MEng Biomedical Engineering

Year Two
Student Handbook 2016-17

The Department of Bioengineering
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Section one

Initial information
1.1 Welcome from the Head of Department

Welcome back to the Department of Bioengineering at Imperial College London and congratulations for having made it to this point. As I did at the start of your career at Imperial, I strongly encourage you to continue to actively engage with the various offerings outside the lecture theatre and lab, to forge and strengthen new friendships and to maintain a focus on excellence in all that you do.

The staff in this Department are committed to your education and we are delighted to play a part in your journey into professional life, so please work with us as we also continue to strive for excellence and improvements in what we do; please maintain contact with the Student Office, your Personal Tutor, and your classmates; and I wish you all a very good year, and look forward to the end of year party in June!

Professor Anthony Bull
September 2016
1.2 Welcome from the Departmental Representative

Hi everyone – welcome back to College! Hope you all had a wonderful summer!

I’m Navidu and my role as Departmental Representative, in short, is to make sure each and every one of us, has a say in how things are run, and has the best possible time at Imperial.

I won’t be working alone – you will soon elect two Year Representatives who will liaise on your behalf with staff as well as external examiners; and most importantly participate in Student Staff Committee meetings, bringing any issues you may have to the table. It is safe to say that you’ll hear from all of the Reps a few too many times over the coming year! ;)

As a Year Rep for the last two years I have learnt that every bit of feedback matters – a little concern can lead to a big impact. I speak for all year reps when I say that we hold confidentiality at the utmost importance. All opinions and concerns will be kept anonymous.

Over the past two years our Department has achieved a great deal, through constructive discussions on better timetabling, better course & assessment structures, an even workload-distribution, and so on. As year rep then, what struck me was that the reason we were able to do so much was thanks to everyone being so open, vocal and constructive in sharing their opinions and concerns. Working together, we brought about important changes! I am confident we’ll see more of that this year too.

As Departments go, Bioengineering is relatively young but exciting – which means we have a great mix of staff from multiple fields with plenty of new ideas, so I can guarantee you that our Department is always full of life, wanting to grow and improve. So, feel free to reach out to any of them – maybe drop an email – if ever you need some advice or help, they are all very friendly and willing to help.

To get the full ‘university experience’, so be sure to check out the Union’s clubs and societies; with over 330+ to choose from, there is bound to be something to tickle your taste buds (literally too – there actually is even a Cheese society!). One of them is Bioeng Soc which hosts many events and is great for getting to know each other. Whether you’re a 1st year or a 4th year it doesn’t matter, we embrace and mutually respect everyone: so do tag along!

There’s also plenty of help around college including the CGCU Welfare Officer, the Disability Officer, support for any ethnic or LGBTQ+ discrimination or even financial issues you run into – whatever problems you may face, you are not alone. Remember, no one is here to judge – those who mind don’t matter and those who matter don’t mind – and a lot of people, even those who are the first to run to the pharmacy for the slightest physical ailment, tend to neglect their mental health. Don’t let pressure build up – let it free at its earliest, we’re all here to help.

Lastly: make friends, collaborate, help one another (everyone struggles no matter how smart they sound), seize every opportunity (bungee jump off Queens Tower with our HoD!), be adventurous, and make sure you enjoy your time here. Like I said earlier, you are only an undergrad once, so make the most of it!

I hope you all have a wonderful year!

Navi
1.3 Using this handbook

Please be aware that the information in this handbook is correct at the time of going to print. However, some information may occasionally change during the course of the year – current students will be informed if this is the case.

The information provided in this handbook relates only to the academic year specified on the front cover.

The handbook contains very important information for your academic life, and also for your life at Imperial College London outside of work. You should read the handbook as soon as possible after you receive it 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.

Information specific to each year of each programme is included in the relevant handbook, and information is updated annually, so it is important you read the relevant handbook at the start of each year of study you undertake with us.

You will be issued with a copy of the handbook for your programme and year of study in week one of autumn term, and you will also be able to access the PDF document online from the current Undergraduate students page of the Department of Bioengineering website.

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 College 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 students page on the Department of Bioengineering, at http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/
- There is an information board outside the Student Study Room (3.06, RSM)
- Important information will be communicated to you via email, so please ensure you check your College email address regularly

Please be aware that the information in this handbook is correct at the time of going to print. However, some information may occasionally change during the course of the year – current students will be informed if this is the case.

The information provided in this handbook relates only to the academic year specified on the front cover.
1.4 Important procedures

From time to time unfortunate events can happen and so it is important that you are familiar with these procedures, so that you know who to contact and what to do in case of an emergency or serious problems.

1. If there is any fire, medical or security emergency:
   Immediately telephone security, internal extension no. 4444 (internal) or from an external phone +44 (0)20 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999.
   If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is.
   Read more about our Health and Safety procedures in Sections 3.14 and 3.15 – ‘Health and Safety’.

2. If you are ill and think you may miss an exam or assessment deadline:
   You should do both of the following:
   a. Immediately contact the Department via one of the below channels:
      i. Student Office: Ms Britta Ross: +44 (0)20 7594 5122 (b.ross@imperial.ac.uk)
      ii. Senior Tutor : Professor Manos Drakakis : +44 (0)20 7594 5182 (e.drakakis@imperial.ac.uk)
      iii. Academic Tutor : Mr Martin Holloway: +44 (0)20 7594 5176 (m.holloway@imperial.ac.uk)
   b. Contact a registered medical doctor as soon as possible for an examination - they are the only people who can pronounce that you are medically unfit to take an exam.
      i. If you miss an exam for medical reasons, the College requires a valid medical certificate, issued by a registered doctor, stating that you were unfit to take an exam at the dates/times of the exam to be presented within a week. This certificate is shown to the Board of Examiners meeting for them to consider a replacement exam. Otherwise the exam is considered to have been failed.
      ii. We highly recommend that you obtain a medical certificate by contacting the Imperial College Health Centre - they are equipped to help in this situation, and if you attend as soon as you can after 8.30am, stating that you have an exam, they will make sure that you get seen quickly.
      iii. Imperial College Health Centre: +44 (0)20 7584 6301 (imperialcollege.hc@nhs.net)
   c. If you, or a friend, are/is suffering stress or depression:
      a. Contact the Health Centre (details above) or the Student Counselling Service: +44 (0)20 7594 9637 (counselling@imperial.ac.uk)
      b. If you feel you can, contact someone in the Department such as the Senior Tutor or the Academic Tutor:
         Senior Tutor: Professor Manos Drakakis: +44 (0)20 7594 5182 (e.drakakis@imperial.ac.uk)
         Academic Tutor: Mr Martin Holloway: +44 (0)20 7594 5176 (m.holloway@imperial.ac.uk)
      c. The Student Space website has lots of useful information on dealing with stress, and where to find additional help and support: http://www.imperial.ac.uk/student-space/

4. Illness, absence, or inability to submit coursework
   a. If you have to be absent through illness or for any other personal reasons, you must let the Student Office (details above) know as soon as possible. If you are likely to miss a coursework, lab or exam deadline, please see ensure you contact the Student Office without delay.
b. It is important that you familiarise yourself with the information about absences in Section 4.33 – ‘Departmental expectations on attendance and holidays’.

1.5 Useful dates for the academic year 2016-17

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Term</th>
<th>Bank Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>03 – 07 October 2016</td>
<td>Autumn</td>
<td>Christmas Day – 25 December 2016</td>
</tr>
<tr>
<td>02</td>
<td>10 – 14 October 2016</td>
<td>Autumn</td>
<td>Boxing Day - 26 December 2016</td>
</tr>
<tr>
<td>03</td>
<td>17-21 October 2016</td>
<td>Autumn</td>
<td>New Year’s Day – 01 January 2017</td>
</tr>
<tr>
<td>04</td>
<td>24 – 28 October 2016</td>
<td>Autumn</td>
<td>Good Friday – 14 April 2017</td>
</tr>
<tr>
<td>05</td>
<td>31 October – 4 November 2016</td>
<td>Autumn</td>
<td>Easter Monday – 17 April 2017</td>
</tr>
<tr>
<td>06</td>
<td>07 – 11 November 2016</td>
<td>Autumn</td>
<td>Early May Bank Holiday – 01 May 2017</td>
</tr>
<tr>
<td>07</td>
<td>14 – 18 November 2016</td>
<td>Autumn</td>
<td>Spring Bank Holiday – 29 May 2017</td>
</tr>
<tr>
<td>08</td>
<td>21 – 25 November 2016</td>
<td>Autumn</td>
<td>Summer Bank Holiday – 28 August 2017</td>
</tr>
<tr>
<td>09</td>
<td>28 November – 02 December 2016</td>
<td>Autumn</td>
<td>College Closure Dates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Note – access to RSM is restricted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Christmas 2016:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>24 December 2016 – 02 January 2017</td>
</tr>
<tr>
<td>10</td>
<td>05 – 09 December 2016</td>
<td>Autumn</td>
<td>Easter 2017:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12 April – 18 April 2017</td>
</tr>
<tr>
<td>11</td>
<td>12 – 16 December 2016</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>19 – 23 December 2016</td>
<td>Christmas</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>26 – 30 December 2016</td>
<td>Christmas</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>02- 06 January 2017</td>
<td>Christmas</td>
<td></td>
</tr>
<tr>
<td>1 (15)</td>
<td>09 – 13 January 2017</td>
<td>Spring</td>
<td>Commemoration Day:</td>
</tr>
<tr>
<td>2 (16)</td>
<td>16 – 20 January 2017</td>
<td>Spring</td>
<td>19 October 2016</td>
</tr>
<tr>
<td>3 (17)</td>
<td>23 – 27 January 2017</td>
<td>Spring</td>
<td>Postgraduate Awards Day:</td>
</tr>
<tr>
<td>4 (18)</td>
<td>30 January – 03 February 2017</td>
<td>Spring</td>
<td>3 May 2017</td>
</tr>
<tr>
<td>5 (19)</td>
<td>06 – 10 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>6 (20)</td>
<td>13 – 17 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>7 (21)</td>
<td>20 – 24 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>8 (22)</td>
<td>27 February – 03 March 2017</td>
<td>Spring</td>
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</tr>
<tr>
<td>9 (23)</td>
<td>06 – 10 March 2017</td>
<td>Spring</td>
<td></td>
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<tr>
<td>10 (24)</td>
<td>13 – 17 March 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>11 (25)</td>
<td>20-24 March 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>27 – 31 March 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>03 – 07 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>10 – 14 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>17 – 21 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>24 – 28 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>1 (31)</td>
<td>01 – 05 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>2 (32)</td>
<td>08 – 12 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>3 (33)</td>
<td>15 – 19 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>4 (34)</td>
<td>22 – 26 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>5 (35)</td>
<td>29 May – 02 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>6 (36)</td>
<td>05 – 09 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>7 (37)</td>
<td>12 – 16 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>8 (38)</td>
<td>19 – 23 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>9 (39)</td>
<td>26 – 30 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
</tbody>
</table>

You can also find useful information about key dates on the following websites:
- [http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/](http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/)
- [http://www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)
1.6 Your student journey

Overview
Welcome back to the second year of your degree programme! Well done on all of your achievements so far. We hope you had a great first year and are looking forward to furthering your knowledge in the coming years.

As you know, you spend both first year and second year of your degree building a solid base of core knowledge through compulsory modules. This is also a good opportunity to and a chance to work out where your interests lie within Bioengineering. The MEng Biomedical Engineering programme has three pathways, allowing you to specialise in your final two years of study: Mechanical Engineering, Electrical Engineering, and Bioengineering. You can find out more about the programme structure and pathways information later in this handbook, or by consulting the programme specification for your intake year.

