.

Make sure you find out who your subject librarian is (see link below) as they'll be able to help you find books and online resources for your assignments. Also, don't forget to check out the library workshops and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you're working on or off site, you'll be able to access e-books, e-journals and databases from their collection of almost 567,000 titles. If they don't have what you need, they can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

For any questions library staff will be happy to help, simply chat with them online or contact them via email, phone or social media, just check the website for details:

-  www.imperial.ac.uk/library
-  www.imperial.ac.uk/admin-services/library/subject-support/aeronautics/

Key dates

Term dates for current and future academic years as well as other useful dates for undergraduate students can be found on links below.

-  www.imperial.ac.uk/aeronautics/study/ug/current-students/term-and-useful-dates/
-  www.imperial.ac.uk/whats-on/
-  www.imperial.ac.uk/graduation

Student Code of Conduct

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

With this initiative, our hope is to create an atmosphere that celebrates our diversity and ensure that we all have an enjoyable experience at university.



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

2. General Programme Information

Programme Description

The department offers four MEng degrees:

- MEng Aeronautical Engineering (H401)
- MEng Aeronautics with Spacecraft Engineering (H415)
- MEng Aeronautical Engineering with a Year Abroad – 4 Year (H410)
- MEng Aeronautical Engineering with a Year Abroad – 5 Year (H411)
- MEng Aeronautical Engineering with a Year in Industry (H420)



www.imperial.ac.uk/aeronautics/study/ug/courses/

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

Compared with the first two years, in the **third year**, you will have more 'free' time from lectures but the system of options, I-Explore modules and the increased amount of project based work may result in this time being less evenly distributed. It is therefore very important for you to plan your work so as to make effective use of your free time.

*Transfer to the H410, H411, and H420 programmes occurs at the end of the third year. Students wishing to complete a Year Abroad in France or Germany must demonstrate that they have achieved the required level of French or German language fluency at this point. Language classes are offered as part of the Horizons programme and can be taken for extra credit in the first two years of study or as an I-Explore module in year 3.

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

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

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

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



www.imperial.ac.uk/aeronautics/study/ug/current-students/year-abroad/

MEng Aeronautical Engineering with a Year in Industry (H420)



www.imperial.ac.uk/aeronautics/study/ug/current-students/year-in-industry/

MEng Aeronautics with Spacecraft Engineering (H415)



www.imperial.ac.uk/aeronautics/study/ug/current-students/spacecraft-engineering-h415/

Programme Specifications

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

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



Competency Standards

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



www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/aeronautics/Competency-Standards.pdf

Accreditation

Accreditation information is available at:



www.imperial.ac.uk/aeronautics/study/ug/current-students/accreditation/

Working with your Personal Tutor

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

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

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

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

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

Please be aware that attendance at all personal tutorials is mandatory and attendance is logged by your personal tutors and this information is shared with the Senior Tutors, Director of Undergraduate Studies and the UG Office who may wish to discuss with you any non-attendance.

Timetabling

Your timetables are produced centrally by the university, but if you have any queries with the **content of the events in your timetable** then please email the Aeronautics Undergraduate Office (ae.office@imperial.ac.uk) from your Imperial email account stating what the issue is along with your full name, year, programme, CID. If you are experiencing any issues with **viewing your timetable** in your personal calendar on any device then you need to request assistance from ICT Service Desk.



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

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



www.imperial.ac.uk/timetabling/view/calendar/

Options Information for Third and Fourth Years

Students are asked to select their options in April/May for the following academic year (both Autumn and Spring term modules). There is very little scope to change options on your return in October so students must follow the instructions given and choose carefully but if you do have a desperate need to change then email the Aeronautics Undergraduate Office (ae.office@imperial.ac.uk) from your Imperial email account clearly stating the details of the change along with your full name, year, programme and **CID by Friday 11th October 2025**.

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

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

Size Limits for Lab/Coursework Reports

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

Working in Groups

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

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

Due to the nature of group work, some modules have no resit opportunities. These include the “Design, Build, Test” (DBT) activities in Engineering Practice 1 and Engineering Practice 2, Aerospace Vehicle Design and the Group Design Project.

Laboratory/Practical Work Attendance

Attendance is expected for all timetabled events but is considered mandatory for tutorials, laboratory sessions and practical sessions. For such sessions, attendance will be recorded by the tutors. For the 2025-26 academic year, the Department will be further trialling the use of the “My Imperial Campus” app to allow students to check into timetabled sessions or declare their absence.

Note that if you miss practical work events such as laboratories, practical examinations or workshop events, it is highly unlikely we will be able to reschedule. This is due to large number of groups, short timescale when events can take place and the group size constraint for health and safety reasons. In addition, you cannot just ‘turn up and join’ another group as you will be refused entry.

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

If you are unable to participate in a practical event due to illness or other compelling academic reasons and wish your marks to be uncapped then you need to submit a mitigation form.

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

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

Laboratory Safety and Misbehaviour

Students will be removed from the laboratory if safety is compromised. Following the laboratory, they will be allowed to join the relevant oral assessment or submit the relevant lab report based on data gathered and shared by the remainder of your lab group, however your maximum achievable mark will be capped at a pass (40%).

