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The Graduate School at Imperial provides an internationally renowned and award winning Professional Development Programme for Postgraduate Research and Postgraduate Taught students. ................................................................. 46
1. Introduction to the College

Imperial College London is the only university in the UK to focus exclusively on science, medicine, engineering and business. As a postgraduate student you will be contributing to an expert community, whose research has a profound impact on society and the economy. From Fleming’s discovery of Penicillin and Gabor’s invention of holography, to Kibble’s contribution to the Higgs boson and Stevens’ work on rapid testing for AIDS and Malaria, Imperial’s research has been changing the world for well over 100 years.

Imperial has the greatest concentration of high impact research of any major UK university, according to the Research Excellence Framework (REF) 2014. Our research crosses international boundaries and we are particularly known for our support of research that spans different subject areas. We offer funding, infrastructure and cultural encouragement to bring researchers together across the disciplines to explore different approaches to solving a problem. The result is a dynamic culture of discovery to which you will be an important part of.

We are committed to ‘sharing the wonder’ of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to these events, such as our annual Imperial Festival and our term-time Imperial Fringe events.
Doctoral Proposition

Imperial College London will:

Provide a world-class research programme
- focused on performing cutting-edge research that makes a significant contribution to the knowledge base
- throughout which internationally-acclaimed academics support, inspire and challenge you as you develop into an independent researcher
- in a vibrant and diverse community united by the aims of advancing the frontiers of science, technology, medicine and business, and addressing key economic and societal challenges

Provide innovative and effective professional development
- equipping you with skills to increase your research and personal effectiveness
- that gives you an insight into a wide range of career opportunities
- helping to ensure that you have the necessary attributes to excel in your chosen career

Deliver outstanding networking opportunities
- providing access to the elite international research community
- that arise from our extensive engagement with industry and business
- by organising a wide range of interdisciplinary meetings and social events within the College

Offer life-long membership of the Imperial community
- supporting you as a student and afterwards as an alumna/us
- enabling you to share your professional advice and experience with future students

http://www.imperial.ac.uk/study/pg/graduate-school/about-us/doctoral-proposition/
Welcome from Professor Sue Gibson, Director of the Graduate School

Academic Departments, the Graduate School and the Graduate Students’ Union work closely together to ensure opportunity is provided for an excellent and internationally renowned research experience.

As part of this commitment to you, the Graduate School has developed a programme of professional skills courses, covering a broad range of themes, for example, personal effectiveness, writing skills, presentation skills, project management and leadership skills, all of which have been tailored to suit the different stages of your research degree. The skills developed during these courses are highly valued in the job market.

Graduate School courses are free of charge to Imperial research students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk). You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you. The current programme can be viewed at: http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show, the 3 minute thesis competition as well as the Research Symposium. I would encourage you to take part in these activities – there are times when it can feel lonely as a research student and these events are an opportunity to be part of the wider research student community. In addition, many of the advances in science, engineering, medicine and business occur at the boundaries between disciplines and meeting students from other Departments and Faculties offers opportunity to enrich your research.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

Sue Gibson
Welcome from Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School programme for postgraduate professional development. Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial, but it will also prepare you for your future careers. We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses. I encourage you to explore and engage with the diverse range of opportunities on offer from the graduate school and I wish you well in your studies.

Janet De Wilde
The Graduate School’s Mission Statement and Strategic Aims (2013-2018)

Mission

The Graduate School plays a key role in delivering the postgraduate student experience as well as with postgraduate education, policy and strategy development. The Graduate School enriches the postgraduate student experience by delivering a tailored programme of professional skills training which enhances the professional impact and helps to ensure personal ambitions are realised. In partnership with academics, students across the College and the Graduate Students’ Union, the Graduate School provides opportunity for students to meet each other at a variety of social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations and creating supportive global research communities and peer groups.

Strategic Aims

The Graduate School will support and enhance the postgraduate student experience by;

- Providing innovative professional skills courses for Master’s and research students, informed by research and developed in response to feedback from students and staff and taking into account the changing needs of employers.
- Listening to the views of postgraduate students and providing forums to represent their voice throughout College.
- Enhancing opportunities for students to communicate their science to a variety of audiences and to engage with the public, recognising the multiple perspectives of communities.
- Providing opportunities for Outreach activities, in consultation with Student Outreach and Recruitment.
- Encouraging cross-disciplinary interaction and collaboration by hosting networking activities, social and academic events.
- Providing opportunities for researchers to develop their global perspectives via the provision of international summer schools.
- Working with academics and students to facilitate the development of student peer support groups or cohorts and providing tailored events and activities for cohort specific groups.
- Facilitating innovative ideas for showcasing student research.
- Providing clear and succinct information about College policies and procedures and progression through programmes of study.
- Continuing to develop online support for postgraduate students, including online skills courses and guidance.
- Supporting students with an interest in teaching, via the provision of a comprehensive programme for GTA training, in consultation with the Educational Development Unit.
- Collaborating with the Educational Development Unit to ensure that research supervisors are provided with a comprehensive training programme.
Introduction from the President of the Imperial College Union

Welcome to Imperial College Union! We are here to ensure your student experience is the very best it can be. University life is not just about academic achievement; the experiences you have, the friends you make, and the opportunities you take all contribute to forming you as a balanced, fulfilled individual.

Imperial College Union provides the community for you to explore your passions, pursue your interests and develop yourselves. Whether you join some of our 360+ Clubs, Societies & Projects, volunteer as a Rep in our Academic Representation Network, or simply enjoy dinner in one of our bars, the Union will be central to your time at Imperial. Furthermore, we are always here to listen and support you – there is no problem too small or too large! The Union team and I look forward to making your time at Imperial a truly brilliant one.

Nas Andriopoulos
union.president@imperial.ac.uk

Introduction from the President of the Graduate Students’ Union

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

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

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

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

Ahmed Shamso
gsu.president@imperial.ac.uk
2. Introduction to the Department

Welcome from the Head of Department

A warm welcome to you all. I trust you have had a great summer (or winter for those of you from the southern hemisphere) and I hope that you are now ready to study again. You will be working alongside some of the brightest and most motivated students from around the world, taught by an exceptional group of internationally-leading experts.

A strength of our Department, and the College as a whole, is its national and cultural diversity and we don’t intend to allow Brexit, or any other outside influence, change that. London is a wonderful place to be a student. Please take full advantage of your once in a lifetime opportunity and strike a good balance between studying hard to fulfil your potential, and enjoying the company of your fellow students and life in London.

Good luck for the coming year!

Professor Nick Buenfeld

Welcome from the Director of the PhD Programme

You have taken the decision to study for a PhD, this could be one of the most character defining and exciting decisions you will ever make. The world of new scientific discovery is in front of you and with some hard work you will be able to break some new ground, develop further as an individual and forge a successful future career.

As Director of the Postgraduate Research in the Department it is my role to oversee the formal aspects of the PhD process for each of our research students. This involves working closely with the Director of Research, the Postgraduate Tutor, the Postgraduate Administrator and individual supervisor(s) to facilitate the best possible PhD experience and enable you to complete within the degree within the required time limit. Our objective is to ensure that each student has the necessary resources, information and all-round support in order to complete your research degree. The Department looks forward to the enthusiastic cooperation of each student in fulfilling the formal requirements and activities associated with their studies. These are not too onerous and are designed ultimately for the benefit of the student. I encourage you to interact as much as possible with your fellow researchers – Imperial and the Department of Civil and Environmental Engineering has an outstanding and world-leading reputation for research to uphold and the community of research students are the bedrock on which this is maintained. If you have any thoughts on how we can continue to improve our practices, we would be delighted to hear from you.

Welcome again to the research community and I wish you a successful and rewarding time with us.

Professor Ahmer Wadee
Welcome from the Director of Research

As Director of Research in the Department of Civil and Environmental Engineering, I would like to wish you all a very warm welcome to Imperial at the start of your research journey. My role is to help ensure that we have a flourishing research environment in the Department, that we attract the best researchers, that we secure the funds that we need to support our activities and ultimately that we continue our rich tradition for conducting world class research. As PhD students, you will be a big part of helping to continue this tradition of excellence, and you will benefit from a stimulating research environment as well as from working with many of the leaders in their fields.