For a range of reasons, the qualifications you leave university with will vary. Some of you may spend just three years with the Department and achieve a BEng award; others may complete the MEng programme, perhaps with a year in industry, and then stay on at the College to complete a research degree programme, or go elsewhere to study further.

No doubt, you already know that university students are expected to take responsibility for their own learning and welfare – but do remember there are lots of people and resources in place to support you, so please do make the most of them and ask for help or information if you need it.

Second year

The second year is designed to build on the knowledge and skills gained in the first year of the programme. You will also gain more practical skills (that complement technical modules) through laboratory sessions, practical work and design, test and build activities. The second year also includes a substantial group project.

As in your first year, we recommend you get involved with Departmental life and also explore some of the clubs and societies outside of your academic area.

Some of you may also be starting to think about summer internships, placements and careers in a bit more detail. You can find out more about careers in Section 3.31 – ‘Careers’ of this handbook, or on the Departmental website or through the College’s Careers Advisory Service.

Later in the handbook, there is a list of people and resources which you may find useful throughout your degree.
1.7 Who to speak to if you need help

There are a lot of people and resources in place to support you during your time at Imperial College London. Don’t suffer in silence - we take the welfare of our students very seriously indeed and will try to provide all the help that we can if you encounter problems of any sort. If we can’t help directly, then we will direct you to someone who can.

Contacts in the Department of Bioengineering

<table>
<thead>
<tr>
<th>Who</th>
<th>What can they help with?</th>
<th>How to contact them</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Tutor</td>
<td>Academic issues</td>
<td>You will be told who your Personal Tutor is. The best way to contact them is via email to arrange a meeting.</td>
</tr>
<tr>
<td></td>
<td>Personal matters</td>
<td></td>
</tr>
<tr>
<td>Senior Tutor:</td>
<td>Academic issues</td>
<td><a href="mailto:e.drakakis@imperial.ac.uk">e.drakakis@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Professor Manos Drakakis</td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 5182</td>
</tr>
<tr>
<td>Academic Tutor:</td>
<td>Academic issues</td>
<td><a href="mailto:m.holloway@imperial.ac.uk">m.holloway@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Mr Martin Holloway</td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 5176</td>
</tr>
<tr>
<td>The Student Office</td>
<td>Timetabling</td>
<td><a href="mailto:l.osullivan@imperial.ac.uk">l.osullivan@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Louise O’Sullivan</td>
<td>Teaching policies and procedures</td>
<td>+44 (0)20 7594 9660</td>
</tr>
<tr>
<td>Ms Britta Ross</td>
<td>Illness and absences</td>
<td><a href="mailto:b.ross@imperial.ac.uk">b.ross@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Maddi O’Brien</td>
<td>Interruption of studies</td>
<td>+44 (0) 20 7594 5122</td>
</tr>
<tr>
<td>Ms Samantha Kemp</td>
<td>Mitigating circumstances</td>
<td><a href="mailto:m.obrien@imperial.ac.uk">m.obrien@imperial.ac.uk</a></td>
</tr>
<tr>
<td>TBC</td>
<td>Admissions</td>
<td><a href="mailto:samantha.kemp@imperial.ac.uk">samantha.kemp@imperial.ac.uk</a></td>
</tr>
<tr>
<td>TBC</td>
<td>Programme administration</td>
<td>+44 (0)20 7594 9296</td>
</tr>
<tr>
<td></td>
<td>Examinations</td>
<td><a href="mailto:samantha.kemp@imperial.ac.uk">samantha.kemp@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+44 (0)20 7594 9115</td>
</tr>
<tr>
<td>Department Disability Officer:</td>
<td>Disabilities and additional support</td>
<td><a href="mailto:bg-ddo@imperial.ac.uk">bg-ddo@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Dr Aldo Faisal</td>
<td></td>
<td>+44 (0) 20 7594 6373</td>
</tr>
<tr>
<td>Year Abroad Coordinator:</td>
<td>Information and arrangements for taking a year abroad</td>
<td><a href="mailto:c.lee@imperial.ac.uk">c.lee@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Dr Chiu Fan Lee</td>
<td></td>
<td>+44 (0) 20 7594 6493</td>
</tr>
<tr>
<td>Industrial Liaison Manager:</td>
<td>Industrial placements</td>
<td><a href="mailto:robert.ferguson@imperial.ac.uk">robert.ferguson@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Mr Robert Ferguson</td>
<td>Networking, contacts and careers</td>
<td>+44 (0) 20 7594 6371</td>
</tr>
<tr>
<td>Bioengineering Librarian:</td>
<td>Referencing and reference management software, plagiarism workshops, finding books, and using e-journals.</td>
<td><a href="mailto:mano.jacob@imperial.ac.uk">mano.jacob@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Mano Jacob</td>
<td></td>
<td>+44 (0)20 7594 5598</td>
</tr>
<tr>
<td>Student representatives</td>
<td>Liaison between the student body and the Department, and other student organisations e.g. Imperial College Union</td>
<td>Find your representatives on the webpage: <a href="http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/staff-student-committee/">http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/staff-student-committee/</a></td>
</tr>
</tbody>
</table>
### College-wide resources

Outside the Department, the College provides extensive student support services.

<table>
<thead>
<tr>
<th>Resource</th>
<th>What sort of help is available?</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Student Space website</strong></td>
<td>Lots of helpful information and resources to help you live life well.</td>
<td><a href="http://www.imperial.ac.uk/student-space/">http://www.imperial.ac.uk/student-space/</a></td>
</tr>
<tr>
<td><strong>College tutors</strong></td>
<td>Confidential support for students, independent of your academic department, where you can discuss academic issues and all aspects of pastoral care.</td>
<td><a href="http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support/">http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support/</a></td>
</tr>
<tr>
<td><strong>Imperial College Security</strong></td>
<td>In case of any kind of fire, medical emergency, or threat, contact Security immediately.</td>
<td><a href="mailto:security.control@imperial.ac.uk">security.control@imperial.ac.uk</a>&lt;br&gt;+44 (0) 20 7589 1000&lt;br&gt;Dial 4444 from any internal telephone.</td>
</tr>
<tr>
<td><strong>Imperial College Health Centre</strong></td>
<td>Doctors and nurses are available to provide care for a range of medical and psychological problems.</td>
<td><a href="mailto:imperialcollege.hc@nhs.net">imperialcollege.hc@nhs.net</a>&lt;br&gt;+44 (0)20 7584 6301&lt;br&gt;<a href="http://www.imperialcollegehealthcentre.co.uk">http://www.imperialcollegehealthcentre.co.uk</a></td>
</tr>
<tr>
<td><strong>Student Counselling Service</strong></td>
<td>Free and confidential short-term counselling is available to all students, to discuss any personal issue.</td>
<td><a href="http://www.imperial.ac.uk/counselling/">http://www.imperial.ac.uk/counselling/</a></td>
</tr>
<tr>
<td><strong>Student Hub</strong></td>
<td>Advice and information on a wide range of topics, including admissions, finance, accommodation, exchange programmes and documentation.</td>
<td><a href="http://www.imperial.ac.uk/student-hub/">http://www.imperial.ac.uk/student-hub/</a></td>
</tr>
<tr>
<td><strong>International Student Support</strong></td>
<td>General international student support, information on visas and immigration and the Academic Technology Approval Scheme (ATAS).</td>
<td><a href="https://www.imperial.ac.uk/study/international-students/">https://www.imperial.ac.uk/study/international-students/</a>&lt;br&gt;+44 (0) 20 7594 8040.</td>
</tr>
<tr>
<td><strong>Chaplaincy</strong></td>
<td>Chaplains and Faith Advisors from different faith backgrounds provide confidential support on personal and religious issues.</td>
<td><a href="http://www.imperial.ac.uk/chaplaincy/">http://www.imperial.ac.uk/chaplaincy/</a></td>
</tr>
<tr>
<td><strong>Centre for Academic English</strong></td>
<td>The Centre offers programmes, workshops, and other resources to help students develop their academic language and literacy.</td>
<td><a href="http://www.imperial.ac.uk/academic-english">http://www.imperial.ac.uk/academic-english</a></td>
</tr>
<tr>
<td><strong>Imperial College Union Advice Centre</strong></td>
<td>The Advice Centre is your first port of call if you are experiencing difficulties during your time at university.</td>
<td><a href="https://www.imperialcollegeunion.org/advice">https://www.imperialcollegeunion.org/advice</a></td>
</tr>
<tr>
<td><strong>Imperial College Success Guides</strong></td>
<td>Advice on developing the skills that you will need to help you through your degree.</td>
<td><a href="http://www.imperial.ac.uk/student-success-guide/">http://www.imperial.ac.uk/student-success-guide/</a></td>
</tr>
<tr>
<td><strong>Careers Service</strong></td>
<td>The Careers Service provides information on work placements, job opportunities, further study and careers advice.</td>
<td><a href="http://www.imperial.ac.uk/careers">http://www.imperial.ac.uk/careers</a></td>
</tr>
</tbody>
</table>
Section two

Your degree programme
2.8 Programme description: MEng Biomedical Engineering

Biomedical engineering is a rapidly evolving interdisciplinary field that applies engineering principles and technology to medical and biological problems. With an ageing population and advances in technology, biomedical engineering plays an integral role in global issues such as healthcare, energy and environment.

Our four-year MEng degree in Biomedical Engineering provides a broad foundation in physics, mathematics, engineering and medical science, then progresses to more advanced engineering studies that apply the quantitative aspects of engineering analysis and design to a broad range of biomedical problems.

You will begin your studies by following a set programme for the first two years, to develop core skills. This includes developing practical skills through Electrical Engineering laboratories, Mechanical workshop, Wet Laboratories, Computing Laboratories, Workshops and Mathematics Laboratories. In the second year, you will take part in an engineering design project as part of the Sports Innovation Challenge, which aims to unleash your creativity to improve the sporting and training equipment available to disabled people. In the final two years of the programme, you have the opportunity to specialise in one of three pathways: Electrical Engineering, Mechanical Engineering, or Bioengineering. The final year of the MEng Programme includes an individual research project, which gives you an opportunity to complete original research in an area that interests you.

Whichever pathway you choose, in years three and four of the programme you will have the flexibility to take some optional modules to suit your interests. You may also be able to choose electives modules delivered by other departments of the Faculty of Engineering. After your third year, you may want to undertake a Year in Industry, which extends the degree to five years. Or, you may wish to apply through a competitive process to complete your final year abroad.

After the first two years of study, you need to have achieved an overall mark of at least 60% to progress on to the third year of the MEng programme. The Director of Courses has the discretion to condone a near miss to this requirement. Otherwise, students are obliged to move to BEng Biomedical Engineering programme.

The teaching in the programme varies across modules but typically includes a combination of lectures, study groups, tutorials, practical classes and design projects. Assessment across the programme is also broad, with a range of assessment techniques used, such as: coursework, oral group and individual presentations, multiple-choice assessments, quizzes, written examinations and mastery tests.

The programme specification can be accessed at:
http://www.imperial.ac.uk/bioengineering/study/undergraduate/

The Department’s competency standards can be accessed at:
http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/.

Further information, about programmes, for current students can be found at
http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/.

Information about the Department of Bioengineering, including history, teaching and research information, can be found on our website at http://www.imperial.ac.uk/bioengineering/about/.
Programme Learning Outcomes

The Imperial Graduate Attributes are a set of core competencies which we expect students to achieve through completion of any Imperial College degree programme. The Graduate Attributes are available at: www.imperial.ac.uk/students/academic-support/graduate-attributes.