Imperial Horizons

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

Aeronautics students can only take specific Horizons modules for degree credit in the fourth year. Horizons courses can only be taken for credit during the Autumn term if you are doing an external project. For full information please see link below.

 www.imperial.ac.uk/horizons/

I-Explore Modules

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

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

 www.imperial.ac.uk/centre-for-languages-culture-and-communication/i-explore/

Placements

Imperial 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 Imperial 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 university's Placement and Learning Policy and associated good practice:

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

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

-  Apply: www.imperial.ac.uk/careers/applications-and-interviews/
-  Sourcing Work: www.imperial.ac.uk/careers/jobs-and-experience/work-experience/
-  Overview: www.imperial.ac.uk/careers/

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

 www.imperial.ac.uk/placements

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

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

Department Placement Staff/Information:

Year Abroad Placements

Dr Gustavo Quino Quispe, Year Abroad Coordinator

 www.imperial.ac.uk/aeronautics/study/ug/current-students/year-abroad/

Year in Industry Placements

Dr Kostas Steiros, Careers Officer

 www.imperial.ac.uk/aeronautics/study/ug/current-students/year-in-industry/

Undergraduate Final Year Project Placements

Dr Erikkos Levis, UG Projects Coordinator

For contact details of the above staff please refer to our Academic and Teaching Staff page.

 www.imperial.ac.uk/aeronautics/people/academic/

Student Shapers

Student Shapers is a chance to actively contribute to improving your learning experience at Imperial. This programme lets you work directly with staff on exciting projects that enhance the curriculum, create innovative teaching methods, and make a real difference in our learning community. The Student Shapers programme is open to all Imperial students across all departments. All opportunities that have been approved are listed in the 'Current Projects' area of the website.

 www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/

Imperial Award

The Imperial Award is a programme that fosters personal development through self-reflection on your experiences, formally recognising this on your transcript. This programme is open to all students at Imperial, including UG, PGT, PGR and intercalating students. The Imperial Award aims to help you uncover more about yourself and your potential, and to enhance your ability to articulate the achievements and skills you have developed through activities beyond the lecture hall. For more information, please visit the Imperial Award page.

 www.imperial.ac.uk/students/imperial-award/

My Imperial App

My Imperial is the home for applications that support you with your work or study at Imperial, accessed using your Imperial login. My Imperial provides you with access to your personal information, including your [student](#) record. You will be emailed at the appropriate time during your admissions application to activate your student IT account. This will enable you to login and register and enrol on your programme of study. Once you have registered the applications that are relevant to you will become available at the appropriate time in your academic calendar.

 www.imperial.ac.uk/admin-services/ict/self-service/admin-systems/my-imperial/

My Imperial Campus App

An app for students – designed by students! My Imperial Campus is the beginning of a new mobile experience for the Imperial College London Community. The app is being designed by Imperial students and alumni and delivered in an iterative way as the team learns more about the experiences that our community want in order to thrive at Imperial. The app is relatively young, and development is continual, please download and explore the app and look out for opportunities to get involved.

Current feature highlights:

- 'Search' is an AI chatbot allowing users to chat with information from the university website and other resources.
- 'Maps' - 2D maps of all campuses and the first 3D map of the South Kensington Campus (White City campus is next).
- 'Events' - All public events Student Union events and societies can be explored, edit your preferences in the settings to customise the feed. Here you can also find a 'Welcome week' filter to view specific events to enjoy at your welcome week.
- 'Timetable check-in' – The Aeronautics Department requires 1st and 2nd year students to check into class if you are physically on site; use this feature to quickly check-in. Here you can also find a link off to view your full timetable in a browser.



- ‘Internships and Careers’ - Search through the latest internships and job vacancies received by the Careers Service.

 www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/my-imperial-campus/

Imperial Success Guide

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

 www.imperial.ac.uk/students/success-guide/ug/

Imperial Careers Service

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

 www.imperial.ac.uk/aeronautics/study/ug/undergraduate-careers/

3. Assessment (University Guidance)

Within your programme of study, you will have different types of assessment which may include, coursework, examinations, timed remote assessment, presentations, labs or other forms of practical assessment.

You can view module assessment information on the module descriptors which can be found on the current students website at:

-  www.imperial.ac.uk/aeronautics/study/ug/current-students/modules/

The university has policies and procedures to support the setting, sitting, marking and moderation of all assessment. These can be found within the Academic Regulations Policies and Procedures at:

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

Instruction to Candidates for Examinations

When taking examinations, students must ensure they follow the relevant instructions and guidance provided to them. In addition to the Instructions for Candidates, they must adhere to the specific instructions for each exam as provided by their programme team.

-  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-resits/Instructions-to-candidates-for-examinations.pdf

Academic Integrity and Academic Misconduct

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

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

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

Definitions of the main forms of academic misconduct can be found below. Students found to have engaged in Academic Misconduct will normally be considered ineligible for prizes in the Department of Aeronautics.

Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images, research 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 university such as the Library Services learning support webpages at:



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

The use of Generative AI tools such as ChatGPT without attribution can be considered plagiarism. For more information on the Department's policy for the use of Generative AI tool see:



www.imperial.ac.uk/aeronautics/study/ug/current-students/policy-on-use-of-generative-ai-tools

For group work, all members have responsibility for the integrity of the work submitted. Therefore, if plagiarism (or another form of academic misconduct) is proven, all group members may be liable for any penalty imposed.

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/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/

Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated initially under the Academic Misconduct procedure. Please be aware that this includes working with others in or outside the Imperial community, not just students on your programme.

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

Exam offences

Exam offences fall into two categories. These are offences that may be disruptive in the exam venue or those that are considered an attempt to gain an academic advantage. Examples of disruptive behaviour includes causing a disturbance in the exam room, having an electronic device that has not been fully turned off or talking in the exam room. Behaviour that may be considered an attempt to gain an academic advantage includes bringing unauthorised material into an exam (such as notes, unauthorised books or other material), attempting to communicate with others apart from the invigilator, or trying to remove examination material without permission. You must ensure that you follow all reasonable instructions of the invigilators.

Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating, purchasing essays or other material from other sources (which is now illegal in the UK) or other individual to submit as your own, taking an exam for someone else or getting someone else to take an exam for you, attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.

4. Board of Examiners

Internal Examiners

Name	Title
Professor Rafael Palacios	Head of Department/Board Chair
Dr Maria Ribera Vicent	Director of Undergraduate Studies
Dr Andrew Wynn	Undergraduate Examinations Officer
Dr Demetrios Venetsanos	Undergraduate Senior Tutor, Years 1,2
Dr Yongyun Hwang	Undergraduate Senior Tutor, Years 3,4,5

External Examiners

Name	Institution
Prof Richard Butler	University of Bath
Prof Ben Thornber	Queen's University Belfast

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution that acts as a critical friend to the staff delivering your programme of study. For some programmes, one of the External Examiners could be an industry expert to provide the professional expertise needed to support the programme. External examining is an essential part of the Imperial's quality assurance and enhancement process, ensuring that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the university's awards are appropriate, of comparable standard to the rest of the sector as well as highlighting good practice and/or potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action. If there is a specific issue that needs to be resolved, please see the Student Complaints Policy and Procedure.

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

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/

The individual External Examiner reports for your programme/department are available from the department and can be found here:

 imperiallondon.sharepoint.com/sites/foe/aero/student-portal/SitePages/Examinations.aspx

Please note that you will need to be logged in to your Imperial account to access the summary reports and individual External Examiner reports.

Please note that no individual reports are published on the QA web pages.

5. First Year Programme

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

Programme Summary (1st)

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

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

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

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

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

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

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

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

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

Key: C/W = Coursework

6. Second Year Programme

Programme Summary (2nd)

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

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

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

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

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

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

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

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

Key: C/W = Coursework

Cranfield Flight Test Course (2nd)

During the second year, students may attend an optional short flight-testing course held at the Cranfield Institute of Technology. **Details TBC**

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

During the course, students get a pre-flight brief, make some measurements during the flights, and analyse the data after the flight as they would during the flight test process. Cranfield also give students the opportunity to ask questions that they may have, either in relation to what they have seen, flight

test, or aircraft operations in general. Cranfield also present the theory slightly differently to the way that is done in normal undergraduate lectures, and typically find that people finish the course with a much greater understanding of flight mechanics / flight dynamics as well as having experienced some of the more unusual aspects of aircraft in flight. Feedback from students during courses over the years has shown Cranfield that students put a lot of things that they have seen into context and relevance and can make connections between the theory and real-world aircraft operations.

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

7. Third Year Programmes

Programme Summary (3rd H401/H410/H411)

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

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

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

Programme Summary (3rd H415)

Students on the Spacecraft Engineering programme must select two space related electives in their 3rd year. In general courses assessed by examination are supported by subject tutorial and surgery classes. The major element of the coursework taken in the third year H415 is a group design project. Other coursework includes laboratory work related to the electives taken, and assessment exercises for the Aerospace Vehicle Design module. Note that all elective modules offered by the Aeronautics department have a 50% pass mark. In a given year, for reasons associated with timetabling, staff availability and course popularity, it will not be possible to offer all these options and restrictions will be placed on combinations of subjects which can be chosen as indicated in Programme Modules section below.

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

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

Programme Modules (3rd Year)

Modules	Term Taught	Term Exam Held	Non-Examined Assessment	Credits
Core				
AERO60001 Aerodynamics 3	1	2	*	7.5
AERO60002 Aerospace Vehicle Design	1,2,3	C/W		10
AERO60004 Group Design Project	3	C/W		15
AERO60007 Control Systems	2	3	*	5
AERO60008 Structures 3	1	2	*	7.5
Compulsory				
I-Explore (Level 6)				5 ^[b]
Optional Subjects – Two to be Chosen				5 (*2)
AERO70002 Advanced Manufacturing OR	1	2		
AERO70008 Computational Fluid Dynamics OR	1	2	*	
AERO70041 Aircraft Operations	1	2		
AERO70006 Applications of Fluid Dynamics OR	1	2		
ELEC70098 Optimisation (IDX)	1	3		
AERO70010 Finite Elements	1	2		
AERO70003 Advanced Propulsion OR	2	3		
AERO70016 Orbital Mechanics (Space) OR	2	3		
DESE71020 Design for Additive Manufacturing (IDX)	2	C/W		
AERO70040 Design Optimisation OR	2	3		
AERO70038 Introduction to Vertical Flight	2	3		
AERO70015 Mathematics 3 OR	2	3		
AERO70024 Applications of Computational Fluid Dynamics	2	C/W		
AERO70032 Flow Instability & Transition OR	2	3		
AERO70035 Structural Integrity and Health Monitoring	2	3		
AERO70011 High-Performance Computing	2	C/W		
AERO70018 Spacecraft Structures (Space)	2	3		
AERO70019 Spacecraft Systems (Space)	2	3		
AERO70036 Systems Engineering for UAVs	2	3		

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

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

^[b] I-Explore modules are awarded credit in your final transcript but do not count towards your final degree classification.