Our research is organized into five main sections - Environmental and Water Resources Engineering, Fluid Mechanics, Geotechnics, Structural Engineering and Transport Studies, but much of our work is collaborative and is undertaken between these areas, with other departments at Imperial, and with other universities, both in the UK and worldwide. We also work closely with a wide range of commercial and public sector partners.

PhD research requires hard work, dedication, meticulousness and vision. The next three years or so will be challenging but immensely rewarding. I hope you have an enjoyable and productive time at Imperial, and I wish you all the best in your endeavours.

Professor Leroy Gardner

Welcome from the Senior Tutor (Postgraduate)

Congratulations on the beginning of what I hope will be a wonderful experience for you as a PhD student in the Department of Civil Engineering. I look forward to getting to know you during your time here. I know you will achieve some amazing research feats and meet fantastic new colleagues and friends during your period here. I also know that you may encounter periods of frustration and encourage you to keep things in perspective and focus on the end goal. I am always happy to chat to PhD students and support you during your time here.

Dr. Catherine O’Sullivan

Welcome from the Postgraduate Research Administrator

As Departmental Research Administrator for the Department of Civil and Environmental Engineering, a key part of my role is providing support for research students throughout their degree, and having responsibility, under the Director of Postgraduate Research, for all research student administrative processes within the Department. I will be a point of contact for you from when you join the Department and complete your milestones, through to submitting your thesis and graduating. If you need any help, have questions however big or small, or need someone to talk to then I am here.

Sarah Willis, s.willis@imperial.ac.uk
### Academic and Administrative Staff in the Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>
**Faculty Structure**

The Faculty of Engineering is one of three faculties within Imperial College London and is led by the Dean, Professor Jeff Magee FREng.

The Faculty seeks to provide international leadership in engineering research and education and is widely recognised as a world leading engineering school. Our departments consistently excel in prominent league table rankings, while the College as a whole enjoys similar success.

Our Faculty is unique in the UK in supporting world class education and fundamental research across the full range of engineering disciplines.

All ten of our academic departments are located on a single campus in South Kensington, giving a concentration of talent that creates a stimulating and vibrant research culture, which promotes multidisciplinary collaborations and attracts internationally leading researchers and scholars.

The Faculty is home to 1,575 staff (395 academics, over 800 researchers and 365 support staff) and 5,785 students (of whom over 1,200 are research students). The Faculty is a powerhouse in research across the engineering sciences, with research funding in excess of £100m per year.
Department Structure

The Department of Civil and Environmental Engineering is recognised nationally and internationally as one of the leading centres of research in Civil and Environmental Engineering.

The Department provides a highly stimulating environment for research, attracting outstanding applicants from a variety of academic backgrounds. Research students form an integral part of the Department's research community.

The Department’s research is organized into five main sections - Environmental and Water Resources Engineering, Fluid Mechanics, Geotechnics, Structural Engineering and Transport Studies. Each research section has a dedicated research laboratory, providing state-of-the-art facilities, and are amongst the most up-to-date and best equipped in Europe.

Departmental Information

Explore our Departmental webpages for information on the Department, Research, Facilities, and Taught Programmes: http://www.imperial.ac.uk/civil-engineering
Key dates 2016-17

Term dates
Autumn term: 01 October–16 December 2016
Spring term: 07 January–24 March 2016
Summer term: 29 April–30 June 2016

Closure dates
Christmas/New year: 24 December 2016–02 January 2017
Easter holiday: 12 April–18 April 2017
Early May bank holiday: 01 May 2017
Spring bank holiday: 29 May 2017
Summer bank holiday: 28 August 2017

Key events
Postgraduate Awards Ceremonies: 03 May 2017 (tbc)
Imperial Festival and Alumni Festival: 06–07 May 2017

Departmental Seminar Programmes
During the academic year there is a series of Departmental Seminars, held within each Research Section. These are usually advertised throughout the Department via the PhD Student Representatives and the Departmental Calendar and Events feed.

Cross-College Research Seminars:
http://www.imperial.ac.uk/study/pg/graduate-school/events/research-seminars/
Facilities

Shared teaching space

The Faculty of Engineering is committed to utilising its facilities and teaching space, hence there are a number of shared teaching spaces between Departments/Buildings. Teaching space in the Skempton Building is often timetabled to accommodate lectures between the Civil and Environmental, Mechanical, and Aeronautical Engineering Departments.

The Civil and Environmental Engineering Department is contained in the Skempton Building. Most of the teaching areas are to be found on levels 0, 1, 2, 3, and 6, with the exception of the teaching laboratories which are located on levels 0, 1, 2, and 5.

http://www.imperial.ac.uk/engineering/students/current/teaching-spaces/

<table>
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<th>Room</th>
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<th>Capacity</th>
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<td>Seminars – presentations</td>
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<td>Lectures – tutorials – examinations – presentations</td>
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<td>Lectures – tutorials – examinations – presentations</td>
</tr>
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<td>Computing – lectures – tutorials</td>
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<td>Reprographics Room 218</td>
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<td>Printing and binding facilities</td>
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<td>40</td>
<td>Lectures – tutorials – meetings – examinations – presentations</td>
</tr>
</tbody>
</table>

**ICT resources**

Find information on activating your College account, connecting to Wifi, using the Virtual Learning Environment (Blackboard Learn), and more ICT resources available for new students, visit:

[http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/](http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/)

**PC laboratories**

The Building houses three PC laboratories located in rooms 208, 314, and 317. These facilities are open to all registered students of the Department from 08.00-22.30 daily, except when timetabled for classes. Further PC facilities are available in, and shared with, the City and Guilds Building, and the College’s Central Library.

A full list of the College rules regarding computer use are available at:

[http://www.imperial.ac.uk/admin-services/ict/](http://www.imperial.ac.uk/admin-services/ict/)

**Printing and binding**

There are five multi-function printers in the Skempton Building. The first is in room 317, two are located in the BOSS Space on level 2, and a further two in room 218 adjacent the BOSS Space. Binding facilities are also accessible in room 218.

Additionally the Service Point Print Shop is located in room 024 of the Sherfield Building. Service Point can be contacted by email at:

imperial.college@servicepointuk.com

There are networked printers across the South Kensington Campus, which you can access with your College ID card. When you print a document it is sent to a common print queue, meaning that you can collect it from any touch card printer that your College ID card gives you access to, including the Central Library and Departments across the Campus.

Lost property

If you think you have lost something within the Department your first port of call is the Reception. If it is not there you should check with the Security Office in Sherfield as it may have been handed in there. (If an item is handed in with ID, an email will be sent to the owner immediately to inform them).

All items found within the Department (e.g. keys/phones/bags) should be handed into the Reception. All items found outside the Department should be handed into the Security Office in the Sherfield Building in the South Kensington campus.

http://www.imperial.ac.uk/estates-facilities/security/lost-and-found-property/

Facilities management

Showering facilities are available within the Department, and are located in the toilets on levels 0 and 3.

Bicycles are not permitted within the Department. This is College policy. The following link provides information on suitable bicycle storage within the South Kensington Campus:

http://www3.imperial.ac.uk/estatesfacilities

Accessibility

Information about the accessibility of our South Kensington Campus is available online through the DisabledGo access guides: www.disabledgo.com/organisations/imperial-college-london-2

Room bookings

Room bookings on weekdays during term-time may be requested via Wufoo, or in person at the General Office. This form is to be used only for room booking requests in the Skempton Building.

https://skempton.wufoo.eu/forms/room-bookings/

Please note: We do not make room bookings for Imperial College Union Societies. These need to be made via the Student Union.

Room booking requests outside of normal College hours should be made via the Conference Office.

Shuttle bus

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. Download the timetable at:

www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

Maps

Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses
3. Departmental Procedures - General

Departmental Induction

All new research students and Research Assistants registered for the PhD degree must attend Departmental PhD Induction. This is separate from the Research Induction run by the Graduate School.

Induction is held twice during the year, once shortly after the main registration period in October/November; the second in March/April to catch those registering outside of the beginning of the academic year.

Induction is designed to introduce students to:

- The Department
- PhD Regulations and Timelines
- Turning Research into a Thesis
- English Language Support
- Student Welfare and GTA
- Graduate Schools
- Graduate Student Association
- Library Services
- Research in the Department
- Health and Safety

It is a Department requirement that all students attend this session.