The programme has been designed so that graduates will be able to demonstrate the following UK-SPEC general learning outcomes:

Knowledge and understanding:
- The underlying scientific principles, engineering mathematics and computational tools that underpin Biomedical Engineering.
- The core concepts, principles and theories of Electrical Engineering, Mechanical Engineering, Materials Engineering deployed in a Biological and Medical context.
- Innovative and creative engineering solutions applied to healthcare problems and quality-of-life issues.
- Moral and ethical issues (including professional conduct) and the role of the Professional Engineering Institutes.

Intellectual Abilities:
- The application of engineering principles to the analysis and design of Biomedical applications.
- The application of functional decomposition to manage the development of large scale complex systems.
- Critical evaluation of information gathered from academic and technical resources.

Practical Skills:
- Develop graduate attributes including global challenges, business and economics, humanities.
- Plan and safely execute experiments in diverse types of laboratories.

General Transferable Skills:
- Build team working and communication skills.

Additionally, MEng graduates will be able to demonstrate:
- Greater depth and breadth of knowledge and understanding of engineering applied to healthcare problems and quality-of-life issues.
- Additional application of knowledge and understanding in individual and group project work.
2.9 Programme structure
Pathways through the MEng Biomedical Engineering programme
Overview of programme structure

<table>
<thead>
<tr>
<th>Year</th>
<th>% Year Weighting</th>
<th>Module</th>
<th>Total Marks</th>
<th>% Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year one</td>
<td>11.1%</td>
<td>15 x core modules</td>
<td>1070</td>
<td>100%</td>
</tr>
<tr>
<td>Year two</td>
<td>22.2%</td>
<td>14 x core modules</td>
<td>1300</td>
<td>100%</td>
</tr>
<tr>
<td>Year three</td>
<td>33.3%</td>
<td>4 x core modules</td>
<td>400 (100 per module)</td>
<td>40% (10% per module)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 x elective modules</td>
<td>400 (100 per module)</td>
<td>40% (10% per module)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MEng Third Year Group Project</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Year four</td>
<td>33.3%</td>
<td>6 x elective modules</td>
<td>600</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MEng Individual Project</td>
<td>400</td>
<td>40%</td>
</tr>
</tbody>
</table>

NB Please note that elective modules may only be chosen within the constraints which are explained in detail in the relevant year’s regulations, available on the website at [http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/](http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/).

Please note that not all combinations of optional modules may be possible due to timetabling constraints.

Although the structure will remain the same, the weightings for each year of the programme will vary depending on which variation of the programme you take, as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>BEng Biomedical Engineering (BH81)</th>
<th>MEng Biomedical Engineering (BH9C)</th>
<th>MEng Biomedical Engineering with a year in industry (BHV2)</th>
<th>MEng Biomedical Engineering with a year abroad (BHV1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year one</td>
<td>1/8</td>
<td>1/9</td>
<td>1/9</td>
<td>1/9</td>
</tr>
<tr>
<td>Year two</td>
<td>3/8</td>
<td>2/9</td>
<td>2/9</td>
<td>2/9</td>
</tr>
<tr>
<td>Year three</td>
<td>4/8</td>
<td>3/9</td>
<td>3/9</td>
<td>3/9</td>
</tr>
<tr>
<td>Year four</td>
<td>-</td>
<td>3/9</td>
<td>0</td>
<td>3/9</td>
</tr>
<tr>
<td>Year five</td>
<td>-</td>
<td>-</td>
<td>3/9</td>
<td>-</td>
</tr>
</tbody>
</table>
Year two modules

In year two of the MEng Biomedical Engineering programme, you will take the following modules, all of which are compulsory:

<table>
<thead>
<tr>
<th>Year two Module</th>
<th>Teaching term</th>
<th>Module Leader</th>
<th>Assessment details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BE2-HMOLE2 Biomolecular Engineering II</td>
<td>1</td>
<td>Dr Ladame</td>
<td>Coursework (two progress tests)</td>
</tr>
<tr>
<td>BE2-HFLM - Mechanics II Fluids</td>
<td>1</td>
<td>Dr Tweedy</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Written exam (mastery test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coursework (problem sheets)</td>
</tr>
<tr>
<td>BE2-HMEW - Mechanics Workshop</td>
<td>1</td>
<td>A Wallace (ME)</td>
<td>Set by Mechanical Engineering Department: Coursework (Labs)</td>
</tr>
<tr>
<td>BE2-HPROG2 - Programming II</td>
<td>1</td>
<td>Dr Choi</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coursework (lab assessments and peer reviews)</td>
</tr>
<tr>
<td>BE2-HSAS - Signals and Systems</td>
<td>1</td>
<td>Dr Stan</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Written exam (mastery test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coursework (lab book)</td>
</tr>
<tr>
<td>BE2-HSDM - Mechanics II Solids</td>
<td>1</td>
<td>Professor Bull</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Written exam (mastery test)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coursework (Lab report)</td>
</tr>
<tr>
<td>BE2-HEDP - Engineering Design Project</td>
<td>1, 2</td>
<td>Dr Radcliffe</td>
<td>Coursework (various)</td>
</tr>
<tr>
<td>BE2-HMATH2 - Mathematics II</td>
<td>1, 2</td>
<td>Dr Lee, Dr Choi</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Written exam (two mastery tests)</td>
</tr>
<tr>
<td>BE2-HCTRL - Control Systems</td>
<td>2</td>
<td>Dr Tanaka</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coursework (report)</td>
</tr>
<tr>
<td>BE2-HEM2 - Electromagnetics II</td>
<td>2</td>
<td>Mr Holloway</td>
<td>Written exam</td>
</tr>
<tr>
<td>BE2-HEE2 - Electrical Engineering II</td>
<td>2</td>
<td>Professor Drakakis</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coursework (simulation report)</td>
</tr>
<tr>
<td>BE2-HHMT2 - Heat and Mass Transport II</td>
<td>2</td>
<td>Dr Overby</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Coursework (problem sheets)</td>
</tr>
<tr>
<td>BE2-HMS2 - Medical Science II</td>
<td>2</td>
<td>Professor Krapp</td>
<td>Written exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Written exam (mastery)</td>
</tr>
<tr>
<td>BE2-HWLS – Wet-lab Skills</td>
<td>3</td>
<td>Dr Ellis</td>
<td>Coursework (labs)</td>
</tr>
</tbody>
</table>
Further information
You can access full information about programme structure and required levels of achievement in the Regulations for the Award of Honors, available online via the Departmental website at http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students.

Module descriptors
Full module descriptors for all years can be accessed via the Department website, at: www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students

Please note that module descriptors are updated during the summer period, and may be affected by factors such as timetabling constraints, and therefore the information provided may change in advance of the beginning of the autumn term.

Choosing elective modules
In your first and second year you will not have elective modules, as all of the modules are compulsory. In your third and fourth year you will be able to choose some modules. You will be given information about when these choices need to be made, nearer the time.

Requirements for passing year two
In order to pass the second year examinations and qualify to progress to the third year, the candidate must achieve a pass mark in every assessment as indicated in the table above.

It is extremely important that you review the programme regulations for full details on assessments, structure and requirements for passing, available online at http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/.

Projects
During your time at Imperial you will work on a number of projects as part of your programme of study. You will be given a Project Handbook which provides you with lots of useful information to help with your project work.

You can find out more about projects on the website at: http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/projects/.

You can find out more about some of the project work previous students have completed on the website at: http://www.imperial.ac.uk/bioengineering/study/student-impact/
2.10 Academic feedback

Coursework Feedback
During term time, you will be provided with feedback on your coursework within two weeks of submitting it. If coursework is submitted out of term (i.e. in vacation periods) then the two week period begins at the start of the new term.

Feedback may be provided in one of a number of formats, including:
- Oral (during or after lectures, personally or as a group feedback session)
- Personal (discussion with academics during office hours)
- Interactive (problem solving tutorials with GTAs & study groups)
- Written (solutions/model answers to coursework)

In line with College policy, the Department does not provide feedback on written examinations. Preliminary exam results will be provided to students as letter-grades, and numerical results will be published after the meeting of the final Board of Examiners.

Remember, if you receive marked coursework back which has not been submitted electronically, please return it to the Student Office for archiving within two weeks.

This is important for assessment by external examiners.

Monitoring of progress
We want all of our students to be able to succeed in their chosen programmes of study, and to achieve the best that they can. As such, we monitor your progress throughout the year, by checking your attendance (particularly at practical classes and study groups), your completion of problem sheets and your performance in tests.

When there is cause for concern, it will be brought to the attention of your Personal Tutor and the Senior Tutor. There is a lot of support which can be provided if you need help with a certain aspect of your studies – your Personal Tutor will be able to discuss this with you. It is important that you engage in your studies and help us to help you in the best way possible.

If you obtain a fail mark in any of the tests you will be called for a formal interview with the Senior Tutor. In some cases you might be issued with a formal warning that your performance has to improve and in severe instances you might be asked to withdraw from the degree programme.
### 2.11 Assessment

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.

**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 College London. 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.

We monitor your attendance at these classes, and the attendance record is one of the factors taken into account by the Examiners when considering the outcome for students who fail the year. A student failing the year at first attempt and who has a poor attendance record might not be considered for the condoning of a single subject failure, and might not be offered a re-sit opportunity should they fail more than one subject.

For many of these classes, you will be assigned problem 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 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. We also monitor participation in these sessions, and students who consistently fail to attempt the problems will be brought to the attention of the Director of Courses. Likewise, attendance at practical or laboratory sessions is compulsory. Attendance at practicals will be monitored, and students who fail to attend regularly will be noted.

Please note that in either year 1 or 2, you are required to purchase a set of overalls which cost approximately £26.00 for the mechanical workshop module. You will also be required to purchase an electronics kit in year 1, which costs approximately £12.00.

**Progress Tests**

In addition to the problem classes, there will be a series of progress tests in some subjects. 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 Director of Courses and/or the Senior Tutor. Failure to attend a progress test will be noted, and students will be denied the opportunity to take Supplementary Qualifying Tests (SQT’s) should they fail to meet the required standard in some subjects. It is possible that students who are performing poorly in these tests will be asked to withdraw from the degree programme.
You will be given tests in some subjects that will be marked and whose purpose is to evaluate your progress and to allow remedial measures to be taken if necessary. These tests will not contribute to the final mark for the year.

Practical reports and design projects will normally contribute formally to your overall end-of-year assessment. In the first year, these will be individual projects and you will need to certify that they are your own work.

**Coursework**

During your degree, you will work on various sorts of exercise to be carried out outside the classroom. These will include problems, design project, 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.

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. For these courseworks, deadlines must be rigidly adhered to. **If you are in danger of missing a deadline, submit such work as has been completed.** We cannot extend deadlines for coursework without being unfair to the entire cohort of students. Firm deadlines also assist the staff in returning marks and any comments on your work promptly.

The pass mark for each coursework component is 40%. If you don’t produce coursework of an adequate standard then you will need to retake the year. **Late work will not be marked and will be graded at zero.** If coursework is missed or late, and there is no request for mitigation, or the Mitigating Circumstances Committee does not accept the request for mitigation, then the coursework is failed. Failures of coursework can be condoned, or a supplementary qualifying test (SQT) may be set instead, but these procedures are at the discretion of the Examiners.

For further details, please consult the Departmental Regulations: [http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/](http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/) and look for your appropriate year group.

Coursework marks will either be returned to you by the responsible lecturer, will be available from the Student Office, or will be available on the College’s Virtual Learning Environment (VLE), Blackboard.

Coursework must be your own work and not copied, or plagiarised, from others. Most coursework will be submitted electronically via Blackboard, which has a plagiarism detector called TurnItIn. For more information on plagiarism, please see Section 3.22 – ‘Plagiarism’.