Key:

IDX = Inter-Departmental Exchange, modules run by other Departments

M/B = Management/Business option

C/W = Coursework

Group Design Project

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

8. Fourth Year Programmes

Programme Summary (4th H401/H411/H420)

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

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

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

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

Programme Summary (4th H415)

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

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

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

Programme Modules (4th Year)

Modules	Term Taught	Term Exam Held	Non-Examined Assessment	Credits
Core				
AERO70001 Individual Project	1,2,3	C/W		35
Optional Subjects –Five to be Chosen				5 (x5)
AERO70002 Advanced Manufacturing OR	1	2		
AERO70008 Computational Fluid Dynamics OR	1	2	*	
AERO70041 Aircraft Operations	1	2		
AERO70014 Lightweight Structures OR	1	2		
AERO70005 Aerothermodynamics of Launchers and Re-Entry Vehicles (Space)	1	2		
AERO70006 Applications of Fluid Dynamics OR	1	2		
ELEC70098 Optimisation (IDX)	1	3		
AERO70004 Aeroelasticity OR	1	2		
AERO70013 Turbulence & Turbulence Modelling OR	1	2		
AERO70042 Quantification of Aerospace Environmental Impact	1	2		
AERO70010 Finite Elements	1	2		
AERO70020 Advanced Fluid Mechanics & Fluid Structure Interaction	1	2		
AERO70026 Fundamentals of Scientific Machine Learning	1	2		
Imperial Horizons OR	1&2	2		
AERO70039 Advanced Control (S10) OR	1	2		
AERO70012 Innovation Management (S10; M/B) OR	1	2		
BUSI60041 Entrepreneurship (M/B) OR	1	C/W		
BUSI60042 Entrepreneurship Online (M/B) OR	1	C/W		
BUSI60037 Accounting Online (M/B) OR	1	2		
BUSI60043 Finance & Financial Manage. (M/B) OR	2	3		
BUSI60040 Corporate Finance Online (M/B)	2	3		
AERO70003 Advanced Propulsion OR	2	3		
AERO70016 Orbital Mechanics (Space)	2	3		
DESE60008 Design for Add. Manufacturing (IDX)	2	C/W		
AERO70040 Design Optimisation OR	2	3		
AERO70038 Introduction to Vertical Flight	2	3		
AERO70015 Mathematics 3 OR	2	3		
AERO70024 Applications of Computational Fluid Dynamics	2	C/W		
AERO70032 Flow Instability & Transition OR	2	3		
AERO70035 Structural Integrity and Health Monitoring	2	3		
AERO70011 High-Performance Computing	2	C/W		
AERO70018 Spacecraft Structures (Space)	2	3		
AERO70019 Spacecraft Systems (Space)	2	3		
AERO70036 Systems Engineering for UAVs	2	3		

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

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

Key:

IDX = Inter-Departmental Exchange, modules run by other Departments

M/B = Management/Business option

C/W = Coursework

Individual Project

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

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

Full project information can be found on the AERO70001 MEng Aeronautics Individual Project module folder on Blackboard.



bb.imperial.ac.uk/

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



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

9. Assessment (Department Guidance)

You must attend all practical and laboratory sessions.

These reinforce learning, give you hands-on experience, and may introduce concepts before you

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

The breakdown of summative assessments is:

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

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

Study Groups, Problem Classes, Tutorials & Practicals

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

Study groups, problem classes and tutorials are very important and it is essential that you attend.

These sessions give you a chance to develop your knowledge and apply your understanding, as well as ask questions and discuss key concepts.

For many of these classes, you will be assigned problem/tutorial sheets to attempt. Lecturers or teaching support staff may ask to see your answers, although the problems are not formally marked or assessed it is considered as non-examined assessment. It is very important to attempt the set material. Only by doing so will you be able to acquire the skills for using the module material, rather than learning facts. Completing problem/tutorial sheet exercises further provides you with an excellent source of feedback on your progress in a module. We monitor participation in

these sessions, and students who consistently fail to attend will be brought to the attention of the Senior Tutor and the Director of Undergraduate Studies. Likewise, attendance at practical or laboratory sessions is compulsory. Attendance at practicals and tutorials will be monitored, and students who fail to attend practicals regularly will be noted.

Progress Tests

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

Monitoring of Non-Examined Assessments

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

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

Coursework Summary

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

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

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

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

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

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

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

Coursework Extensions

Ongoing serious illness or serious personal problems may sometimes prevent you from completing a coursework on time. In such cases the Senior Tutor may **occasionally** allow an extension but the following problems are not acceptable reasons for an extension and will be refused:

- Loss of data due to lack of back-up files.
- Minor illness/equipment problems during a long project.
- Congestion of work due to poor planning of your time. Requests for extensions on the day of submission will not be accepted, except for very urgent cases. Coursework and examination periods information is issued for all modules by the Department or other IC Departments at the start of term or at the start of the module. Extensions are not granted for conflict of submission dates or examination dates between modules run by the Department and other IC Departments i.e. Imperial Horizons, Business School, IDX Modules etc.
- Printer problems (for any coursework components that must be submitted in printed form, allow several hours before the deadline for printing, have access to an alternative printer, and maintain a backup copy either electronically or in print).

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

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

Exams

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

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

If you do have problems before or during the examinations, contact the Senior Tutor and Undergraduate Office. Sitting an examination indicates fitness to take it, affecting mitigating circumstances applications. Sudden illness during exams requires immediate notification to invigilators and contemporaneous medical evidence. Discuss your situation with the Senior Tutor beforehand.

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

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

Additional Exam Arrangements in Respect of Disability

Students with physical disabilities, learning disabilities or other needs may be entitled to specific arrangements in their examinations such as extra time or permission to use a PC. Full details and further information on how to request these arrangements is available on our current student's website:

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

Students should ensure that any such request is made to our Department in good time, taking note of any Departmental deadlines.