Registration

The College Registry website provides most of the information you need to know at different stages of your studies and you should familiarise yourself with it as soon as possible.

http://www.imperial.ac.uk/admin-services/registry/

College Registration and Fees: Full and Part-Time Research Students

All students record their attendance by completing the online registration process when they start their course of study, and at the beginning of each subsequent academic year. The amount of fees due is payable in advance. Fees for a portion of a year are calculated pro-rata. Students are warned that they cannot avoid these obligations merely by failing to register. Students will be deemed liable for fees unless they have given written notice of withdrawal, or completion.

Students who fail to meet their fee liability, whether self-supported or sponsored, may have the College Regulations invoked against them. This means that they will not be allowed to register for a subsequent year, may not work in the Department or may not receive formal notification of progress, until the fee debt has been settled.

Invoices received in error should not be ignored. Please forward these to Sarah Willis advising on the nature of the error.
College Registration: Research Staff Registering as Part-Time Students

RAs wishing to register for the PhD degree should see Sarah Willis in the first instance. Research assistants registering for the PhD degree are liable for tuition fees at 50% of the full-time Home/Eu rate.

The following documents are required:

- **Copy of Contract**: Where this does not cover the minimum attendance of the degree, a statement from the supervisor stating there is funding available to extend the contract or that ‘there is funding to cover the College Fees that get charged to those not holding a full-time Imperial College paid contract’.

- **Passport**: Copy of the front cover and photo pages.

- **Proof of Previous Degrees**: Original documents need to be seen in Registry. This includes when the degree is from overseas, and the official transcript of the degree (a breakdown of the marks from each year of study and the degree overall). The College has certain entrance criteria for overseas qualifications.

- **English Language**: All those who are registering for their PhD degree, including Research Staff, are required to comply with the same English Language requirements.

Research Degree Registration

In addition to the formalities described above, students must also complete a Research Degree Registration Form (IC/A), at the commencement of their studies. Registration is direct to the PhD degree.

All forms must be signed by the supervisor(s) on arrival and then submitted to Sarah Willis, for authorisation by the Director of PhD Research Programme. This should be carried out on arrival.

**Forms**

Copies of all relevant forms, including brief descriptions of the function and purpose of each, and the timelines to be followed in their use and submission, can be found on the Department intranet pages. Sarah Willis can also provide advise on the correct forms to use and how and when these should be completed.

Bursaries and finances

All students must be registered before they can receive a bursary and the payment has to be within their studentship period. At the start of term, all bursary forms must be accompanied by a copy of the registration cover note.

**New Students**

For all new students, if registered ahead of time, we endeavour to ensure that all paperwork is processed in advance of the start date, if possible. Where this is not possible, the student should ensure that early contact is made with the Finance Office (room 423) in the Department. In
order for bursary payments to be processed, you must input your bank account details in the “funding” tab in your e-service record.

**Continuing Students**

You will be contacted by the Finance Office or Research Administrator in August/September of each year regarding re-registration and renewal of bursaries for each subsequent academic session. See the bursaries webpage for further details:

http://www3.imperial.ac.uk/studentfinance/currentstudents/bursaries.

All students must be registered before they can receive a bursary and the payment has to be within their studentship period. At the start of term, all bursary forms must be accompanied by a copy of the registration cover note.

**Emergency Funding**

If students encounter financial difficulties at any stage of their course of study, they are advised to discuss their situation with their supervisor(s) and/or the Senior Tutor (Postgraduate). Depending on circumstances, the students may be advised to apply to The Student Support Fund.

**Council Tax, Statements of Attendance and Other Documentation**

The College has set up a useful link for current students requiring standard official documentation:

http://www3.imperial.ac.uk/studentfinance/counciltax.

Council Tax Letters are available upon request from the “Request Documents” tab in e-service.

**English Language Requirement**

Postgraduate students who are not native speakers of English must fulfil the **Postgraduate English Requirement** in addition to meeting the English entry requirements. The aim of the requirement is to help, remind, and encourage you to work on your English language skills and to ensure that you receive the necessary writing support throughout your research studies. The first step is to take the Initial English Test as soon as possible after registering for your research programme.

More information on the College’s English language requirement policy is available here including exemptions: http://www.imperial.ac.uk/study/pg/apply/requirements/english/

**Outline protocol:**

Upon arrival at college students check with the Departmental Postgraduate Administrator whether they meet the exemption criteria. If yes, then they are ‘signed off’. If no, they proceed to the initial phase, i.e. the Centre for Academic English (CfAE) “English Assessment 1” at registration.

http://www.imperial.ac.uk/academic-english/phd-students/postgraduate-english-requirement/

1. Initial phase

   - CfAE initial test, EA1, as soon as possible after arrival.
   - CfAE will report to departments the outcomes from these assessments, providing particular details where needed.
• All those who do not meet the criteria at the initial assessment will be tested again at eight months.

Following the test, there are a number of possibilities:

a) Having passed the initial assessment, the student is signed off.

b) Additional language teaching is recommended or required, with a further test at the Early Stage Assessment (ESA) stage.

2. Second Phase

In order to meet the nine month Early Stage Assessment requirement, the CfAE will assess students who have not been previously signed off. The student will either be signed off at this stage or have to undergo further English training, with a further assessment at the 18-24 month stage.

3. Third Phase

Failure to meet the requirement at the Late Stage Review test, the matter is referred to the College/Department for review.

Sign Off

At sign off, the CfAE will inform the department, the Graduate School and Registry that the student has passed the English requirement.
Health and Safety Information (use of equipment, training etc.)

For full information on Departmental health and safety see the orange Safety Booklet at the back of this handbook.

Each student is responsible for looking after their own health and safety and that of others affected by their College-related work and leisure activities. To this end, each student must:

- Comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.
- Attend appropriate induction and training.
- Report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person.
- Not interfere with any equipment provided for Health and Safety.
- Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, inform his or her supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.

The College’s Health and Safety Policy can be found at: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/internal/policies/Health-and-Safety-Policy-Statement-May-2015---re-signed-by-Provost.pdf

The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late. All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements. The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College and to thereby comply with specific legal requirements. Sometimes the management systems fail, and an accident or a near miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at: http://www.imperial.ac.uk/safety

Your programme director, academic supervisor and departmental safety officer are the first people to whom you should report concerns or ask for advice, but you may also contact the Safety Department directly.
**Your Departmental Safety Officer is:**

Dr Geoff Fowler  
Room 413, Skempton Building  
020 7594 5973  
g.fowler@imperial.ac.uk

**Occupational Health requirements**

The College Occupational Health Service provides services to protect health at work, assess and advise on fitness for work and to ensure that health issues are effectively managed. The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

[http://www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

**Communications**

Please ensure that your student-e-service contact details are up-to-date at all times, including your next-of-kin-contact information.

The Department is not able to provide a postal or fax service.

It is not possible to provide a service for incoming telephone messages except in the case of emergency. Please ensure your family/next of kin are aware of the following contact:

00 44 (0) 207 594 1127 (Sarah Willis)

**Working alone and emergency contact numbers**

It is prohibited under College safety regulations for any person to work alone in a laboratory or workshop at any time. At least one other person must be within calling distance. All members of the College must know how to contact emergency services.

Please save the following number in your mobile/cell phone for use in all emergencies anywhere on the College’s South Kensington campus – including where an ambulance is felt to be needed, the call will go direct to the College Security Control Desk: **020-7589-1000**

If using an internal College phone, the number to call is **4444**.

Any activity involving tools or machinery is deemed to be "working in a laboratory or workshop"; purely office or computing activities are excluded.
Professional Skills Attendance Requirement

All research students are expected to complete a number of the Graduate School Professional Skills courses as part of their research degree registration. Students registered after October 2016 must meet set requirements by the Early Stage Assessment (ESA) and the Late Stage Review (LSR). The attendance requirement is there to ensure that all students receive some generic skills training while at Imperial and have the opportunity to engage with the programme, alongside their laboratory and other work.