**Exams**

You can access past examination papers via Blackboard to help you in your revision.

The key examination periods are January, and the start of the summer term (late April/May/June), which is when most exams take place.

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 1.7 – ‘Who to speak to if you need help’ for a list of places where you can find help and support. Also, make sure you have a look at the
following College resources, which have been written to help students succeed in their studies and examinations:

- Imperial College Success Guides: [http://www.imperial.ac.uk/students/success-guide/](http://www.imperial.ac.uk/students/success-guide/)
- Student Space: [http://www.imperial.ac.uk/student-space/](http://www.imperial.ac.uk/student-space/)

If you do have problems before or during the examinations, please contact the Student Office and let us know, so we can try and support you. You may wish to apply for mitigating circumstances (find out more in Section 4.34 – ‘Mitigating Circumstances’).

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.

Fails and retakes
The rules concerning exam failures and retakes are explained in the programme regulations. These are available online at [http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/](http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/).

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 have an exam scheduled during a particular religious festival or period of religious observance.

If this is the case you should speak to someone in the Department as soon as possible – usually this would be the Senior Tutor. Your Tutor should listen to your situation and discuss potential solutions with you, although it will not always be possible to find a solution.


Final Degree Classifications
Here are the mark boundaries which determine the overall classification of the degree which you are awarded at the end of the programme:

- Third – you must achieve an aggregate mark of 40%
- Lower Second – you must achieve an aggregate mark of 50%
- Upper Second – you must achieve an aggregate mark of 60%
- First - you must achieve an aggregate mark of 70%
2.12 External examiners
The Department's commitment to excellence in teaching and learning is assisted by its external examiners who perform a vital role in ensuring that:

- The standard of the degrees we award is comparable to other UK universities as defined by the QAA national benchmarks
- The standard of the degrees we award is consistent with the specification of our own programme and module specifications
- The Imperial assessment policy is implemented such that:
  - Student achievement is measured against intended learning outcomes
  - Assessment is implemented fairly and equitably.

The external examiners for the MEng Biomedical Engineering programme are:

<table>
<thead>
<tr>
<th>External Examiner</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Martin Knight</td>
<td>Queen Mary, University of London</td>
</tr>
<tr>
<td>Professor Anna Barney</td>
<td>University of Southampton</td>
</tr>
<tr>
<td>Dr Amy Zavatsky</td>
<td>University of Oxford</td>
</tr>
</tbody>
</table>

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

You can find out more about external examining at the College on the Registry webpage at: https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/.

External examiner summary reports are also published internally at https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff/.
2.13 Accreditation

What is a professional engineering qualification?
Engineering is a vocation. A professional qualification demonstrates that you have achieved the highest level of competence for your chosen vocation. Specifically, you have achieved the competencies specified in the Dublin, Sydney and Washington accords. For a professional engineer, an academic qualification is a stepping-stone towards obtaining a professional qualification.

The main professional engineering qualifications in England is the CEng qualification, in Europe it is the Eur Ing and for the rest of the world it is the Int PE. All three qualifications are based on the same aforementioned accords. Each qualification is mutually acceptable to the other organisations that administer professional registration. This means your academic accreditation can be cashed-in for professional registration anywhere in the world.

A professional qualification is effectively an international passport to practice engineering. In some countries a professional engineering qualification is a pre-requisite for employment. In all countries it is a definite advantage since it demonstrates that your work since graduation has been peer reviewed. Thereby, affirming that you have achieved a high-level of professional competency over a period of several years. Affirmation from your peers confirms that you have used your knowledge, understanding and skills in a useful way working as a professional engineer.
What is academic accreditation?
To obtain a professional engineering qualification you need an academically accredited degree. If you have one, then your work since graduation will be evaluated against the graduate level learning outcomes specified in the aforementioned accords.

Academic accreditation of an engineering degree programme means that the programme has met the high standards set by the engineering profession, and re-tested every 5 years. Standards for accreditation of engineering programmes in the UK are set by the Engineering Council, which is the regulatory body for the profession, in consultation with the discipline specific Professional Engineering Institutions (PEI).

Our degree programmes are unique for a named engineering degree since we have satisfied the requirements of four PEI’s, which underlines the depth and breadth of our programmes. Our degree programmes have the breadth of a general engineering degree, but through your pathway/stream selection your degree has the same depth as four sub-branches of engineering.

Your pathway/stream selection on your degree programme means that when you graduate you will have a strong alignment with one of the PEI’s. You should then become a member of that PEI, who will then mentor you through the years from graduation through to professional registration.

What are the benefits of accreditation?
Accreditation means that you can be sure that your degree programme provides a solid underpinning in the subject and meets the current and future needs of employers. It will be current, relevant and well-regarded within the discipline. Graduating with an accredited degree provides you with a competitive advantage in the jobs market, and offers you international job mobility.

Professional accreditation of our programmes
An academically accredited degree can be achieved either with an undergraduate Integrated Masters degree (e.g. a MEng) or the combination of a three year undergraduate and a one year postgraduate degree programmes (e.g. BEng + MSc). If your registration is based on two degrees and one of your degrees has not been accredited, it means that you will need to offer extra years of graduate level work experience in-lieu of the absence of an accredited degree.

The BEng and MSc Biomedical Engineering programmes are accredited by four PEI’s on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as an Incorporated Engineer (IEng) and partly meeting the academic requirement for registration as a Chartered Engineer (CEng).

The MEng Biomedical Engineering programme is accredited by four PEI’s on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as a Chartered Engineer (CEng)
The table below shows the start and end dates for our academic accreditation. The accreditation is awarded for a maximum period of 5 years. Therefore, we apply for academic accreditation periodically, such that the end dates shown below will be extended, without any intermediate years without accreditation.

<table>
<thead>
<tr>
<th></th>
<th>IEng</th>
<th>CEng</th>
<th>IPEM</th>
<th>IET</th>
<th>IMechE</th>
<th>IOM3</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEng</td>
<td>Full</td>
<td>Partial</td>
<td>2013-18</td>
<td>2002-18</td>
<td>2005-19</td>
<td>2010-17</td>
</tr>
<tr>
<td>MEng</td>
<td>Full</td>
<td>Full</td>
<td>2013-18</td>
<td>2002-18</td>
<td>2005-19</td>
<td>2010-17</td>
</tr>
</tbody>
</table>

You can find out more about the PEIs at:
- IPEM: [http://www.ipem.ac.uk/](http://www.ipem.ac.uk/)

You can find out more about the Engineering Council at: [http://www.engc.org.uk/](http://www.engc.org.uk/).
Section three

Departmental information and other key information
3.14 Health and Safety

The Department of Bioengineering considers the health and safety of staff, students, contractors and visitors to be of paramount importance.

We expect staff, students, contractors and visitors to share our commitment to safety by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

The Department will provide, manage and maintain a work environment which is, so far as is reasonably practicable, safe and where risks to health are controlled.

The Department will offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety.

Health and safety within the Department is organised and managed by the Departmental Safety Officer, Ken Keating (Room RSM 3.18, telephone +44 (0) 20 7594 5170). All major health and safety decisions are made by the Departmental Safety Committee, which meets termly. Information about Health and Safety can be found on the College website at http://www3.imperial.ac.uk/safety

Further safety specific information can be found at the departmental intranet: https://share.imperial.ac.uk/foe/Bioengineering/LabInformation/SitePages/home.aspx and website: https://www.imperial.ac.uk/bioengineering/admin/safety/. It is essential that you ensure to familiarise yourself with these sites.

Security and safety are closely linked. Please help us keep the building secure and safe by following the following simple rules:

- Always wear your College Security/ID card whilst at College. Neck lanyards (red for students, blue for staff) are available from Security or the Student Office.
- Do not allow strangers in the building out of hours.
- Never lend your ID card to anybody; if they cause damage or present a risk to security or safety, you will be liable.

Emergency procedures

In an emergency, dial extension 4444 from any internal phone or +44 (0)20 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will coordinate this.

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is. Do not attempt to tackle fires, chemical spillages or intruders yourself. More information about fire safety is available on the Fire Safety website: http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/.

Fire alarms

The emergency evacuation alarm is a continuous siren in the building. Leave the building immediately by means of the stairways – do not use lifts. Do not attempt to tackle fires, chemical spillages or intruders yourself.
Building evacuation
Familiarise yourself with the various evacuation routes and use the nearest staircase - see the map at the end of the safety section in this handbook. Do not always head for the main staircase in the RSM regardless of where you are as this gets very congested. There is fire evacuation signage throughout the building identified by a white arrow on a green background and sometimes a “running man”.

From the main RSM staircase the fire exit is onto Prince Consort Road. The assembly point is towards the junction of Prince Consort Road and Exhibition Road. For the other evacuation routes you should follow the signs down to the lower ground floor and then out onto the RSM courtyard at the rear of the building. The assembly point for these exits is by the Queens Tower.

In the event of a fire alarm all doors are automatically released from swipe card control and you will be able to access the corridors to the other stairwells. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not return to collect personal belongings.

First aid
Local emergency help is provided by qualified first-aiders – see later in this section for a list of who these people are in the Department. If no local help is available, ring Security on extension 4444 from an internal phone or +44 (0)20 7589 1000.
3.15 Health and Safety arrangements for students

Safety Induction
There will be a safety induction lecture during the first week of term - you are required to attend and a register will be taken.

Laboratories and Workshops
Undergraduates and MSc students may not use laboratory or workshop equipment without permission and until training has been given. All local rules must be adhered to at all times.

Please note that you will not be given access to the labs until you have completed the necessary safety procedures so do this promptly when you are asked.

Practical Classes
For each practical class, an agreed risk assessment has been completed before commencement of each class. The objective is to ensure that all such classes are conducted in a safe manner, where exposure to any hazard is eliminated or minimised as far as is practicable. All relevant safety information will be provided in the instructions and protocols issued for each class.

Accidents and Near Misses
All accidents, dangerous occurrences or near misses must be reported to the academic member of staff giving the lecture/tutorial or supervising the practical class.

Accident forms must be completed by the student concerned and the supervising academic as soon as practicable after the incident. Both parties must sign the forms and the original should be given to the Departmental Safety Officer as a matter of urgency. The forms can be found on the safety web site.  
http://www3.imperial.ac.uk/safety
# FIRST AIDERS

Department of Bioengineering

FOR EMERGENCY MEDICAL ASSISTANCE
9AM to 5PM MONDAY TO FRIDAY

PLEASE CONTACT ONE OF THE FIRST AIDERS LISTED BELOW OUTSIDE THESE HOURS (OR IF NO FIRST AIDERS CAN BE CONTACTED)

PLEASE RING 4444 (Security) (From a mobile ring: 020 7589 1000)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Lab</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melanie Albright</td>
<td>RSM 3.18</td>
<td>41500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacques Bertrand</td>
<td>B313</td>
<td>41850</td>
<td>B314</td>
<td></td>
</tr>
<tr>
<td>Paschal Egan*</td>
<td>RSM 4.24</td>
<td>46497</td>
<td>B220</td>
<td>46469</td>
</tr>
<tr>
<td>Joel Eustaquio</td>
<td>RSM 3.18</td>
<td>42139</td>
<td>Mobex:</td>
<td>07872850260</td>
</tr>
<tr>
<td>Martin Holloway</td>
<td>RSM 3.23</td>
<td>45176</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worrapong Kit-Anan*</td>
<td>RSM 2.12</td>
<td></td>
<td>B615E/622</td>
<td>42295</td>
</tr>
<tr>
<td>Charles Motraghi*</td>
<td>B701</td>
<td>42851</td>
<td>B604</td>
<td>49739</td>
</tr>
<tr>
<td>Daniel Nardini*</td>
<td>LG04</td>
<td>46367</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sabrina Skeete</td>
<td>RSM G.04</td>
<td>46764</td>
<td>B615</td>
<td></td>
</tr>
<tr>
<td>Edit Toth</td>
<td>RSM 3.18</td>
<td>45191</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claire Webster**</td>
<td>B304A</td>
<td></td>
<td>Mobex:</td>
<td>077 394 67052</td>
</tr>
</tbody>
</table>

*All have the Emergency First Aid at Work qualification except for Paschal Egan, Worrapong Kit-Anan, Charles Motraghi and Daniel Nardini who have the full First Aid at Work qualification. **Medically qualified.