Exams Scheduling

For all our exam sessions we have to wait until the Business School, I-Explore and IDX Departments set their exam dates. For the January exams we hope to have the timetable finalised by the end of October and for summer term exams early March. The Summer Resits timetable will be released after the exam board in July.

Exam data will be put into the timetable system but your Outlook should not be fully relied upon due to ICT issues with synchronization of various mobile devices. Exam timetables along with other important information on your exams will be released on your Student Portal on SharePoint and students will be emailed when available. All examinations are in-person and will take place at Imperial.

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

Spring Term Weeks 15-16: Monday 5th January to Friday 16th January 2026

First Year

AERO40005 Materials 1
AERO40007 Mechanics

Second Year

AERO50001 Aerodynamics 2
AERO50006 Mathematics 2
AERO50008 Structures 2

Third and Fourth Year

AERO60001 Aerodynamics 3
AERO60008 Structures 3
AERO70002 Advanced Manufacturing
AERO70004 Aeroelasticity
AERO70005 Aerothermodynamics of Launchers and Re-Entry Vehicles
AERO70006 Applications of Fluid Dynamics
AERO70008 Computational Fluid Dynamics
AERO70010 Finite Elements
AERO70012 Innovation Management
AERO70013 Turbulence and Turbulence Modelling
AERO70014 Lightweight Structures
AERO70020 Advanced Fluid Mechanics and Fluid Structure Interaction
AERO70026 Fundamentals of Scientific Machine Learning
AERO70039 Advanced Control
AERO70041 Aircraft Operations
AERO70042 Quantification of Aerospace Environmental Impact
BUSI60037 Accounting Online (Horizons/I-Explore)

Summer Term Weeks 31-32: Monday 27th April to Friday 8th May 2026

First Year

AERO40001 Aerodynamics 1
AERO40002 Introduction to Aerospace
AERO40006 Mathematics 1
AERO40008 Structures 1
AERO40009 Thermodynamics and Heat Transfer

Second Year

AERO50002 Flight Dynamics and Control
AERO50005 Materials 2
AERO50006 Mathematics 2
AERO50007 Mechatronics
AERO50009 Propulsion and Turbomachinery

Third and Fourth Year

AERO60007 Control Systems
AERO70003 Advanced Propulsion
AERO70015 Mathematics
AERO70016 Orbital Mechanics
AERO70018 Spacecraft Structures
AERO70019 Spacecraft Systems
AERO70032 Flow Instability and Transition
AERO70035 Structural Integrity and Health Monitoring
AERO70036 Systems Engineering for Unmanned Aerial Vehicles
AERO70038 Introduction to Vertical Flight
AERO70041 Aircraft Operations
BUSI60040 Corporate Finance Online (Horizons/I-Explore)

Summer Resits Weeks 47-48: Monday 17th August to Friday 28th August 2026

Timetable will be issued mid-July after the exam board, and this cannot be changed once set.

Access to Examination Answer Booklets

The Faculty of Engineering does not permit students access to their examination booklets.

Access to Past Examination Papers and Examination Reports

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

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

Exams and Religious Obligations

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

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

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

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

You can find out more about exams and religious obligations at:

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

Release of January Examination Results

The results of the January exams will be released to students in the week beginning **23rd March 2026** and this will be in the form of numeric marks out of 100.

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

- These are preliminary results that we are releasing for your information only; they are not necessarily the final results. Hence, they are not binding and cannot be appealed against.
- These are the results for the modules (i.e. including the coursework components if there are any).
- Following university regulations and procedures, academics and the Undergraduate Office do not and will not have access to the scripts until after the final examiners meeting; hence you should not contact members of staff to discuss your results.
- The goal of providing you these preliminary results is to give you our best estimate of what your marks will be. Therefore, for exams which correspond to an entire module, if any moderation was applied it will have been completed before the provisional results were released.

- Results will only be released for courses run by the Aeronautics department; any results for service teaching courses (such as Business School, IDX, Horizons) will not be included as the decision to release marks for their January exams is taken external to our department.

Release of Results following Exam Board

The Examiners' Board for Aeronautical Engineering meets to consider the results of the examinations on **Thursday 9th July 2026** and results will be released to students by Registry via MyImperial in the week beginning **20th July 2026**.

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

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

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

Appeals

Please note that the Department does not deal with any appeals. These are dealt with by Registry, so we ask students not to send appeals directly 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 15 working days of the results being released on student eservice.**

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

Arithmetic Marks Check

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

Re-Assessment Opportunities

- Re-assessment opportunities for modules not passed on the first attempt are **offered only at the discretion of the Board of Examiners**. Failure in any of your exams therefore does not automatically mean you will be offered a re-assessment in the summer. Students will be informed shortly after the Final Examiner's Meeting if they have been offered a resit. Resits are not available to Exchange/Erasmus students.
- Summer resits will only take place at Imperial College London and will be held as per the information in the Examinations Year Schedule section above. The summer resits examinations timetable will be issued mid-end July, and this cannot be changed once set.
- Re-assessment results are submitted to Registry who will email you when the official results are released on-line. As the Department has to submit ALL student results in one file the Undergraduate Office will also email you individually as soon as they are aware whether or not you have proceeded to the next year (individual marks will not be given) as the timescale is quite tight before the start of term. **Note that these results are 'unofficial' and are subject to Registry approval and the Department will not be responsible for any errors made in issuing these 'unofficial' results.** Please do not contact the Undergraduate Office for these 'unofficial' results, but be assured we will inform you as soon as the marks are available.