By their Early Stage Assessment (9 months for full time students, 18 months for part time students) all students must attend:

- a minimum of 2 professional skills courses plus the online plagiarism awareness course

OR

- a Graduate School retreat plus the online plagiarism awareness course

OR

- An international doctoral summer school plus the online plagiarism awareness course

By their Late Stage Review (18-24 months for full time students, 30-36 months for part time students) all students must have completed a further two Graduate School courses.

For further details see: http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/

UKVI requirements for overseas students

The Government imposes a requirement on universities to monitor the attendance of Tier 4 student visa holders, and to report to UK Visas and Immigration (UKVI) any Tier 4 visa holders who cease to be in regular attendance. The College is required to notify the UKVI where a student visa holder has missed ten “expected interactions” with the College. It is therefore essential that students keep in contact with their supervisors, and communicate any annual or sick leave to them.

All students regardless of whether they hold a visa or not, should inform their supervisor of any annual leave, sick leave, or other periods of absence.
4. Doctoral Milestones & Departmental Requirements

PhD Early Stage Assessment

Guidelines for the Preparation of the Report and an Acceptable Presentation

Within nine months of registration (full time students) and eighteen months (part time students): submission of an Early Stage Assessment (ESA) Report followed by a confirmation viva examination. This progress report should be no more than 20-30 pages and should include a definition of the research problem, a literature review, a brief description of any results achieved to date, and a research plan and timeline for the remainder of the PhD. The student will be given a viva on the report, normally by one or two assessors selected from the academic staff of the Civil and Environmental Engineering Department or other departments at Imperial involved in the research. The assessors may ask the student to prepare a 20 minute presentation outlining the content of their progress report to aid assessment. The possible outcomes of the confirmation assessment are listed at the bottom of this page.

The Report should be a directed and short document specifically designed for the purpose. The essential aim of the report is to provide a document that demonstrates that the proposed PhD study is a viable exercise with adequate resources available in the timescale adopted. (The normal period for the completion of a PhD study is three years after the initial registration. The College now sets a maximum of four years for the submission of the thesis).

The Report Outline

1. Introduction: The nature of the work described in a way that would be understood by any member of the Departments academic staff. It is not appropriate to introduce specific jargon related to the subject speciality without reasonable explanation. This section will finish with a broad AIM of the research.

2. Background/Literature Review: An outline of the precedents for the proposed work and an indication of its potential significance. This section will conclude with a summary of the state-of-the-art, and hence lead on to DETAILED OBJECTIVES, which will guide the research (at least initially) and be used ultimately to judge the success of a project, depending on the extent to which they were achieved.

3. Methods: An indication of the methods to be adopted in the study with a demonstration of their viability. This section may include a discussion of approximations and their potential impact on results, or of sources of experimental error and a measure of these.

4. Progress to Date: A description of research progress achieved and a summary of the results which have been obtained to date. This section should not be large as it is NOT the aim of this report to see how much work the candidate has done. This should be compared (and contrasted) with the objectives which had been originally set in the First-Year plan.

5. Research Plan: Arguably the most important section, and hence should be AT LEAST 3-4 pages. A focused appraisal of the future plans for the research, with a clear and expanded summary of the future actions. This must include an outline timetable of activities leading to a successful completion of studies. It is worth noting that, over the past several years, inadequate attention to section 5 has been the main reason for some reports having been judged to be unsatisfactory, as well as very unclear objectives lacking detail or insight.
Submission and Assessment

The completed (pre-assessment) copy is to be submitted to Blackboard Learn. Following the assessment meeting, the Early Stage Assessment Form (see forms section) is to be submitted electronically to Sarah Willis (s.willis@imperial.ac.uk). If corrections are made to the report, a final copy is to be submitted to Blackboard Learn. Once approved, the College Records Office are informed that the student has completed this milestone.

Assessment Outcomes and Recommendations

The outcomes of the confirmation assessment will either be (a) continuation towards the PhD, (b) transfer of registration to MPhil or (c) withdrawal from Imperial College London.

Where either (b) or (c) are being recommended, the Supervisor(s) and Assessor(s) should first offer the student a further four weeks to bring to work up to an appropriate standard. Clear guidelines should be given, in writing, to ensure that the additional work required is clear, and that the potential outcomes and their implications are clearly understood.
PhD Late Stage Review

Guidelines for the preparation of the report and an acceptable presentation

Between 18 and 24 months (full time) and 30 and 36 months (part time): Students MUST submit a PhD completion plan. This should provide information on the proposed structure of the thesis, including chapter titles and sub-sections, details of outstanding tasks necessary for completion of the research and a timeline indicating when these tasks will be completed.

Submission and Assessment

Completed approved copy to be submitted to Blackboard Learn. Following the assessment meeting, the Late Stage Review Form (see forms section) is to be submitted electronically to Sarah Willis (s.willis@imperial.ac.uk). If corrections are made to the report, a final copy is to be submitted to Blackboard Learn. Once approved, the College Records Office are informed that the student has completed this milestone.

The PhD Completion Plan should contain the following content:

Proposed Title of the Thesis:

Name of Student: Name of Supervisor(s):

PhD Start date: Current date:

1. Background to the Research:

This section should briefly explain the background to the research. The aim should be to present the research in context and in a way that can be understood by a non-specialist in the subject area.

2. Research Aim and Objectives:

This section should concisely state the research aims and objectives.

3. Proposed Thesis Structure:

This section should describe the content of the proposed thesis. It should outline the probable chapters that will form the thesis with a brief summary outlining the content of each one.

4. PhD Completion Plan:

This should indicate when the different outstanding activities and tasks necessary to complete the research and thesis will be undertaken within the funding period of the PhD project. It should include information on when the various tasks will be completed and will highlight any issues that might delay thesis submission.

5. Expected Thesis Submission Date:

Please confirm that the thesis is going to be submitted on time and provide a realistic submission date.
Three Minute Thesis

Three Minute Thesis (3MT®) is a research communication competition developed by The University of Queensland. The exercise challenges PhD students to present a compelling oration on their thesis topic and its significance in just three minutes. 3MT develops academic, presentation, and research communication skills, and supports the development of research students' capacity to effectively explain their research in language appropriate to a non-specialist audience. It is a professional and highly engaging international competition.

For this Department, each student presents their research in their third year of studies – this has historically been in poster format, but the Department in June 2014 decided to adopt the Three Minute Thesis presentations instead. This decision was based on the feeling that the format was more appropriate and was better training for PhD students, and a more engaging activity for the audience. In addition, it falls squarely into the category of “Cohort-Building Activity”, and culminates in a social event.

http://www.imperial.ac.uk/study/pg/graduate-school/events/three-minute-thesis/

Completion of Course of Study

The minimum period of full-time study for a PhD degree is 24 months but, in reality, 36 months is usually the minimum. It is the responsibility of the supervisor to advise students as to when sufficient work has been carried out.

There is increasing pressure on Universities and Departments for their research students to complete their course of study within 36 months. Bursary funding usually terminates after three years and it is also in the interest of the students to finish their studies at this stage. Formally, the responsibility of the College for students ends on completion of the Course of Study. They then cease to be students of the College, and no longer have the right to use any of the facilities of the College. However, some students do not succeed in completing their theses by this time. From the end of the Course of Study, while they are completing the writing of their thesis and preparing for their oral examination, students may apply to the College for registration as “completing research status”.

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Completing Research Status (CRS)

Research students may apply to register as CRS students for a maximum period of 12 months upon payment of a CRS registration fee of £200.00.

To be eligible to register as a CRS student, a research student must have completed the minimum period of registration and completed all experimental and programming work. A formal CRS milestone (CRS form) must be completed to ensure the student has completed all substantive research and that during the CRS period the student will be solely engaged in writing up the thesis. Once this milestone has been completed the CRS form must be returned to Sarah Willis (s.willis@imperial.ac.uk) to be signed off by the Director of Postgraduate Studies. Students are expected to then submit an Examination Entry Form (http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/examination-entry-forms/) no later than four months prior to their expected submission date.

The CRS registration status cannot exceed 12 months and should usually follow immediately after the end of the student’s normal registration period. Students will have access to all College facilities and be eligible for Council Tax exemption (http://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/) if they were registered as full time students immediately prior to going on to CRS. At the end of the CRS period a student will be recorded as ‘Writing up Away from College’ until the thesis is submitted, they will not be registered during this period but will retain VPN access until thesis submission and for a further 12 months from the date of thesis submission.