Mental Health First aider: Britta Ross, b.ross@imperial.ac.uk, ext: 45122

STATE CLEARLY THE DETAILS OF THE EMERGENCY, YOUR EXACT LOCATION, YOUR NAME AND EXTENSION NUMBER.
3.16 Accessing the Department

In the interests of safety and security, please:

- Do not prop doors open
- Be aware of tailgating (someone following you through an access-restricted area without using their own ID card)

Your ID card will give you access to the Department and laboratories (where appropriate/requested).

You may work in the Department only between specified times, as detailed below. If you need to arrange other access please speak to your Supervisor, Tutor or the Student Office. College Security is very strict about this and comes down heavily on students and staff who do not comply. If you have any problems with your ID card, please contact staff at the Student Office (RSM 3.21c).

Access times for different users in the Department of Bioengineering:

<table>
<thead>
<tr>
<th>ID card group</th>
<th>Times</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>07:00-23:59</td>
<td>7 days a week</td>
</tr>
<tr>
<td>PhD</td>
<td>07:00-23:59</td>
<td>7 days a week</td>
</tr>
<tr>
<td>MSc, MRes</td>
<td>08:00-18:30</td>
<td>5 days a week</td>
</tr>
<tr>
<td>UG</td>
<td>08:00-18:30</td>
<td>5 days a week</td>
</tr>
</tbody>
</table>

At some stage during your time in the Department, it may be necessary for you to gain access to some restricted areas, e.g. certain laboratories. If this is the case, you will need to follow these steps:

1. Get permission from your supervisor and the lab lead PI
2. Ensure the relevant safety assessments are completed, including a risk assessment of work to be carried out
3. Ensure the induction is carried out and the form completed (see https://share.imperial.ac.uk/foe/Bioengineering/LabInformation/ for more information)
4. Complete the online access request (including the uploading of the completed induction form).
3.17 Key Departmental contacts

A full list of people in the Department, including academic and support staff, can be found on the Departmental website at http://www.imperial.ac.uk/bioengineering/people/.

Departmental Leadership

**Professor Anthony Bull**
Head of Department
Professor of Musculoskeletal Mechanics

**Professor Martyn Boutelle**
Deputy Head of Department and Director of Courses
Professor of Biomedical Sensors Engineering

**Professor Jimmy Moore Jr.**
Director of Research
The Bagrit & RAEng Chair in Medical Device Design

**Dr Anil Bharath**
Director of Postgraduate Studies (Research)
Reader in Image Analysis

**Dr Darryl Overby**
Director of Postgraduate Studies (Taught Courses)
Reader in Cellular Biomechanics

Student Support

**Ms Louise O'Sullivan**
Head of Student Programmes
Tel: +44 (0)20 7594 9660
Email: l.osullivan@imperial.ac.uk

**Mr Martin Holloway**
Academic Tutor
Tel: +44 (0)20 7594 5176
Email: m.holloway@imperial.ac.uk
Ms Britta Ross
Student Programmes Manager
Tel: +44 (0)20 7594 5122
Email: b.ross@imperial.ac.uk

Ms Maddi O’Brien
Programmes Development Manager
Tel: +44 (0)20 7594 9296
Email: m.obrien@imperial.ac.uk

Ms Samantha Kemp
Student Administrator
Tel: +44 (0)20 7594 9115
Email: samantha.kemp@imperial.ac.uk

TBC
Student Administrator
Tel: 
Email:

TBC
Student Administrator
Tel: 
Email:

Mr Robert Ferguson
Industrial Liaison Manager
Tel: +44 (0)20 7594 6371
Email: robert.ferguson@imperial.ac.uk

Departmental Administration

Mr Graeme Rae
Department Operations Manager
Tel: +44 (0)20 7594 8419
Email: g.rae@imperial.ac.uk

Ms Edit Toth
Department Resources Officer
Tel: +44 (0)20 7594 5191
Email: e.toth@imperial.ac.uk
Ms Kemi Aofolaju  
Department Secretary  
Tel: +44 (0)20 7594 5179  
Email: a.aofolaju@imperial.ac.uk

Key academic contacts

**Professor Manos Drakakis**  
Senior Tutor  
Tel: +44 (0)20 7594 5182  
Email: e.drakakis@imperial.ac.uk

**Dr Aldo Faisal**  
Disability Liaison Officer  
Tel: +44 (0)20 7594 6373  
Email: a.faisal@imperial.ac.uk

**TBC**  
Projects Officer  
Tel: +44 (0)20 7594 xxx  
Email: 

**Dr Chiu Fan Lee**  
Undergraduate Exchange Programme Coordinator  
Tel: +44 (0)20 7594 6493  
Email: c.lee@imperial.ac.uk
3.18 Departmental life and extracurricular activities

We believe that the Department of Bioengineering is a welcoming and lively place to be. There are lots of events happening throughout the year and we really encourage you to get involved with Departmental life and make the most of the opportunities available to you, whether you are a first year, final year student, or postgraduate.

There are also many opportunities available to you as a student of Imperial College London. There are numerous talks, seminar series, student clubs, summer school and volunteering opportunities for you to participate in and enjoy. Find out more on the website at: https://www.imperial.ac.uk/students/

Staff-Student Committee of the Department of Bioengineering

The Staff Student Committee meetings serve as platform of exchange of students’ experience in the programmes; and for compiling the students’ complaints and suggestions. At the Spring Term meeting, staff report implemented changes back to the students. In addition, all information is collected by the Student Union in order to present a global view of the College. Further, all issues raised are discussed at the Departmental Teaching Committee Meeting, where academic staff discuss solutions.

Students from every year group of each degree programme are elected annually to serve as representatives. This could be you!

More details can be found here: http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/staff-student-committee/

You can find out more about become a student representative here: https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview.

Seminar programme

The Department of Bioengineering hosts a seminar programme on Thursday lunchtimes, with guest speakers from other institutions talking about a range of academic topics relevant to Bioengineering. Find out more, including upcoming dates, on the Events page of the website: http://www.imperial.ac.uk/bioengineering/whats-on/events/.

Outreach and Public Engagement

The Department of Bioengineering hosts and participates in many outreach and public engagements events. For more information, or to find out about getting involved, you can:

- Contact the Outreach and Public Engagement Manager, Dr Jenna Stevens-Smith (j.stevens-smith@imperial.ac.uk)
- Visit the website at http://www.imperial.ac.uk/bioengineering/whats-on/public-engagement/

Prizes and awards in the Department

There are many prizes and awards received each year by students in the Department of Bioengineering. These can be specifically for undergraduates, postgraduates, or for any students in the Department. Some are run by the Department and others are College-level awards. You can find out more about these awards and prizes, including background information and eligibility, on the website at: http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/prizes/.
The Royal Academy’s Engineering Leadership Standard Awards' Scheme
As a student of the Department of Bioengineering you are invited to register as a member of the Royal Academy's Engineering Leadership Standard Awards' Scheme. This scheme is open to all British engineering undergraduates for the duration of their studies and meant to develop career interest and skills in engineering. The membership entitles undergraduates to participate in courses and workshops free of charge, and is aimed at enhancing your first steps towards an engineering career. A registration deadline may apply, so check the website for more details: http://www.raeng.org.uk/grants-and-prizes/schemes-for-students
The Royal Academy of Engineering also operate the Engineering Leadership Advanced Award Scheme which may be of interest to you as you move into your second year of study. Find out more on the website: http://www.raeng.org.uk/grants-and-prizes/schemes-for-students/engineering-leadership-advanced-awards.

Imperial Horizons
The Imperial Horizons programme offers a wide range of courses for all Imperial College undergraduates. It is designed to broaden your education, inspire your creativity and enhance your professional impact. How you are able to participate in the Imperial horizons programme will vary depending on your year of study.

Find out about course options on the Horizons programme for first years on the website: http://www.imperial.ac.uk/horizons/course-options/first-year-undergraduates/

Imperial College Union Bioengineering Society
The Imperial College Union Bioengineering Society is a constituent society of the Imperial College Union, under the wing of the City and Guilds College Union (CGCU). Started 13 years ago by a group of enthusiastic MSc students, the ICU Bioengineering Society has been run, since its inception, with the aim of broadening the experiences of Bioengineering students beyond that of the curriculum. All undergraduate and postgraduate students enrolled in the Department of Bioengineering are automatically a part of the Bioengineering Society.

Mission and Vision of Bioengineering Society 2016-2017
“The Department of Bioengineering has a reputation for being exciting and innovative, and this year the Imperial College Bioengineering Society would like all its students to feel that they are a reflection of that. ICU Bioengineering Society is as driven as ever to make the experience of the Biomedical Engineering student that much greater.

The committee have been busily lining up some must-attend social events for you throughout the coming year. These cover a huge range of exciting activities; from the annual Bioengineering Christmas Dinner with even more sparkle than before, to the Bioengineering Football League to let out our competitive sides. In addition there will be a couple of hugely successful Bioengineering Bash's similar to last year. These upcoming events will hopefully be a great way to relax and have fun with your fellow classmates. Events are open to students of all years, providing a unique opportunity to get to know your peers, creating a feeling of a Bioengineering community. Further details of events will be given throughout the year.

The Bioengineering Society encourages involvement from anyone who would like to play a more active part in the Society; a collective effort of ideas and hard work would lead to an even better year for the students of the Department.”

Find out more by looking at the Society’s website: https://www.union.ic.ac.uk/guilds/bioeng/.

Imperial College Union-Engineering Students’ Association
The IC Engineering Students’ Association has the following objectives:

- To aid the academic, welfare, sporting and social interests of members of the faculty
- To encourage, promote and support clubs and societies
- To represent the needs and interests of members to the College, ICU and external bodies.

Find out more by looking at the Association’s website: [http://www.cgca.org.uk/studentcentre/](http://www.cgca.org.uk/studentcentre/)

**Engineers Without Borders Society (EWB-UK)**
Engineers Without Borders Society (EWB-UK) is a student-led charity aiming to facilitate human development through engineering. If you wish to find out more please visit the website at: [http://www.ewb-uk.org/](http://www.ewb-uk.org/) or the Imperial College Union website at: [https://www.imperialcollegeunion.org/activities/a-to-z/229](https://www.imperialcollegeunion.org/activities/a-to-z/229).

**Other activities**
There is a very wide range of non-academic activities available and we recommend that you participate in these activities to gain a wider experience of the life here at Imperial and in London, and in many cases you can pick up skills that employers value.

Fresher’s Fair in Week 1 gives you the opportunity to see what is available and introduce yourself to the organizers of those activities. Find out more on the website at: [http://www.imperial.ac.uk/students/new-students/welcome-week/](http://www.imperial.ac.uk/students/new-students/welcome-week/).
3.19 ICT

Support with ICT
Any problems or queries relating to computing, including requests for new software, should be addressed first to ICT (service.desk@imperial.ac.uk), and to our IT Support Officer (Edit Toth, e.toth@imperial.ac.uk). To avoid infringement of licensing arrangements and to prevent the introduction of viruses, you are strictly forbidden to bring in programs from outside.