Scheme for the Award of Honours

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

i) Weighting of marks from successive years.

The award of a degree is based on the work of all four years. Marks are given the weightings of 7.5% for part 1, 20% for part 2, and 36.25% for each of part 3 and 4. Students are awarded credit for the 4th year of the H411 and H420 5-year programmes, however this year is not considered in calculating students' degree average.

ii) Pass criteria.

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

Parts I, II & III

The module pass criteria, which must be satisfied are:

module aggregate for core modules - 40%,

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

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

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

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

Part IV

The module pass criteria which must be satisfied are:

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

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

for the individual project - 50% .

*Note that all elective modules offered by the Aeronautics Department are Level 7 but some IDX modules may be Level 6. Students must complete 25 ECTS credits of Level 7 electives to graduate with an MEng degree.

iii) Honours classification

The bands for the grading of honours is based on the student's degree aggregate and as follows:

First Class $\geq 70\%$

Second Class (Upper) $\geq 60\%, < 70\%$

Second Class (Lower) $\geq 50\%, < 60\%$

Third Class $\geq 40\%, < 50\%$

Where students achieve a degree aggregate withing 0.5% of the boundary to a higher classification, they will be automatically uplifted to the next higher level.

Students who are within 2% of the boundary, will be considered for an uplift via the Department's uplift algorithm, which specifies that students in this bound who have been

awarded more than two thirds of the degree credits (ie 160 of 240 ECTS or more) at the next higher classification will have their degree classification uplifted to the next classification level. Mitigating Circumstances are considered when computing uplifts taking into account the relevant policies and guidance that are in place.

iv) Pass degrees

A pass degree is not available on the MEng course.

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

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

Failures in Studies

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

- Students having failed to achieve a pass on 15 ECTS credits or less will normally be offered a re-assessment opportunity for the failed modules. Having passed the failed modules following re-assessment, the overall module mark will be capped at the pass mark and students will be allowed to progress to the next year of studies.
- Students in years 1 and 2 who fail to pass a module following a re-assessment will normally be required repeat the year in attendance, which involves retaking ALL modules.
- Students in years 1 and 2 who fail more than 15 ECTS and up to 30 ECTS credits will normally be required to repeat the year in attendance, which involves retaking ALL modules.
- Students failing more than 30 ECTS in any year will typically be required to withdraw from the programme.

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

Exit Awards

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

Students may exit with a

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

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

10. University Policies and Procedures

Academic Regulations

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

-  www.imperial.ac.uk/about/governance/academic-governance/regulations
-  www.imperial.ac.uk/students/terms-and-conditions

Academic Feedback Policy

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

-  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

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

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

Please note that your examination scripts once completed belong to the university under the General Data Protection Regulations (GDPR). Please see the Imperial GDPR webpages for further information at:

-  www.imperial.ac.uk/admin-services/secretariat/policies-and-guidance/guidance/guide-2---exam-records/

Provisional Marks Guidance

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

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

Late Submission Policy

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

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

If you submit late due to mitigating circumstances, the cap on your mark may be lifted if a claim for mitigating circumstances is accepted. Please see below.

Mitigating Circumstances

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

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

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

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

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

-  www.imperial.ac.uk/aeronautics/study/ug/current-students/mitigation-and-coursework-extension/

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

-  www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/

Academic Misconduct Policy and Procedures

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

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

Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the university's expectations with regards to their engagement with their studies.

The Department of Aeronautics requires 1st year students to check-into all teaching and learning sessions via the MyImperialCampus app. Students in the 2nd year are expected to check into all compulsory activities, such as labs, workshop sessions and academic and computing tutorials.

Students found not to have sufficiently engaged with their studies will be supported by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. 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

Fitness to Study

Imperial expects students to participate within the university community, such as by fully engaging and studying to the academic level required and working and living cooperatively. If there are concerns that a student is unable to engage as expected, due to an underlying physical and/or mental health difficulty, the university has a process to ensure that decisions about a students' ability to study

are made through a supportive, timely and transparent process which operates in the best interests of the student:

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

Academic Appeals Procedure

We have rigorous processes and procedures 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 university, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. Should 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

The ICU Advice Service can help you with understanding this policy and supporting you through the process.

Student Complaints

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

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

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

Student Disciplinary Procedure

Imperial 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 the Student Code of Conduct has been committed. The general principles of the Student Disciplinary Procedure are available on the university website:

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

Students found in breach of the Student Code of Conduct will normally be considered ineligible for prizes in the Department of Aeronautics.

Interruption or Withdrawal from Studies

Students are encouraged to discuss any changes in registration with their Personal Tutor or Senior Tutor before officially applying for an interruption of studies or withdrawing. They will be able to discuss your options with you and help you make the right choice for you and your studies. Full information and guidance on the process is available at:

-  www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/

Intellectual Property Rights Policy

Imperial's Intellectual Property (IP) policy governs the ownership and management of universities Intellectual Property and the university's discretionary Reward to Inventors Scheme.

Further guidance on the Imperial Intellectual Property Rights Policy is available on the university website:



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



Use of IT Facilities

View the Conditions of Use of IT Facilities:



General Data Protection Regulation (GDPR)

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

In line with the above please see the university's privacy notice for students which form part of the Terms and Conditions of registration with Imperial.



Working when studying

If you are studying full-time, Imperial 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 university working hours.

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

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



If you are considering part-time work during term time you are strongly advised to discuss this with your Personal Tutor (see Wellbeing, Support and Advice section for more information). If you are on a Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

The university's board of examiners will not normally consider as mitigating circumstances any negative impact that employment may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.