For further information please see: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/completing-research-status/
5. Academic Support

There are many formal and informal ways of obtaining support, help and advice. The formal sources open to you include, but are not limited to:

- **Supervisor**
  The key role of a research degree supervisor is to assist and support a student throughout their academic studies.
- **Departmental Director of Postgraduate Studies**
  Responsible for implementing postgraduate education policy as determined jointly in consultation with other members of the Department.
- **Senior Tutor (Postgraduate)**
  Postgraduate Tutors provide a source of pastoral support to the postgraduate students in their Department.
- **Head of Department**
  Responsible for all activity and matters relating to the normal working of the Department.
- **Departmental student representative**
  The Departmental student representative collates information and suggestions, and passes them on to the relevant staff.
- **Departmental Safety Officer**
  Responsible for the organisation and management of Departmental health and safety, and is available to provide advice and guidance on all aspects of health and safety.

During the course of study, the student and supervisor should normally have detailed discussions once per week, and ideally should see each other daily if the student is engaged in experimental research, or whenever close support or monitoring of progress is required. Students are expected to be in regular full day attendance and supervisors, especially those with varied and/or heavy teaching or administrative loads, should ensure that they are available. The supervisor should ensure that the student does not work in isolation, has contact with other students, has exchanges on a human and academic level with them, and attends departmental and group activities, including lectures and talks.

The [online College publication](#) lays out what students and supervisors should expect of each other during the PhD.

The Senior Tutor (Postgraduate) will see all research students collectively during the induction at the beginning of the year and is available at the request of the student. The Postgraduate Tutor regularly convenes meetings of the Postgraduate Staff-Student Liaison Committee to discuss matters of more general importance to postgraduate students such as: research facilities, departmental accommodation, out-of-hours working practices, etc. The Committee, chaired by the Postgraduate Tutor, usually consists of student representatives from each one of the Department’s research sections, the Departmental PhD Representative, the Director of the PhD Research Programme and the Postgraduate Administrator.
6. **Academic Regulations**

**Academic and Examination Regulations**

The College academic and examination regulations for the award of research degrees can be viewed here: [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

**Regulations for Students**

All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, and such other Regulations and Instructions for Students as the College may from time to time approve. The Regulations for Students can be viewed here: [http://www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

7. **Examination Procedures**

**Examination Entry**

Before you can submit your thesis or be examined on it you, your supervisor and your department will need to complete examination entry forms. You should aim to submit your examination entry forms at least four months before you would like to submit your thesis, or four months before your final submission deadline. This means submitting your forms no later than 44 months after your start date if you are a full-time student, or 68 months after your start date if you are a part-time student. Please note that submission of your thesis is not permitted until you have completed the minimum registration period. Before you submit the examination entry forms you should ensure that you have completed all your milestones and that the Registry has received all relevant documentation. Further details can be found here: [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/)

Sarah can provide copies of the form and once completed, please return a paper copy to her or electronic copy to s.willis@imperial.ac.uk

**Thesis Submission**

Once you have submitted your examination entry forms you will be told when your entry has been processed and you are able to submit your thesis. You will not be able to submit a thesis without a valid examination entry. Please read the submission requirements carefully to ensure you submit in the correct format. When you submit your thesis, you should make sure that you also email a copy of the Thesis Declaration Form directly to the Registry. Your thesis must be submitted electronically via the eThesis website [www.ethesis.co.uk](http://www.ethesis.co.uk)
Further details can be found here: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/

Please let Sarah know when you have submitted your thesis.

**Viva**

Once you have submitted your thesis, the Registry will ensure that copies are provided to your examiners, in advance of your viva examination. Your supervisor, or another member of staff in the department, will be responsible for organising the viva and making all the necessary arrangements.

Please let Sarah know the date of your viva.

*“Passing Your Viva” video*

This film has been created by the Graduate School and Dandylion Films to support research students with viva presentation.

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/online-video-resources/passing-your-viva/

When your viva has taken place you may be informed of the outcome by the examiners. You will possibly be asked to make some minor corrections to your thesis before submitting the final copy and being awarded your degree. Once you have submitted the final thesis and your examiners have agreed that they are satisfied, the Registry will write to you confirming the award of your degree. Your degree certificate will be issued after this date.

**E-theses: requesting an embargo**

The College recognises that theses contain unpublished work created for examination and that in some circumstances it may be necessary to delay their public release. This is referred to as an embargo. An embargoed thesis will not be available to read, on Spiral or in print, until an agreed date. Students should discuss with their supervisor whether their thesis should be embargoed and tick the appropriate box on the Thesis declaration form.

For information on open access to research degree theses, and on how to apply for an embargo:

http://www.imperial.ac.uk/admin-services/library/find-books-articles-and-more/theses/

http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/

Please contact the Research Degrees Team if you have any queries regarding the etheses policy or an embargo.

Academic Integrity
As a student at the College you are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism is available here under the Cheating Offences Policy and Procedure.

Code of Practice for Research Students
Students are required to comply with Imperial College London degree regulations and other College procedures and regulations, including following College safety requirements and procedures. The College has developed a code of practice for research students, which gives advice on all stages of a research degree: [http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Code-of-Practice-for-Research-Students.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Code-of-Practice-for-Research-Students.pdf)

Code of Student Discipline
The Code of Student Discipline provides for the hearing of complaints concerning breaches of discipline by students, and for rights of appeal where appropriate, and sets down the penalties that may be imposed, including termination of membership of the College.


Complaints, Appeals and Disciplinary Procedures
The College aims to give the highest specialised instruction and provide you with the training, resources and administrative support you need to succeed. We also have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. We recognise however, that students may believe that they have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree. Accordingly we have laid out clear and consistent procedures through which complaints and postgraduate research student appeals can be investigated and considered:

[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/)

Copyright
Copyright guidance is available from the Library: [http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/](http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/)

Employment during studies
The College recommends that full-time students do not take up part-time work during term-time. If this is unavoidable we advise students to work no more than 10-15 hours per week, which should be principally at weekends and not within the normal working hours of the College. Working in excess of these hours could impact adversely on a student’s studies or health. International students should be advised that most visas allow students to work no more than 20 hours a week. Some sponsors may not permit students to take up work outside their studies and others may specify a limit. Students considering part-time work during term time are strongly advised to discuss this issue with their supervisor or postgraduate tutor. International students should also seek advice from the International Office regarding visa limitations on employment.
Please refer to the policy on employment during studies:

**Study Leave**
http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

It is possible that the course of study will require a student to collect or study material elsewhere than at the College; part of the time may need to be spent in other places. Your supervisor will need to apply using FormIC/D. Study leave is not permissible during the first or last three months of your study.

Adequate supervision must be in place where the student will be taking up their Study Leave prior to any application being approved. It is important to consider the risks involved.

Imperial has an “Off-Site Working” policy which the student’s academic department will need to follow and which includes a specific approach (“placements”) when a third party placement provider is involved.

Details are available at:
http://www.imperial.ac.uk/safety
http://www.imperial.ac.uk/placements

Where Study Leave is undertaken inside the UK, tuition fees are charged at the full rate. Where Study Leave is undertaken outside the UK, tuition fees are charged at the full rate if the period of absence is less than 3 months. If the period of Study Leave outside the UK is 3 months or more, a reduced fee may be charged at the discretion of the department. The fee for the Study Leave period will be charged on a pro-rata basis at the rate for part-time students, with fees being charged on a pro-rata basis as normal for the period of full-time attendance at the College.

Where the placement is undertaken outside the UK additional support is provided in the Placements Abroad Handbook.

**Ethics**
Procedures for ethics approval, Home Office licences, etc.

The Imperial College Research Ethics Committee (ICREC) website gives information about ethical approval for certain types of proposed research, and explains the avenues by which this approval can be obtained.

http://www.imperial.ac.uk/research-ethics-committee

**Good Research Conduct**
The College expects that all research will be conducted with integrity. The Guidelines for Proper Scientific Conduct in Research describe practices that have been established by several professions and are generally accepted by members of academic staff in the College. Their purpose is to encourage the education and training of junior staff by senior colleagues and to ensure that the quality and integrity of research is maintained in the College.
Investigation of Allegations of Scientific Misconduct

The College’s policy on, and procedures for, the investigation of allegations of research misconduct is intended to satisfy the requirements of those who fund research at Imperial College London that the College has proper mechanisms in place for the management of complaints of research fraud or misconduct. It is recognised that instances of misconduct are rare, and the procedures set out in this policy will consequently be implemented only in exceptional circumstances.