As long as you have completed Imperial's online registration process, you can use your College 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.

Rules for using the College network
The Information and Communication Technologies group (ICT) has very strict rules regarding the downloading of illegal, inflammatory, pornographic or obscene material on to computers connected to the campus network. Infringement of these rules can have very serious repercussions, including expulsion or legal proceedings being brought against students. You should be aware that the content and level of network traffic is monitored continuously. You should read the College’s Information Systems Security Policies, available at: http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/information-systems-security-policies/.

Imperial Mobile
Imperial Mobile is a mobile application enabling students to access College information and services anytime, anywhere. Students of Imperial College can download it onto any mobile device, phone, Android, iPad, iPhone, or iPod.

Find out more about Imperial Mobile at: http://www.imperial.ac.uk/students/online-services/mobile/

Printing and photocopying
The Department has black/ white and colour photocopiers in the utility areas on Levels 3 and 4 and in RSM 3.06 which are accessed using your ID card. These can also be used as printers and scanners via the ICT print service – check http://www.imperial.ac.uk/ict/printservice for information on using this service. An additional colour (ICT) copier/printer is available in RSM 3.38.

If you have problems with these machines or your swipe card, please contact ICT - do not try to correct problems yourself. All student groups/years will receive an initial print credit on their account. Please try to use Departmental printers for your printing where possible, as opposed to those in other areas of the College.

Online security
Please ensure you familiarise yourself with the College’s ICT ‘Be Secure’ information. The information will help you to: protect computers and devices; protect College and personal information; protect yourself online; comply with laws and policies. Find out more at http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/.
3.20 Disability support

Information for students with disabilities, specific learning difficulties or long-term health issues

At Imperial College London we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. Therefore, it is important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this. This service is strictly confidential between you and the relevant College personnel and support services.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger’s)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn’s disease)
- Physical disabilities or mobility impairments
- Visual difficulties

Where to find help

4 Your Disability Liaison Officer
(Dr Aldo Faisal; Tel: +44 (0020) 7594 6373, bg-ddo@imperial.ac.uk)

Dr Aldo Faisal is your first point of contact within your department and is there to help you with arranging any support within the department that you need. He is also the person who will apply for Special Examination arrangements on your behalf. You need to contact him without delay if you think that you may need extra time or other adjustments for your examinations.

You can find further information about special examination arrangements on the website: http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/special-examination-arrangements/

5 Disability Advisory Service
The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

Some of the sorts of things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer, Senior Tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up-to-date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
- Supporting applications for continuing accommodation for your second or later years

You can find out more about the Disability Advisory Service on the website at: [http://www3.imperial.ac.uk/disabilityadvisoryservice](http://www3.imperial.ac.uk/disabilityadvisoryservice)

6 Disabled Students Allowance:

All home students who are UK residents and pay home fees and who have a disability are eligible to apply for a grant called the Disabled Students Allowance, which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is a grant not a loan so you will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, learning difficulties or long term health problems are also eligible.

You can find out more about the Disabled Students Allowance on the website at: [http://www.imperial.ac.uk/disability-advisory-service/support/dsa/](http://www.imperial.ac.uk/disability-advisory-service/support/dsa/)
3.21 Visa information

If you require information, advice or support regarding your visa arrangements, please contact the College’s International Student Support team. Details are available on their website: 
https://www.imperial.ac.uk/study/international-students/visas-and-immigration/

Visa information for overseas students

From 31 July 2015, students who apply for a visa lasting longer than six months will be issued with a visa in two parts: a 30-day visa to allow students to enter the UK and a Biometric Residence Permit (BRP) that will cover the full duration of their studies.

Further information about the Biometric Residence Permit (BRP) distribution can be found at: http://www.imperial.ac.uk/study/ug/apply/register/brp/

Student attendance

Whilst in the UK on a student visa, you are required to comply with all of the conditions of your visa. This means that you must be engaged in full-time study for the duration of your visa. You should therefore be aware that if you need to take time out from your programme for any reason (e.g. an interruption of studies), you may be in breach of your visa conditions, unless you return home.

In addition, you should note that the UKVI require the College to monitor attendance for overseas students. Any student not in attendance at the College (e.g. missing meetings with their supervisor and/or group, etc.) will be reported to the UKVI via the College Registry. Students in breach of their visa conditions may face serious consequences, including refusal of British visas in the future.

For further information, please get in touch with the College’s International Student Support team http://www.imperial.ac.uk/study/international-students/.

- The UK Visas and Immigration (UKVI) require students to collect their BRP within 10 days of arrival in the UK, from either the nearest approved Post Office (in the College’s case, High Street Kensington) or from the Registry team at the College. The pickup location depends on what the student has indicated in their visa application:
  - Students who select Imperial College as their location for collection will be emailed inviting them to book a slot so they can pick up their BRP which they should be able to slot around their Departmental induction activity and programme timetable. The collection point is likely to be Sherfield Building.

- A campus map can be found online at: http://www.imperial.ac.uk/media/imperial-college/visit/public/Map-of-South-Kensington-Campus-[pdf].pdf - Sherfield Building is number 20
### 3.22 Plagiarism

This information provides you with an overview of plagiarism. Plagiarism is a very serious offence and you need to know what it is, how to avoid it, and what the consequences are. You are strongly advised to read the following information sources to ensure you fully understand the issues:

- [https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/undergraduates/](https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/undergraduates/)

**What is plagiarism?**

Plagiarism is when you use someone else's work, words or ideas and use these in your own work (e.g. coursework, thesis, examination, etc.), and do not acknowledge that you have done this.

Plagiarism is defined by the College as:

“Plagiarism, which is the presentation of another person’s thoughts, words or images and diagrams as though they were your own and which is a form of cheating, must be avoided, with particular care in coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.”

Plagiarism can occur in a number of ways. The six main types of plagiarism include:

- Collusion
- Cut/copy and paste
- Word switch
- Concealing sources
- Misinterpreting common knowledge
- Self-plagiarism

It is extremely important you have an awareness of what plagiarism is and how to avoid it. If you are at all unsure about how to reference or cite your sources there is very useful guidance here: [http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/](http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/). Or, you can seek help from your tutor or Liaison Librarian: [http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/](http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/).

You should also be aware that there are different styles of referencing. If you are not sure which to use speak to your Module Leader for advice. You can find out about the different referencing styles at [http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/](http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/).

**Why is it a problem?**

At Imperial, as in other universities, plagiarism is considered an examination offence, and is often described as cheating. Your lecturers will use a number of methods to detect plagiarism, which may include an electronic detection tool. Some students commit plagiarism when preparing written pieces of work without being aware of it.

**You must not use someone else's work, words or ideas in your own work without acknowledging and referencing them properly.**
It is important that you:

- Know what plagiarism is, and why it is an academic offence
- Are aware that all material you use from online and print sources should be acknowledged properly
- Understand whether assigned group work is to be submitted with individual contributions or as a joint piece of work
- Know that if you re-use parts of your own work, you must acknowledge this (to not do so is self-plagiarism).
- Speak to your lecturers or tutors if you are not sure about the appropriate use and correct acknowledgement of other sources in your own work.

What happens if I commit plagiarism?

- The College will investigate all instances where an examination or assessment offence is reported and apply appropriate penalties to students who are found guilty.
  - These penalties could include:
    - A mark of zero for the assessment in which the examination offence occurred
    - A mark of zero for all the assessments in that year
    - Exclusion from all future examinations of the University (i.e. expulsion from the university)
- Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity for work submitted by that group and may be liable for any penalty imposed.
- More information about the consequences of plagiarism is available in the College’s ‘Cheating Offences Policy and Procedures’.

Key points to remember:

- All work that you submit must be expressed in your own words and incorporate your own ideas and judgements, and where you have used other peoples’ work you must clearly acknowledge and identify your sources.
- You must not present another person’s work, thoughts, words or images and diagrams as though they were your own, under any circumstances.
- Direct quotations from the published or unpublished work of others, must always be clearly identified as such by the use of quotation marks. A full reference to their source must be provided in the proper form. This applies to a series of short quotations from several different sources just as much as a single unacknowledged long quotation from a single source.
  - There is guidance available on quoting in different referencing styles available:
- If you summarise or paraphrase another person’s ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography.
- Plagiarism can occur in closed book written examinations. For example, if you have learnt text by heart and simply reproduce this information without attribution. The examiners may regard text reproduced without reference or critical analysis as plagiarism.
- The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism.
- Where group work is submitted, this should be presented and referenced, with individual contributions recorded, in the convention appropriate to your discipline.
- If you become aware that a member or members of the group may have plagiarised part of the group’s submission you have an obligation to report your suspicions to your personal or Senior Tutor or the Programme Director.
• The use of the work of another student, past or present, also constitutes plagiarism. Giving your work to another student to use may also constitute an offence.
• The College may submit your work to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service. If you have been thorough with your referencing and citations there is absolutely nothing to worry about with regards to this.

Submission for most coursework is through the Turnitin submission system in Blackboard (http://learn.imperial.ac.uk). This is a system that reads the submission and compares it with a very large library of existing material, and also with other submissions of the same piece of coursework. Turnitin is a highly effective tool in identifying attempts at plagiarism.
3.23 Personal Tutors

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 Personal Tutor will meet with you in groups periodically during the second, third and fourth years. The attendance of Personal Tutorials is compulsory. These are occasions where you can raise any areas of difficulty but these sessions will also be programmed to help you develop learning strategies.

Academic staff in the Department of Bioengineering are very active, internationally known, researchers. However, this may mean that they are not always in their offices, and so email is an excellent way to arrange appointments and to consult them on minor issues. In the event that the problem is not resolved via this route, you may also want to consult the Senior Tutor, Deputy Senior Tutor or Director of Courses.

Additionally, as Bioengineering is a highly multi-disciplinary subject, your Personal Tutor may not always be able to answer all technical questions on module outside their specialism, but they will happily put you in contact with someone who can - such as the appropriate lecturer or Module Leader.

Other members of the academic staff will generally make themselves available to discuss aspects of the module with which they are concerned. Please e-mail them to make an appointment.

Remember – your Personal Tutorials are timetabled and the attendance of them is compulsory.
3.24 Reading weeks

Every term, there is a Reading Week, usually Week 7 of term. The Reading Week is free from lectures (but study groups and labs do still take place) and is meant for reading, studying and catching up. The following rules apply to reading week:

1. You are expected to remain present and assessable during Reading Week. The UKVI and College regulations require you, as an enrolled student to be present during term time. Absences are not allowed unless they are necessary and these must be authorised in advance. A request for absence can be made via the appropriate form available at http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/.

There will be no lectures in Reading Week so you can catch up with learning and also work on coursework or projects.

2. GTA (Graduate Teaching Assistant) led laboratories/practicals and study groups will run during Reading Week so you can continue to get GTA support. Attendance at these labs and study groups is still mandatory.

3. The Reading Weeks apply to Bioengineering modules only. If you take modules at other Departments you will very likely have lectures during our Reading Week. Although some Departments also have a Reading Week, it might not be the same week as ours.
3.25 Student feedback and consultation

We are committed to achieving and maintaining the highest standards in the teaching on all programmes.

Programme quality

In the Department the Teaching Committee regularly review modules and take note of academic and peer review of lectures and classes. Our Board of Examiners also have a role in ensuring the programmes delivered are of a high quality. They undertake activities such as reviewing syllabi, lecture content, reading lists, coursework requirements, examination papers etc. Students from all years meet with the Board of Examiners once a year to present their views and opinions.