11. Well-being Support and Advice

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

Personal Tutor

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

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

Your Personal Tutor will be assigned to you during the first week of the Autumn term and information on the role of Personal Tutor is available at

 www.imperial.ac.uk/student-support-zone/support/in-your-department/

Senior Tutor

Your Senior Tutor has overall responsibility for the academic and pastoral care as well as maintaining discipline for the undergraduate students. More information on the role of Senior Tutor is available at

 www.imperial.ac.uk/student-support-zone/support/in-your-department/

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

We have two Senior Tutors, Dr Demetrios Venetsanos (Years 1,2) and Dr Yongyun Hwang (Years 3,4,5) and all email enquiries are to be sent to the Senior Tutor email account aero.seniortutor@imperial.ac.uk. All other contact details can be found on our Academic and Teaching Staff page.

 www.imperial.ac.uk/aeronautics/people/academic/

Departmental Disability Officer

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

Your Departmental Disability Officer is Dr Siti Shamsuddin, and her contact details can be found on our Academic and Teaching Staff page.

 [https://www.imperial.ac.uk/aeronautics/people/academic/](http://www.imperial.ac.uk/aeronautics/people/academic/)

More information on the Departmental Disability Officers can be found at:

 <https://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-disability-officers/>

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

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

Departmental Student Wellbeing Adviser

The role of Wellbeing Adviser enhances the support students receive from their personal tutors. Your Departmental Wellbeing Adviser is Mr Joe Kilbride and his contact details can be found on our Professional Services Staff page.

 <https://www.imperial.ac.uk/aeronautics/people/professional-services-staff/>

University wide support including the counselling service, disability service and chaplaincy can all be found on the student support zone.

[Student Support Zone | Imperial students | Imperial College London](#)

More information about the departmental student wellbeing support is available at

 <https://www.imperial.ac.uk/aeronautics/wellbeing/ug/>

Mums and Dads scheme

Our 'Mums and Dads' scheme matches first years with returning students to help you tap into their experience and find peer support available from existing students.

 <https://www.imperial.ac.uk/aeronautics/study/ug/current-students/mums-and-dads-scheme/>

In your hall of residence

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

All halls have a Hall Warden team who are responsible for looking after your wellbeing and maintaining a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They are on call every day outside of university business hours to provide support in emergencies occurring in your hall.

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

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

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

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

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

Your Union

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

Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, University accommodation, and internal and external signposting.

Contact [the ICU Advice Service](#) and complete the registration form to speak with a member of the team.

 www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates two Representation Networks of over 500 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 & Community Officers also work to make sure that the views of under-represented and interest groups are heard at Imperial. The student representatives are elected in one of ICUs election cycles that take place throughout the year so keep an eye out for your chance to get involved.

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

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

Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial. They work full time at the Union and either take up their role after their studies have concluded or take a year out of their studies to represent the voices of students in the Union, the university and the wider community.

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

Student Hub

The Student Hub brings together information on many of Imperial's key administrative services in one easily accessible place. The staff in the Hub can provide general advice and information on a wide range of aspects of life at Imperial, including your enrolment and student records (statement of registration for proof of your student status, transcripts and awards), fees and finance; accommodation; and international student queries. If your query needs specialist guidance, the Hub team will sign-post you to other university student support services as appropriate.

The Hub is on hand to answer your questions in person (at our desks in South Kensington and White City), by email, phone or online through the ASK Student Hub service.

 www.imperial.ac.uk/student-hub

Student Support Zone

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

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

Centre for Academic English

As a student at Imperial, you want to be good at your science and you also want to be good at communicating it. CfAE can help you:

- communicate your science more easily and more effectively in writing and in speaking
- increase your chances of better grades
- improve your employability prospects through enhanced communication skills

The CfAE team are experts in academic STEMM communication and work with all students and academic staff at Imperial. They understand how busy your timetable is, as well as what support you need and when you need it. CfAE provide a range of options which accommodate different learning styles from personalised self-study resources to live group activities to 1:1 coaching sessions.

To find out how CfAE can help you throughout your degree, [visit their website](#), [email the team](#) or come meet them on Level 3, Sherfield Building, South Kensington Campus.

 Level 3, Sherfield Building, South Kensington Campus
 english@imperial.ac.uk
 www.imperial.ac.uk/academic-english

Useful support contacts

Health and wellbeing

If you have moved home to take up your place at Imperial, you will need to register with a new doctor (also known as a General Practitioner or GP) so that you can access NHS healthcare. It's important

that you register with a doctor soon after you arrive – don't wait until you are sick, as this could delay your access to treatment.

Imperial Health Centre

-  40 Prince's Gardens, South Kensington Campus
-  020 7584 6301
-  imperialcollege.hc@nhs.net
-  www.imperialcollegehealthcentre.co.uk

Imperial Dental Centre

-  Prince's Gardens, South Kensington Campus
-  020 7589 6623
-  www.imperialcollegedental.co.uk/

Student Counselling and Mental Health Advice Service

-  020 7594 9637
-  counselling@imperial.ac.uk
-  www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service

-  15 Prince's Gardens, South Kensington Campus
-  chaplaincy@imperial.ac.uk
-  www.imperial.ac.uk/chaplaincy

Disability Advisory Service

-  020 7594 9755
-  disability@imperial.ac.uk
-  www.imperial.ac.uk/disability-advisory-service

Centre for Academic English

-  Level 3, Sherfield Building, South Kensington Campus
-  english@imperial.ac.uk
-  www.imperial.ac.uk/academic-english

International Student Support

-  020 7594 8040
-  www.imperial.ac.uk/study/international-students

Careers Service

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

ICT and Software

-  Abdus Salam Library, South Kensington Campus
-  020 7594 9000
-  www.imperial.ac.uk/admin-services/ict/contact-ict-service-desk/

Software Shop

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

12. Health and Safety

Keeping you safe is a top priority for us.

