

## **2<sup>nd</sup> year EE/ISE Introductory Meeting: Mon 3 October 2011, 12.00 in 408**

EE2 course organiser: Dr K Fobelets – rm 714  
ISE Course Director: Dr J V Pitt (away in week 1)

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Senior Tutor: Dr K Fobelets  
2<sup>nd</sup> year Lab organiser: Dr T J W Clarke – rm 902  
Year Abroad organiser: Prof A Astolfi – rm 1112

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Welcome back to the EE Department.

### **Registration and opportunities**

#### *College registration*

You should have completed College registration online by now. If you experience any problems, please see Student Records in Registry (Student Hub, level 3 Sherfield Building)

#### *Humanities courses*

Reminder – it is a requirement that you take a Humanities module this year. You must achieve 40% in order to pass. You should by now have registered your option both directly with Humanities and ALSO on the EE dept web. The respective web pages are:

Humanities

<http://www3.imperial.ac.uk/humanities>

Their online registration closes on Wed 5 October, 3.00 pm. After that, you will need to register in person, by going to the Humanities Office, located on level 3 Sherfield, opposite the Student Hub Office. Once you have registered your option, please also register it on the EE Dept website:

EE-web:

<https://intranet.ee.ic.ac.uk/electricalengineering/intrnl/options.asp>

(Only register your Humanities module on this page for the time being. Later in the year, you will also need to register your choice of 2 out of 3 of Fields, Devices or Algorithms & Complexity.)

Humanities are emailing individual class timetables for all the Humanities (H) and Languages (ML) courses. If anyone has any problems with their timetable, registration status, etc, please contact Humanities:

For Language courses: [languages@imperial.ac.uk](mailto:languages@imperial.ac.uk)

For Humanities courses (eg Philosophy, Politics etc): [humanities@imperial.ac.uk](mailto:humanities@imperial.ac.uk)

#### *Year Abroad*

You can find further information about the Year Abroad programme at:

<http://www3.imperial.ac.uk/people/a.astolfi/teaching/yearabroad>

Please contact Professor Astolfi if you would like to discuss the possibility of going abroad.

### **Funding opportunities**

*Power Academy Scholarship*

*RAE Leadership Award*

*UK Electronics Skills Foundation Scholarships*

Please see Mrs. Clare Drysdale in the UG office for further information on all these.

## 2<sup>nd</sup> year EE teaching structure

There are no study group (SG) sessions in year 2, except for Maths. SGs are replaced by Classes.

- One *Class* is timetabled for every 2 lecture hours. The classes are complete year group sessions and are given by the course lecturer. They are intended as problem solving demonstrations, test opportunities etc. Additional questions (answers) will be handed out for practising at home by lecturers.
- *Office Hours* are also timetabled. During this time students can find individual help from the course lecturer (or his/her delegates) as and when needed, on a first come first served basis. These sessions are not obligatory but students are strongly recommended to make use of the available help.

For Maths there will still be one study group session for every 2 Maths lectures.

### Lectures:

Standard lectures consist of 15 lecture hours, 8 class hours and 3 office hours. Mid term (autumn: wk 6-7) the lecture hours are reduced and the classes increased. This system is introduced to allow you to revise lectures, do problem sheets and seek help if understanding is inadequate. You are expected to attend the classes and seek help during office hours. There will be lectures and classes up to the last week of term (wk 11) **DO NOT LEAVE BEFORE END OF TERM.**

In summer term there will be a choice of lectures. You can choose 2 out of 3 lectures. Each lecture will be 10 hours and is supported by 5 classes and 1 office hour. In summer term there will also be revision classes.

There are no changes to the tutorial system. The list of tutorial groups will be ready by the end of week 1, and will be published by email, online and on the 2<sup>nd</sup> year notice board (at top of stairs on level 3). Your tutor will be different from last year. Your first tutorial will take the form of an individual 20-minute interview with your new tutor.

Students should keep in contact with their tutor. Please remember that the Senior Tutor, Dr Kristel Fobelets, is also available for advice on additional options and exceptional circumstances that might influence your progress.

### *Welfare support and advice available*

<http://www3.imperial.ac.uk/students/welfareandadvice>

Contact points in department are:

1. Tutor
2. Senior tutor : Dr K Fobelets – rm 714 – [k.fobelets@imperial.ac.uk](mailto:k.fobelets@imperial.ac.uk)
3. Support for Women: Mrs. C. Drysdale – undergraduate office – [c.drysdale@imperial.ac.uk](mailto:c.drysdale@imperial.ac.uk)
4. Disabilities issues: Mrs. C. Drysdale – undergraduate office – [c.drysdale@imperial.ac.uk](mailto:c.drysdale@imperial.ac.uk)

### *Teaching timetable*

The timetable can be found online:

<http://www3.imperial.ac.uk/electricalengineering/internal>

Most lectures and labs only start in the second week. The Office Hours start in week 3.

Keep checking the timetable on a regular basis as changes might occur.

### *Electrical Laboratory*

Dr T J W Clarke is in charge of the electrical laboratory this year. Please make sure that you respond to his email request to choose your lab partner, so that we can ensure that all pairs of students who wish to work together appear on the same side, either A or B. Deadline for forming groups = Thursday 6 Oct 12:00.

### *2<sup>nd</sup> year EE group project*

**Meeting - Wednesday 5 Oct, 11.00 in 408**

Introduction to the Group Project

Dr Ahearn (faculty tutor on student led projects) and Dr Bains (technical communications) will give a talk on how to manage the group project, and Dr Fobelets will explain what needs to be done by when. Attendance is preferred.

#### *Communication*

- *Pigeon holes* – please remove your mail from the UG pigeon holes on level 1, and check these pigeon holes regularly through the term
- Do check *email* regularly (at least once a day), as we often use the email year alias to send urgent messages to the whole year group (eg re lectures cancelled etc) and we also send individual messages by email. See one of the computer support staff (room 511) if you have problems with your email account.

#### *MEng/BEng Pass Mark and Progression Criteria*

Refer to the EE and ISE 2011-12 Award of Honours documents on the web:

<http://www3.imperial.ac.uk/electricalengineering/teaching/undergraduate/assessment>

### **Award of ECTS credit for extracurricular activities**

The rules on this are:

- Only students registered since 2010 are eligible for ECTS credits
- Extracurricular activities eligible for credit are:
  - Industrial internships/placements
  - College extracurricular courses carried out in Humanities or Business School
  - UROP or other research placements.

Industrial internships and placements must be:

- Directly related to engineering or its industrial or business context.
- Sufficiently demanding in nature to exercise a range of interpersonal and intellectual skills
- Between 6 and 12 full-time (37 hour) weeks or their equivalent part-time in duration, a
- External to the College

ECTS: 1.5 per full working week.

UROP or other research placements must be

- Sufficiently demanding in nature to exercise a range of analytical and intellectual skills
- Between 6 and 12 full-time weeks in duration
- Undertaken during vacations at the end of the second and third years of study

ECTS: 1.5 per full working week, 15 maximum on a single project.

Students are asked to register for ECTS credit in advance by completing an Activity Plan (form A).

On completion of your placement you must produce evidence of your performance on the placement using form B, signed by your workplace supervisor. This form assesses your personal, technical and business development.

You should also produce a 15 page report or journal summarising your achievements.

This report will be marked by your tutor in discussion with you. Marking will be against the criteria set out above. The decision is then made whether your work is eligible for credit.

More information can be obtained from Mrs. Clare Drysdale in the Undergraduate Office.