At College level, high standards are maintained by the provision of staff development courses and the review of all taught components and formal examinations by the Engineering Studies and Medical Studies committees. The programmes are subject to the College’s quality assurance processes.

The programmes are reviewed in detail and at regular intervals by the Professional Engineering Institutions to ensure that the high standards required for professional accreditation are maintained.

Student feedback

As students of the Department, you have a very important role to play, by communicating directly with members of staff or via Year or Departmental Representatives. As a cohort, you will be asked to elect year representatives who will sit on the Staff-Student Committee, work with the Departmental Student Representative, and provide valuable feedback. You can find out about the Staff-Student Committee on the website at: http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/staff-student-committee/.

Formal routes by which students are involved in programme evaluation are in the Staff-Student Committee, which meets once a term, and in your completion of surveys. You will be given more information about how to complete these surveys later in the term. The surveys give you the opportunity to comment anonymously on the modules and the lecturers. It is very important that these are completed, since the feedback that they give to us is invaluable in improving the degree programme for you.

A particularly important survey is the Student Online Evaluation Tool (SOLE) survey. The Department takes this questionnaire very seriously, and all feedback is considered and any appropriate action is taken.

The UG SOLE lecturer/module survey runs at the end of the autumn and spring terms. The UG SOLE overall programme evaluation runs at the end of the spring term. The overall programme evaluation allows College to compare how each department is performing across the College and to make changes that will improve our undergraduate students’ experience.

The Student Union’s Student Experience Survey (SES) runs in the autumn term and will cover your induction, welfare, pastoral and support services experience. During December you will receive an email in your Imperial College account with links to all the relevant surveys to you.

You can find out more about student surveys on the College website:

- Undergraduate SOLE information: https://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/ug-sole/
- Other undergraduate student surveys: https://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/

At the end of your final year, you are given the opportunity to take part in the National Student Survey (NSS). It is very important that you take this opportunity - this information is used to rate your degree programme against other engineering programmes, and particularly against other
bioengineering programmes. You can find out more about NSS online: 
http://www.thestudentsurvey.com/

All the surveys are anonymous and the more students that take part the more representative and useful the results. So when you are invited to take part please take a few minutes to give your views.

The Union’s “You Said, We Did” Campaign
You can find out more about some of the changes that have been made as a direct result of student feedback online, at https://www.imperialcollegeunion.org/you-said-we-did.
3.26 Technology enhanced learning

Virtual Learning Environment (VLE): Blackboard

The Department makes use of the 'Blackboard' virtual learning environment - a web-based system hosted by ICT. You can login to Blackboard from the following link: https://bb.imperial.ac.uk/

Lecture notes and problem sheets can be found on Blackboard by navigating to the appropriate module using the links provided, and some modules will use it for more advanced purposes, such as self-tests and assessed coursework tests.

Most coursework submission is carried out via Blackboard through a system called Turnitin. When submitting coursework through Turnitin, it is your responsibility to check that the file you uploaded was the correct one. This means you need to open the submitted file and check it is complete and the correct version.

If you have any problems accessing Blackboard, try trouble shooting this first:

- Check if your computer allows Java pop ups.
- Try using Firefox browser if you used IE before.

We strongly advise students to report any technical problems to ICT when submitting assignments so that they can keep a record and help you swiftly. You can contact ICT from an internal phone on extension number 49000, or from any other phone on +44 (0)20 759 49000. Alternatively you can raise an issue via the ASK ICT service (https://imperial.service-now.com/ict/).

Panopto

Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. The Department aims to record as many lectures as possible. Most of the lectures that take place in the lecture theatres RSM 147 and RSM 228 are recorded and linked to the appropriate module page on Blackboard. Lectures outside of these rooms may not be recorded due to unavailability of equipment. If you cannot access a recording, please speak to the Student Office.

To watch lecture recordings, go to the respective module page on Blackboard (https://bb.imperial.ac.uk) and find the link called ‘Lecture Recordings’ in the left-hand menu. You will be prompted to log in once you click on the link.

You can find out more about Panopto and lecture recordings at: http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/panopto/students-use/
3.27 Undergraduate Research Opportunities Programme

What is UROP?
UROP is Imperial College’s hugely active Undergraduate Research Opportunities Programme for students who wish to develop an appreciation of research and the environment within which it takes place.

A UROP placement is a research experience based at Imperial, supervised by a member of academic staff. The placement can take many formats depending on what the student and their supervisor agree to pursue. It will depend on the interests of the student, the opportunities that exist at the time in the particular research group/area and the professional guidance of the academic supervisor. The vast majority of UROPs will be led by the academic, although for some students it provides an opportunity to lead on an idea with support and guidance from the academic.

Usually UROPs take place for 6-10 weeks over the summer vacation period, although arrangements are made locally between supervisors and students.

Benefits of UROP
UROPs provide undergraduate students with experience of academic research, which can be a stepping stone to careers in the academic environment (or, alternatively, it may be a way for students to find out that they would not want to pursue an academic career). UROPs are also a good way to gain new skills which may be immediately useful, or useful in the future. UROPs can also be valuable for building CVs and demonstrating skills to future employers.

Funding
A UROP research experience is not paid employment. You could undertake a UROP placement without funding, although naturally this would not be possible for everyone.

There are also several opportunities to secure funding for your UROP. The College operates a UROP bursaries scheme, which you can find out more about on the website. There are several third-party schemes to which you might be able to apply, and sometimes supervisors are also able to help students in finding funding to cover their living costs. There is a lot of information about funding your UROP on the College website at: http://www.imperial.ac.uk/urop/how-to-get-involved/funding/

How do I secure a project?
You could approach a potential supervisor directly to discuss opportunities, or you could look at the list of opportunities on the UROP website (http://www.imperial.ac.uk/urop/how-to-get-involved/academic-entries-adverts/).

"Hosting undergraduate students in my lab during the summers has been extremely beneficial for everyone. The students have a chance to get involved in research projects, which often opens the door to further graduate studies. PhD students and post-docs in my group benefit from the extra help and the chance to supervise students. I enjoy introducing students to research, which is very different from classroom learning."

Member of academic staff, Department of Bioengineering

Where can I find out more?
The College provides very comprehensive information about UROP placements on the website at: http://www.imperial.ac.uk/urop/.
3.28 Year in Industry and Year Aboard programmes

As part of the MEng Biomedical Engineering programme, you have the option of applying to switch to either the MEng Biomedical Engineering with a Year Abroad (BHV1) programme, or the MEng Biomedical Engineering with a Year in Industry (BHV2) programme.

Year in Industry

The year in industry is taken between the third and fourth years of study, so extending the degree to five years in total. You can decide in your third year if the Year in Industry is an option you would like to take. You can find out more about placements on the Bioengineering website at http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/placements/, and more about the Year in Industry via the College website at http://www.imperial.ac.uk/careers/opportunities/internships/industry/#courseplacement. You can also contact Mr Robert Ferguson, the Industrial Liaison Manager, in the Department, for further information.

Year Abroad

Students who undertake the Year Abroad programme spend their final year overseas, at one of several international institutions. Up to two students are selected through a competitive process every year. More information, including details of which institutions exchange programmes are available at, is available on our website at http://www.imperial.ac.uk/bioengineering/admin/current-undergraduate-students/exchangeprogrammes/.

You can also contact Dr Chiu Fan Lee, the Undergraduate Exchange Programme Coordinator, for more information.
## 3.29 Bursaries and scholarships

The College has a lot of resources available to help you find bursaries and scholarships to support your studies here. For example, the College runs the Imperial Bursary scheme and the President’s Undergraduate Scholarships scheme.

A search tool is also provided to enable you to find out more about available scholarships. You can find out more about these schemes and tools on the website at: [http://www.imperial.ac.uk/study/ug/fees-and-funding/bursaries-and-scholarships/](http://www.imperial.ac.uk/study/ug/fees-and-funding/bursaries-and-scholarships/).

The College also provides a list of funding opportunities from external organisations, for information. This list can be accessed online at: [http://www.imperial.ac.uk/study/ug/fees-and-funding/bursaries-and-scholarships/external-awards/](http://www.imperial.ac.uk/study/ug/fees-and-funding/bursaries-and-scholarships/external-awards/).
3.30 Undergraduate Teaching Assistants

Undergraduates who assist with teaching are called Undergraduate Teaching Assistants (UTAs). UTAs complement the activities of Graduate Teaching Assistants and staff, by assisting undergraduate students in more junior years with their learning. UTAs only teach students in years junior to themselves and do not have any responsibility for setting or conducting assessment.

Being a UTA has several advantages – it is an opportunity to gain valuable experience and skills for personal and career development, and it provides an insight into other aspects of academia. It is also paid work (the number of hours worked each week by a UTA will be limited in accordance with their main academic responsibilities).

Being taught by UTAs also has advantages – they have very recently completed the modules which they are helping to teach and so they have a good understanding of the challenges of the module and how these might be overcome. They can also be inspirational and encourage high aspiration and more independent learning amongst students.

In your first years of study, you won’t be able to be a UTA, but you may come across colleagues from more senior years who are, and it may be something you wish to pursue in the future.
3.31 Careers

Imperial College Careers Service

Imperial College’s Careers Service provides a varied and comprehensive careers guidance, information and vacancy service for all students and alumni of Imperial College, from first to final year undergraduates and postgraduates.

Proactively planning and developing your employability skills from the very start of your time here at Imperial will maximise your chances of getting the career or postgraduate programme you want.

The careers service provides a lot of support for first year students, including:

- Careers fairs
- Employer presentations
- Employer drop ins
- Employer led skills workshops
- Job and internship vacancy information
- On line careers information as well as information in the Careers Library
- Help with applications and interviews
- Other events to help you find out more about different jobs and sectors

You can find out more about the Careers Service at [http://www.imperial.ac.uk/careers/](http://www.imperial.ac.uk/careers/).

Department of Bioengineering Careers Adviser

Students in the Department of Bioengineering can also seek advice and help with career planning from Robert Ferguson, the Department’s Industrial Liaison Manager. Robert Ferguson works with a wide range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally. He can help you with your career plans in the world of Bioengineering through:

- Weekly employer presentations from companies in the Bioengineering sector
- The annual Bioengineering Careers Fair
- A database of information about companies operating in the Bioengineering sector
- Company and sector information
- Advice about job search and finding internships or Year in Industry opportunities.
- Help with applications and interviews

You can find some specific information about careers in Bioengineering on the Department’s website at: [http://www.imperial.ac.uk/bioengineering/study/career/](http://www.imperial.ac.uk/bioengineering/study/career/).

Or if you have any questions or would like to arrange a meeting please contact Robert Ferguson directly: robert.ferguson@imperial.ac.uk.
3.32 Alumni and staying in touch

It perhaps seems a bit early to think about becoming an alumnus of the Department when you have only just arrived for your first year. However it will come around sooner than you think!

We really value all of our alumni and hope you will stay in touch with us as part of a lifelong connection, as part of the College’s global community of over 180,000 alumni.

As a current student, you can find out about what alumni from the College do now by reading some case studies online: [http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/](http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/). You can also find out more about alumni of the Department in the on the website at: [http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/](http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/).

Attending Departmental and College events, public engagement events and other networking opportunities is also a good idea if you are interested in meeting alumni and expanding your network.
Section four

Expectations, policies and regulations
4.33 Department expectations on attendance and holidays

Attendance

You are expected to be in attendance from the first day of each term to the last day of each term.

View the term dates online at: http://www3.imperial.ac.uk/registry/information/termdates

Students are permitted to proceed with their programme of study only if they maintain regular attendance and make acceptable academic progress.