Imperial's Health and Safety Policy can be found at:

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

Imperial 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 university's activities range from the use of hazardous materials ([biological agents](#), [chemicals](#), [cryogens](#), [gases](#) and [ionising/non-ionising radiation](#)) to field work, heavy or awkward lifting and driving.

All of Imperial's 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 university 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/safety-by-topic/accidents--incidents/

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

Departmental Safety Information

The Department's Health and Safety Information can be found at:

-  www.imperial.ac.uk/aeronautics/local/health-and-safety/

Your Departmental safety contact(s) is/are:

Safety Officer
Dr Nigel MacCarthy

Deputy Safety Officer
Mr Ian Pardew

For contact details of the above staff please refer to our Technical and Operations Staff page.



www.imperial.ac.uk/aeronautics/people/technical-and-operations-staff/

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

SafeZone

SafeZone is an Imperial app through which you can quickly and directly contact the Security and Community Safety team whenever you need them. Whether you're in an emergency situation, 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 and Community Safety 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 Imperial 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 university shuttle bus.



SafeZone

SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit www.imperial.ac.uk/admin-services/security/safezone/ for more details about SafeZone.

All existing phone numbers for the Security and Community Safetyteam are still operational. In the event of an emergency, you can still call 4444 from any internal Imperial phone.

Occupational Health Requirements

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 university is respected, protected and improved whilst at work.



www.imperial.ac.uk/occupational-health

Smoke-Free Policy

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



www.imperial.ac.uk/smoke-free

13. Student Administration

The Student Administration team are responsible for the administration and maintenance of the student records for all students studying at Imperial. 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 and Transport for London, as well as other external bodies.

The team are 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 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

Each document has a unique QR code with the official University watermark, making it easier for employers and others to verify your credentials. This online document sharing is a legitimate service, introduced and authorised by Imperial.

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here:

 www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/

Student Records

 +44 (0)20 7594 7268

 student.records@imperial.ac.uk

Degree Certificates

 +44 (0)20 7594 7267

 certificates@imperial.ac.uk

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

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

14. Work-life Balance

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

Imperial College Union

The Union's range of 370+ 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

 www.imperialcollegeunion.org/activities/a-to-z

Move Imperial

Imperial has a wide range of sports and activities on offer that cater for experience levels 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.

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

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

For an annual fee you will get use of the gym and swimming facilities on our campuses. More information about Imperial student memberships and updates to our services can be found at:

 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 Move More campaign, more information can be found at:

 www.imperial.ac.uk/sport/get-active/move-more-programme/

15. Student Feedback and Representation

Feedback from Students

Imperial and Imperial Union are 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 or wellbeing representative, and the election process are available on the Imperial College Union (ICU) website.



www.imperialcollegeunion.org/representation



www.imperialcollegeunion.org/representation/a-to-z

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

Staff-Student Committee (SSC)

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



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

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

There are two meetings timetabled in the Autumn term and two in the Spring term (Fridays 12-1.30 in Weeks 7,10,18,24). These are subject to change as are dependent on whether students have any issues to be discussed. Similarly, students can request SSC additional meetings if required.

At the same time the Friday before each SSC meeting, we have also timetabled a 'UG Reps Meeting' so the Reps can get together to discuss issues prior to the SSC (introduced a few years ago at Reps request).

16. Student Surveys

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

- **Module Evaluation Questionnaire (MEQ)**

The MEQ is your chance to tell us about the modules you have attended, including your BPES, Horizons and I-Explore modules. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms.

- **Student Experience Survey (SES)**

The SES is an annual survey which aims to gather feedback on a range of university services and on Imperial College Union. The survey seeks to understand your opinions on life at the university beyond lecture theatres or labs. The survey is open to all non-final year undergraduate students and runs across the autumn and spring terms.

- **National Student Survey (NSS)**

The NSS is an annual survey which asks you to rate a range of elements related to your student experience such as academic support, learning resources and assessment and feedback. The survey is open to final year undergraduates at participating UK institutions and runs in the spring term. Results of this national survey are made publicly available.

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

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



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

17. Opportunities for Further Study

Opportunities for Further Study

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



www.imperial.ac.uk/aeronautics/study/pg/



www.imperial.ac.uk/aeronautics/study/phd/

18. Alumni Services and Benefits

When you graduate, you'll become a member of a lifelong global network of more than 262,000 incredible people. You'll have access to an exclusive range of services and benefits, designed to support you in your next steps, wherever you are in the world, including:

Lifelong learning: from discounts on further study to mentoring, career support, online resources and events, we're here for you throughout your career to support your professional development.

Connections: Imperial's alumni community can be a source of friendship and professional contacts. Whether you're looking for top tips for a new city, to find a business partner or mentor, or get to know your local community, we've got you covered.

Perks: discounts, access to the library, Imperial College Union, and a dedicated co-working and lounge space in the heart of London – there are plenty of perks on offer for Imperial alumni whether you're based near campus or further afield.

Visit the alumni website to find out more about your new community, how to access your benefits, and how to get in touch with fellow alumni around the world.



www.imperial.ac.uk/alumni/benefits/recent-graduates/