Research Misconduct

Regardless of discipline and institution, the fundamental factor in ensuring the quality of research and research practices has to be the honesty of the individual investigator. Investigators should be honest with respect to their own work, which means subscribing to proper scientific practices such as acknowledging the contributions of colleagues and collaborators, ensuring veracity of data, and acting with integrity in the depiction of results and conclusions. However, if investigators are also expected to be honest in relation to the work of their colleagues and peers. Colluding in, or concealing, the misconduct of others is not compatible with an environment which encourages intellectual honesty and is, therefore, in itself misconduct.

Students should be aware of the College Guidelines for Proper Scientific Conduct in Research, and the Policy and Procedures for Investigation of Allegations of Scientific Misconduct

Intellectual Property Policy

Where students generate IP in the course of their study or research they will own that IP in their own right unless one of the following applies:

(i) they generate IP which is subject to governing term or an agreement with an external organisation whereby the IP vests with College or a third party; or
(ii) they generate IP which builds upon existing IP generated by College Employees or Associates; or
(iii) they generate IP jointly with College Employees or Associates; or
(iv) they are, or have the status of, College Employee (in which case they are treated by College and the law as employees).

In the above listed circumstances, students will be required to assign IP to College and, in respect of revenue generated by that IP, the student will be treated on the same basis as College Employees under the Reward to Investors Scheme.

For further guidance, contact the Research Office.

http://www.imperial.ac.uk/research-and-innovation/research-office/
**Leave**

**Annual Leave**
Annual leave is dependent on the student’s status, and each student should discuss this at the start of their research degree with their supervisor. All annual leave must be requested from and approved by the supervisor and students must provide adequate notice.

**Sick Leave**
Students must notify their supervisor as soon as possible if they are absent due to illness or injury and a medical certificate must be produced after seven days.

** Interruption of Studies**
http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

This should be requested when a personal emergency or other circumstance arises which means that a student needs to take a break from their studies. No fees are payable for such a period, during which a student’s research registration is effectively suspended. It is vital that an interruption of studies is applied for immediately, so that the student’s registration and timeline can be suspended until they return and they do not unnecessarily exceed the maximum registration period, assessments and thesis submission deadlines.

Interruption of Studies (IOS) should be put in place for any compassionate leave, maternity and paternity leave, personal emergency, lack of funding, etc. Students can apply for Interruption of Studies using the IC/B form: http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/attendance-requirements-for-pgr/IOS-Form.docx Please return this completed form to Sarah.

For fee-paying registrations, no fees are payable for such a period although it should be borne in mind that registered student status, and the payment of any stipend, will also be suspended for the duration.

Where an interruption of studies is taken on health grounds, a condition of the interruption being granted is that you will be required to provide medical evidence as to your fitness to return to your studies and you will need to arrange to be seen by the College Health Centre prior to your return.

If you are an international student on a Tier 4 student visa, you will have to leave the UK for the period of your interruption. An exception to this would be if you had been declared unfit to travel. Please see further information for international students on how your visa may be affected by an interruption of studies.

https://workspace.imperial.ac.uk/international/Public/Resits%20and%20Interruptions.pdf

**Note – only in exceptional circumstances can registration be suspended retrospectively.**

**Religious Observance**
9. Plagiarism

Plagiarism

It is important that students learn about how to properly attribute and acknowledge the work, date and ideas of others. Plagiarism is scientific misconduct, and students whose thesis can be shown to contain plagiarism are subject to penalties as outlined in the College’s Cheating Offences Policy and Procedures which can be found here: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/

However, in the case of PhD theses there are issues as to what should count as plagiarism. In particular, is a student permitted to re-use their own work (for example material from a previous publication that they have written)? There are considerable grey areas, that require academic judgement, but this document is intended to provide guidelines for students, supervisors and examiners.

In general it is acceptable academic practice for a PhD student to include in their thesis material that has been previously written and published by themselves (including figures and text): they should make it clear that they themselves have published this previously and reference appropriately. However, they must not include material written by others (including their supervisor) without proper attribution, even if they are authors on the publication.

Students should note that reproduction of published work may infringe copyright, as discussed in http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

It is not acceptable to reproduce material that has been submitted for an examination at Imperial or another university (for example from the student’s Master’s thesis). It is acceptable for students to reproduce text and figures that they have previously written and submitted as part of their early or late stage assessment and/or other reports to funders or other bodies. Any documents that are publicly accessible should be appropriately referenced.

It must be remembered that a thesis is more than a collection of publications. There may be considerable similarity between sections of a thesis and a publication, however, the level of detail and the nature of the discussion in a thesis is different than that in a journal publication.

It is good practice to indicate that parts of the thesis have been previously published, for example by including a statement like, “Some of the work described in this thesis has been previously published in **** and ***.”

There are some sections of a thesis that frequently show high similarity when put through TurnitinUK or similar programmes. For example, the Material and Methods of theses from the same discipline often show similarity. This may be because there are only a limited number of ways in which a particular method can be accurately described. While it is not good practice to simply cut and paste methods into a thesis, students should not contort their text simply to avoid similarity with another publication. Plagiarism is misappropriation of another person’s original ideas, thoughts or data. While it is important to cite those that have developed the methodologies used in a thesis, similarity in describing those methodologies is usually acceptable.
Plagiarism advice for postgraduate research students can be found on the Library website at: http://www.imperial.ac.uk/admin-services/library/research-support/plagiarism-awareness-for-researchers/

**TurnitinUK Plagiarism Detection Service at Imperial College London**

TurnitinUK is an online plagiarism detection service that enables plagiarism comparison.

http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/turnitin/about-turnitin/

**Plagiarism Awareness Online Course**

The Graduate School, in conjunction with the Library, has developed an online course designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College’s policy concerning plagiarism is. **This course is a requirement for all Postgraduate Research students and should be completed by your early stage assessment.**

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/

### 10. Wellbeing and Advice

**Student Support**
The student support webpages (Student Space) are the central point for information on health and wellbeing.

http://www.imperial.ac.uk/student-space/

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

http://www.imperial.ac.uk/people/d.wright

**College Tutors and Departmental Support**
College Tutors operate outside of any department. They provide guidance and assistance to students in regard to welfare issues and are also involved in College disciplinary matters involving students.

For more information see: http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support/

A detailed description of the role is available here: http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/good-practice/
**Postgraduate Tutor**
The Department’s Senior Tutor (Postgraduate) can offer pastoral support and advice. You can arrange to have a meeting with her at any time during your studies – what you discuss will be completely confidential.

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

The Senior Tutor (Postgraduate) for your Department is

Dr Catherine O’Sullivan

Email: cath.osullivan@imperial.ac.uk

**Imperial College Union (ICU) Advice Centre**
The ICU Advice Centre offers advice and support on a wide range of issues. Imperial College Union runs the Centre independently of the College. The Student Advisor provides free, confidential, independent advice on welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

https://www.imperialcollegeunion.org/welfare-and-advice

**Student Counselling and Mental Health Advice Service**
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students of Imperial College London. It is free and confidential.

http://www.imperial.ac.uk/counselling/

**Disability Advisory Service**
The Disability Advisory Service offers confidential advice and support to students with a disability, specific learning difficulty, enduring health or mental health condition.

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

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

More information on Departmental Disability Officers is available at:
http://www.imperial.ac.uk/disability-advisory-service/support/ddos/

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

Your Departmental Disability Officer is:

Mrs Louise Green

Undergraduate Office, Room 401
l.green@imperial.ac.uk
If you have any issues regarding a disability that you would like to discuss with your Department, or if you believe you will require special examination arrangements due to a disability, please feel free to speak to Mrs Louise Green in Room 401, or email for an appointment.