While students are responsible for their own learning, there is an expectation that they will take full advantage of the learning opportunities provided, attending all timetabled sessions of the degree programme.

Should a student choose to absent themselves from the degree programme without authorisation, they should be aware that they would be missing valuable teaching experience which they will require in order to prepare fully for future examinations. This might mean that they find themselves in a situation where they are in danger of being required to withdraw from the degree programme as a consequence of examination failure. Should they find themselves in this situation, the fact that they have by their own action received less teaching experience than their fellow students is not going to stand in their favour.

Teaching staff are expected to keep students’ attendance under constant review and warn them if they feel it is inadequate. Problems of non-attendance will be reported to the Director of Courses and Senior Tutor, who will inform Personal Tutors and together will make recommendations on any remedial action that might be appropriate. Students’ Personal Tutors may wish to investigate whether the poor attendance is a symptom of personal or academic difficulties that the student may be having.

In the event of there being insufficient improvement following a warning, the Director of Courses or the Senior Tutor may, at their discretion and following investigation, require the student to repeat part of the degree programme; or, should they decide that the student’s academic record and/or application is inadequate or that the student is unable to profit from continuing the programme, they may require the student to withdraw. Students have the right of appeal. More information about appeals is available at: http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/.

Holidays

Timetables for most programmes include breaks at Christmas, Easter and in the summer. However, before arranging holidays, students should check the timing of examinations, bearing in mind the possibility that a re-sit might be necessary.

Absence due to illness

If you are absent from the College due to illness for more than two consecutive days, the following procedure must be followed:

1. Inform the Student Office that you are absent through illness as soon as possible in person, by telephone on +44 (0)207 594 5122 or if that is not possible then by email (b.ross@imperial.ac.uk and samantha.kemp@imperial.ac.uk)

2. If you have been absent for more than five consecutive working days, documentary evidence should be obtained and submitted - e.g. an official doctor's certificate. The documentation should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the Senior Tutor or Deputy Senior Tutor, and the Student Office should be notified that it has been submitted.

Students who receive a grant and who are absent due to illness for more than 14 days must inform their Local Education Authority; if a student is too ill to do this the information should be sent by the parent or next-of-kin. Illness can only be taken into account in assessing the significance of poor attendance from the first day of each term to the last day of each term.
If your illness affects a coursework, practical lab or exam deadline you must fill out a mitigation form – available online at:
http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

attendance, work or examination results if the illness has been reported at the time it happened to the student’s doctor, and a medical certificate submitted to the School.

The Director of Courses will inform students’ Personal Tutors where a students’ absence might affect their academic progress, i.e. where it is protracted or where there is a high frequency.

Special or Compassionate Leave

If it is necessary for a student to be absent from the College for any reason other than illness, permission must be sought from the Department, via an absence request form available online here:
https://workspace.imperial.ac.uk/bioengineering/Public/Intranet/Form%20ABSENCE%20Request%20202015%2016.pdf

This might include a period of absence where a student has suffered a close family bereavement, or to enable a student to participate in a major cultural or sporting event.

This request form must be submitted along with any evidence to the Student Office in advance of the absence, leaving enough time for it to be considered and a decision made on whether the absence is accepted or not.

Requests should normally be submitted in writing using the form. In circumstances where the following criteria are met, approval may be given following a telephone call to the Student Office in the Department on +44 (0)20 7594 5122 or +44 (0)20 7594 5176:

- There is a strong precedent for approval to be given, and;
- Absence is necessary at very short notice (e.g. in the case a close family bereavement), and;
- The period of absence will be less than three days

The procedure for submission of an absence request is as follows:

1. Inform the Student Office that a leave of absence is being requested as soon as possible in person, by telephone +44 (0)20 7594 5122 or if that is not possible then by email (b.ross@imperial.ac.uk and samantha.kemp@imperial.ac.uk).
2. Any documentary proof of the reasons for absence should be obtained.
3. Complete and submit, as soon as possible, the form and documentary proof requesting leave of absence. The form should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the Senior Tutor and the Student Office should be notified that it has been submitted.

You must be aware that even if your absence request has been authorized, this is not an excuse to miss any exams or coursework deadlines. You are responsible for catching up on any missed material and meeting any assignment deadlines. If the absence coincides with an exam/test sitting, the request may be denied and/or a mitigation process may need to be initiated.

In all but extreme cases, requests made after an absence will not be considered and the absence may count against the student and lead to disciplinary measures.
4. The request will be considered and the student will be informed as soon as possible whether the request has been accepted or not. Absence taken without acceptance of the request may lead to disciplinary measures.

**Interruption of Studies**

If you should experience a personal emergency or other circumstances arise which necessitate a break in your degree programme, you may need to apply for an interruption of studies. This will effectively suspend your registration until you are able to return to College. No fees are payable during such a period. If you think you need to apply for an interruption, you should contact your Personal Tutor in the first instance and then the Student Office (RSM 3.21c), who can arrange the paperwork.

**Student Records**

Details relating to unsatisfactory attendance may be placed on a student's confidential file and made available to Personal Tutors, taken into consideration by and at the discretion of Boards of Examiners, and used as evidence in cases of student appeals and complaints.

Please also see the Section 2.11 – ‘Assessment’ for information about attendance of practical sessions, tutorial/study groups and progress tests.
4.34 Mitigating circumstances

During your degree there may be exceptional times when your attendance, performance, ability to complete and submit work, sit exams or tests or otherwise meet your responsibilities as a student are adversely affected by circumstances beyond your control. Examples of these circumstances are serious illness or death of a close relative.

When genuine mitigating circumstances occur, the Department will do its best to help you deal with the situation, and ensure that you are not penalised for something that is not your fault.

The Department must also be careful to ensure that the circumstances are genuine and sufficiently serious enough to be classified as mitigating circumstances. Any fraudulent claims will be dealt with by the College’s disciplinary procedures.

The College therefore has a form for students to request that mitigating circumstances are taken into account, which is available from the College website (https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/).

In most cases students will also be required to submit documentary evidence, such as an official doctor’s note.

If you think you have mitigating circumstances affecting any of the following:

- Attendance at exams
- Submission of coursework
- Attendance at progress tests, oral tests or any other kind of test whether assessed or non-assessed.
- Any other responsibility as a student that is assessed, affects the assessment of others or may have any impact on marks or qualification.

Then the following procedure must be followed:

1. Inform the Student Office [soon as possible](mailto:) in person or by telephone on +44 (0)20 7594 5122 followed by a confirmation email to b.ross@imperial.ac.uk. If you cannot contact the Department in person or by telephone, email b.ross@imperial.ac.uk and samantha.kemp@imperial.ac.uk as soon as possible.
2. Obtain the necessary documentary proof – e.g. if you are ill, a doctor’s note from a professionally recognised doctor. The Imperial College Health Centre is the best place for this.
3. Complete the form requesting consideration of mitigating circumstances and submit it, together with the documentary proof [soon as possible](mailto:), and definitely within 5 working days of the start of the circumstances. In the case of coursework submission, this must be before the deadline. In the case of exam or test attendance, this must be before the exam. The form should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the Senior Tutor or Deputy Senior Tutor, and the Student Office should be notified that it has been submitted.

If the circumstances described in the request form are not considered serious enough to be genuine mitigating circumstances, or the evidence is not sufficient, then the request will be rejected, and the situation will be treated as it would have been had the request not been made.

For example if an exam was missed for a reason that was not considered a genuine mitigating circumstance, then the exam would be counted as a fail.

All cases will be considered by a Departmental Mitigating Circumstances Panel by the end of each term, who will make a provisional ruling. This is subject to approval by the Examinations Board, which meets at the end of the academic year. This provisional ruling will be communicated to the student immediately.

If the mitigating circumstances for a missed exam are accepted by the Mitigating Circumstances Committee, the potential outcomes are as follows:
1. Offer a replacement exam for full credit.
2. In exceptional circumstances (e.g. inability through injury to attend replacement exams) in non-final year students the assessment for marks and assessment for progression to the next year are separated. Assessment for marks is based on the performance in the exams and coursework taken. Assessment for progression to the next year requires evidence of proficiency in all modules set.
3. For final year students College rules are followed for the award of an Honours Degree under classified aegrotat provision, or if there has been a significant but insufficient assessment in the final year the student is offered an aegrotat degree. See the College’s academic regulations for BEng/MEng degrees.

(https://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

If the mitigating circumstances for missed coursework are accepted by the Mitigating Circumstances Committee, the potential outcomes are as follows:

1. The coursework be accepted for full credit or;
2. A new piece of coursework must be submitted with a new deadline for full credit or;
3. The Committee will suggest an appropriate alternative assessment.

Please note that the Board of Examiners will look at patterns of lateness of coursework submission and lecture, tutorial and lab attendance over all terms when deciding which of the above outcomes is applicable.

The Board of Examiners is not bound by the preliminary rulings of the Mitigating Circumstances Committee when reaching its final decision.
4.35 Imperial College London policies and regulations

The below documents are extremely important for all students at Imperial and it is important that you familiarise yourself with them.

<table>
<thead>
<tr>
<th>College Academic and Examination Regulations</th>
<th><a href="https://www.imperial.ac.uk/about/governance/academic-governance/regulations/">https://www.imperial.ac.uk/about/governance/academic-governance/regulations/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policy</td>
<td><a href="http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/">http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/</a></td>
</tr>
<tr>
<td>Student Terms and Conditions</td>
<td><a href="http://www.imperial.ac.uk/students/terms-and-conditions/">http://www.imperial.ac.uk/students/terms-and-conditions/</a></td>
</tr>
<tr>
<td>Complaints, Appeal, and Discipline</td>
<td><a href="http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/">http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/</a></td>
</tr>
<tr>
<td>Student Feedback Policy and Guidelines</td>
<td><a href="http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/">http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/</a></td>
</tr>
<tr>
<td>Placement Learning Policy and Good Practice</td>
<td><a href="http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/">http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/</a></td>
</tr>
</tbody>
</table>

Other useful information and support services:

<table>
<thead>
<tr>
<th>Registry</th>
<th><a href="http://www.imperial.ac.uk/admin-services/registry/">http://www.imperial.ac.uk/admin-services/registry/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Careers Service</td>
<td><a href="http://www.imperial.ac.uk/careers">http://www.imperial.ac.uk/careers</a></td>
</tr>
<tr>
<td>Accommodation:</td>
<td><a href="http://www.imperial.ac.uk/study/campus-life/accommodation/">http://www.imperial.ac.uk/study/campus-life/accommodation/</a></td>
</tr>
<tr>
<td>Student Finance:</td>
<td><a href="http://www.imperial.ac.uk/fees-and-funding/">http://www.imperial.ac.uk/fees-and-funding/</a></td>
</tr>
<tr>
<td>ICT Service</td>
<td><a href="http://www.imperial.ac.uk/students/online-services">http://www.imperial.ac.uk/students/online-services</a></td>
</tr>
<tr>
<td>Sport Imperial</td>
<td><a href="http://www.imperial.ac.uk/sport/">http://www.imperial.ac.uk/sport/</a></td>
</tr>
<tr>
<td>Student records and data:</td>
<td><a href="http://www.imperial.ac.uk/student-records-and-data">http://www.imperial.ac.uk/student-records-and-data</a></td>
</tr>
<tr>
<td>Alumni services</td>
<td><a href="http://www.imperial.ac.uk/alumni">http://www.imperial.ac.uk/alumni</a></td>
</tr>
<tr>
<td>Further study</td>
<td><a href="http://www.imperial.ac.uk/study/pg/open-days-and-visits/postgraduate-open-day/">http://www.imperial.ac.uk/study/pg/open-days-and-visits/postgraduate-open-day/</a></td>
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