**NHS Health Centre and Finding a Doctor**
The Imperial College Health Centre provides 24 hour care for its NHS registered patients in conjunction with the local after hours GP service. Students are able to register on the NHS if within the practice area. For further information see details on: [http://www.imperialcollegehealthcentre.co.uk/](http://www.imperialcollegehealthcentre.co.uk/)

More information on finding a local doctor is available at: [http://www.imperial.ac.uk/student-space/here-for-you/find-a-doctor/](http://www.imperial.ac.uk/student-space/here-for-you/find-a-doctor/)

**NHS Dentist (based in the Health Centre)**
The dental team provides the full range of NHS treatments. The surgery can also provide private treatment.

[http://www.imperial.ac.uk/student-space/here-for-you/dentist/](http://www.imperial.ac.uk/student-space/here-for-you/dentist/)

**New Students**
Information on how to settle in and find your way around.

[http://www.imperial.ac.uk/students/new-students/](http://www.imperial.ac.uk/students/new-students/)

**Religious and Faith Support**
The Chaplaincy Multi-Faith Centre is a place of resource, help, advice and information relating to issues of faith and spirituality. The Chaplaincy service provides prayer rooms, information about local places of worship, and people from different faiths you can talk with about issues of spirituality and religion.

[http://www.imperial.ac.uk/chaplaincy/](http://www.imperial.ac.uk/chaplaincy/)

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

[http://www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

The Careers Service offers resources and advice on successful career planning.

[http://www.imperial.ac.uk/careers/exploring-your-options/career/](http://www.imperial.ac.uk/careers/exploring-your-options/career/)

**Centre for Academic English**
The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

[www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

**The Graduate School**
Every postgraduate student at Imperial is a member of the Graduate School. In partnership with academics, students across the College and the Graduate Students’ Union, the Graduate School provides opportunities for students to meet each other at a variety of social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations and creating supportive global research communities and peer groups. The Graduate School runs a Professional Skills Development programme for Master’s students.

[http://www.imperial.ac.uk/study/pg/graduate-school/](http://www.imperial.ac.uk/study/pg/graduate-school/)

**Information and Communications Technologies (ICT)**
ICT provides all the central IT systems across Imperial and provides IT support for students.

If you need help, you can contact the ICT Service Desk on 020 7594 9000, find help online at [www.imperial.ac.uk/ict](http://www.imperial.ac.uk/ict) or visit the Service Desk on Level 4 Sherfield Building, open Monday – Friday from 8.30am until 6pm.

[http://www.imperial.ac.uk/students/online-services/](http://www.imperial.ac.uk/students/online-services/)


**International Student Support**
Students from outside the UK make up around half of our student population, so our International student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

[http://www.imperial.ac.uk/study/international-students/](http://www.imperial.ac.uk/study/international-students/)

**Library Services**
Our Library Services deliver a wide range of resources to support students’ needs. The Central Library at South Kensington offers over 1,300 study spaces, many with PCs, while our campus libraries support the research needs of medical students and those based at Silwood Park. Alongside these physical spaces the Library also provides over 170,000 electronic books, journals and databases available both on and off campus. Subject librarians provide expert advice and training and are always on hand to help – just drop in!

[http://www.imperial.ac.uk/admin-services/library/](http://www.imperial.ac.uk/admin-services/library/)
**Departmental Liaison Librarian:**
Nicole Urquhart
Central Library
020 7594 1889
n.urquhart@imperial.ac.uk

**Departmental Library**
The Civil Engineering Library is open exclusively to students and staff of the Department. Funded by the Department, the Library hosts a collection of around 15,000 books, 400 online and print journal titles, a large collection of reports from industry, and historical collections. It is open from 9.30 to 17.00 on weekdays (20.00 on Thursday) with opening extended to 21.00 during examination periods.

Our dedicated Librarian offers support with coursework in one-to-one or group format, including how to find the best information for your study. The Library engages with students via Twitter @CivEngLib.

Further information about the library and its services is available from the library staff and from the Departmental Library webpage:

**Eugenia Kidd (Civil Engineering Librarian)**
e.kidd@imperial.ac.uk
http://www.imperial.ac.uk/civil-engineering/about-us/library/

**Registry**
Registry: http://www.imperial.ac.uk/admin-services/registry/

The Registry is split into sections with different responsibilities, including:

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

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

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

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

Student Records and Examinations: student.records@imperial.ac.uk or +44 (0)20 7594 7268
Degree Certificates: certificates@imperial.ac.uk or +44 (0)20 7594 8037
**Student Financial Support**
The Student Financial Support team is responsible for a variety of funding schemes to help support prospective and current students.

For student support fund see: [http://www.imperial.ac.uk/students/fees-and-funding/](http://www.imperial.ac.uk/students/fees-and-funding/)

*Postgraduate Scholarships and Research Council Studentships*
scholarships@imperial.ac.uk or +44 (0)20 759 48047/48130

*US Federal Loans, Hardship funding and Emergency loans*
student.funding@imperial.ac.uk or +44 (0)20 759 48122

**Student Hub**
The Student Hub is the one stop shop for all key information and support that students need for everyday life at Imperial. All the student support departments are brought together here, so that you can get answers to your most frequent queries in one place.

The Student Hub team can help you with enquiries on:
- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

[http://www.imperial.ac.uk/student-hub/](http://www.imperial.ac.uk/student-hub/)

**Accommodation**
For information on halls and private accommodation see: [http://www.imperial.ac.uk/study/campus-life/accommodation/](http://www.imperial.ac.uk/study/campus-life/accommodation/)

**Sport Imperial**
Since the establishment of the Sport Imperial brand in 2005, Sport Imperial has maximised investment in state-of-the-art facilities, scholarships and the promotion of sporting excellence and participation, including the ‘Get Active’ campaign to increase sport participation throughout the Imperial community. For more information see: [http://www.imperial.ac.uk/sport/](http://www.imperial.ac.uk/sport/)

12. **Student Feedback and Representation**

**Feedback from students**
The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.
**Imperial College Union**
Imperial College Union is devoted to the educational interests and welfare of its members. All students at Imperial are members of Imperial College Union:

[https://www.imperialcollegeunion.org/about-us](https://www.imperialcollegeunion.org/about-us)

**Graduate Students’ Union**
The Graduate Students’ Union is the postgraduate arm of Imperial College Union, and is concerned primarily with the affairs of all postgraduate students at Imperial.

[https://union.ic.ac.uk/presidents/gsu/](https://union.ic.ac.uk/presidents/gsu/)

**Student Representation**
Student Representatives are recruited from every department to gather feedback from students to discuss with staff. You will be advised of the processes, both on self-nomination for the positions, and the selection processes. More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union (ICU) website.

[https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)

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

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

There are three committees: Undergraduate, Master’s and Research Students/Staff. They meet once each term, and their remit is as follows:

- To provide a forum for debate about important matters.
- To receive feedback from students.
- To initiate enquiries or investigations on matters of concern to students.
- To represent the interests and requirements of the student body.
- To air grievances.

The membership is drawn from the student body, with members being elected by their peers at the beginning of term, the Student Union, the Graduate Student Association and relevant Departmental Officers.

The PhD SSC is chaired by the Postgraduate Tutor, with the Departmental Postgraduate Representative acting as Deputy Chair.
13. Student Surveys

Your feedback is important to your department, the College and Imperial College Union.

Whilst there are a variety of means to give your feedback on your Imperial experience, the following College-wide surveys give you opportunities to make your voice heard:

- **Student Experience Survey (SES)**
- **Postgraduate Research Experience Survey (PRES)**

The **Student Experience Survey (SES)** is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The **Postgraduate Research Experience Survey (PRES)** is the only national survey of research degree (PhD, EngD) students we do and so the only way for us to compare how we are doing against the national average and to make changes that will improve our research students’ experience in future.

PRES concentrates on your study experience and includes questions on:

- supervision
- resources
- research community
- research skills and professional development
- motivations
- demographic details

PRES last ran in spring term 2015 and will next run in spring term 2017.

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

The Union’s “You Said, We Did” Campaign at [https://www.imperialcollegeunion.org/you-said-we-did](https://www.imperialcollegeunion.org/you-said-we-did) shows you some of the changes made as a result of survey feedback.

If you would like to know more about any of these surveys or see the results from previous surveys, please visit: [http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/)

For further information on surveys please contact the Registry’s Surveys Team on surveys.registriesupport@imperial.ac.uk

14. Personal Development Opportunities for Research Degree Students

**Graduate Teaching Assistants (GTAs)**

PhD students have the opportunity to work as Graduate Teaching Assistants (GTAs) in the Department. Working as a GTA provides you with an opportunity to broaden your experience at Imperial, and develop further skills.
For more information about GTAs see:
https://www.imperial.ac.uk/engineering/staff/education-and-teaching-support/gta-training/
http://www.imperial.ac.uk/study/pg/graduate-school/gtas/

All those registered for the PhD degree are expected, during the course of their time in the Department, to participate in the teaching activities within the Department as related to the Undergraduate and Master’s Programmes. Normal (basic) activities falling within the remit of Graduate Teaching Assistants would be assisting with tutorials, laboratories, workshops, and design classes.

In order to understand these activities students must undertake a basic training course, run by the Faculty of Engineering with the Department, and complete an attendance form. Students are also eligible to extend their training in order to earn a certificate from the Faculty. Basic training involves one half day session. Advanced training involves the basic training plus a further three discussion sessions and a piece of written work. It may be possible for students to use this advanced training to become an Associate of the Higher Education Academy, which is the professional body for lecturers in Higher Education Institutions in the UK. Students who have not enrolled on the basic training for GTAs are not permitted to work as GTAs. The basic training is held every October, and the advanced training has subsequent dates at the end of the autumn term and into early spring term. The training is free.

Further or advanced work undertaken by GTAs, all of which requires further attendance at advanced training levels, are as follows:

Field Trips: Training given as required.

Exam Invigilation: Training sessions are run once per year, covering GTAs to invigilate at both Undergraduate and Master’s level.

**Imperial Outreach**

Imperial has a long established reputation for delivering excellent outreach activities to school and college students. Opportunities on offer range from open days for prospective students, inspirational science-based hands-on activities, summer schools, mentoring programmes in schools, exciting lectures and schools visits to raise awareness of Higher Education.

http://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/

**Outreach Postgraduate Ambassadors (OPA)**

The Outreach Postgraduate Ambassadors Scheme provides enthusiastic postgraduates with training and the opportunity to communicate their research or experiences to school-aged audiences. Talks and demonstrations can take place in schools or at events on campus including Demonstration Lectures, Taster Days and summer schools. There are no restrictions or requirements other than a willingness to inspire and delight a young and captivated audience! You can do as much or as little as you want. The emphasis is on fitting it flexibly around your work and study commitments.

Professional Skills Development Programme

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/

Professional Skills Training

The Graduate School at Imperial provides an internationally renowned and award winning Professional Development Programme for Postgraduate Research and Postgraduate Taught students.

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (RCUK, 2013), and developing generic research, personal and professional skills is an important part of your postgraduate training.

Our Professional Development Programme offers you support in your study and research, as well as the opportunity to develop skills relevant to your Doctorate and your future career whether inside or outside academia. These skills can improve your ability to undertake focused and successful research, present your work to a variety of audiences, and enhance your overall experience at College. Postgraduate alumni, academics and employers have noted the value of the programme.

The Graduate School work across College with academic and support departments, alumni, students and externals to enable and enhance joined up opportunities. This has a social benefit, fostering networking and collaboration, as our courses, events and activities provide fora for students to interact with others from different departments and divisions.

The Postgraduate Development Unit (PDU) ensures that the Programme is educationally relevant, developing new initiatives and safeguarding quality and relevance. Our Programme is underpinned by educational research focused on the postgraduate student experience.

The Programme

The Graduate School Professional Skills Development programme is one of staged learning to ensure that you acquire basic research skills at the start of your doctoral studies and continue to develop as a well rounded researcher, gaining the skills and experience to successfully complete your research degree and move on. The programme is an integral part of your research degree and you should use it to support your personal development. The courses vary in length and format, from one-hour lectures, webinars and on-line courses, to three-day interactive residential workshops.

The short programme is divided into “innovation” areas as follows:

- Writing for Success
- Perfecting Presentations
• Ensuring Integrity
• Information Landscape
• Maximising Management Skills
• Understanding Yourself and Others
• Successful Interactions
• Entrepreneurship
• Teaching

The Programme is regularly reviewed and updated and new courses added throughout the year. Courses are free but we do have a cancellation policy.

Why does the Graduate School offer 'professional skills' courses?

Research funders, including: Research Councils, Governments and Industrial sponsors require universities to invest in your professional development. This requirement stems from the 2002 Report of Sir Gareth Roberts’ Review SET for Success which discussed the changing nature of doctoral programmes and recommended skills training for doctoral students. The report found that doctoral graduates were often too narrowly focussed on their area of research and had difficulty adjusting to work (which involves a broader range of skills) whether inside or outside of academia. (On a national basis only 3.5% of domestic science doctoral graduates go on to become permanent academic research staff (Royal Society report (2011).

Following the 2002 report the RCUK Joint Skills Statement recommended that skills including “Personal Effectiveness, Communication Skills, Networking and Teamworking, Career Management” should be covered (as well as “Research Skills and Techniques, Research Environment and Research Management” available via departmental provision).

The Joint Skills Statement has now been replaced by the more elaborate Researcher Development Framework (RDF)

Writing, Presentation & Careers Helpsheets
Some online help sheets have been developed as back up to workshops provided by your Department and the Graduate School. These help sheets provide general, generic guidance and some tips for getting started. However, they do not replace the detailed and practical information given in workshops, by tutors or supervisors.

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/

Online Resources
Some online courses have been developed as back up to workshops provided by your Department and the Graduate School. These provide general and generic guidance on a growing number of topics. However, they do not replace the detailed and practical information given in workshops, by tutors or supervisors.

http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/doctoral/onlinecourses/
15. Alumni Services

Alumni Services
When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a
range of alumni benefits including an online account, alumni email service, networking events,
access to the Library and online resources, Careers support, and our Alumni Visitor Centre. Explore
your new community and find out what other alumni have done, search for a local group and join
the conversations in our LinkedIn group and on our Facebook page. Above all, please keep in touch!
We would love to hear about what you are getting up to, and would like to help and support you as
much as we can. You can always drop us an email at alumni@imperial.ac.uk.

http://www.imperial.ac.uk/alumni/

Explore the Departmental Alumni Profiles to find out what previous graduates have gone on to
achieve: http://www.imperial.ac.uk/civil-engineering/alumni/alumni-profiles/

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STAY CONNECTED

Department of Civil & Environmental Engineering

Department Alumni

CV-alumni@imperial.ac.uk

Civil Engineering News

CV-news@imperial.ac.uk

Join the Imperial College alumni

www.imperial.ac.uk/alumni

Follow us on twitter

@ImperialCiveng

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Appendix A: Monitoring Attendance

All students undertaking programmes of study are required to attend in accordance with the following, extracted from the College’s Academic and Examination Regulations. Full details may be found at: http://www3.imperial.ac.uk/registry/information/academicregulations

Academic and Examination Regulations

Extract from Regulation 9.4: A student admitted to any course of study must attend to the satisfaction of the Head of Department.

In addition to this, the College is required by a number of authorities and organisations including the Higher Education Funding Council for England (HEFCE), the United Kingdom Borders Agency (UK-BA) and Sponsors, to monitor the attendance of all students, and to regularly report those failing to attend. This is reflected in the College’s regulations and procedures to ensure the welfare and academic progress for all students.

The procedure for compliance adopted for the PhD Programme within the Department of Civil and Environmental Engineering is to base the monitoring of attendance around a number of ‘check points’, the first of which will be:

- Attendance at PhD Induction.
- Completion of Health and Safety Induction, at which a checklist must be completed, and signed by the student and a member of staff.
- Attendance at other compulsory sessions throughout the programme.
- Attendance at Graduate School Training Programmes.
- Attendance at English Language classes (if required).
- GTA work undertaken.
- Submission of documentation required according to timelines.
- Random checks and other upcoming events.

In addition to these, the following further check points will apply:

- Scheduled meetings with project supervisors.
Appendix B: Disabilities Statement

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

At Imperial College 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. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can arrange expert advice and support to enable you to do this.

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:

Departmental Disability Liaison Officer

Mrs Louise Green
l.green@imperial.ac.uk
Room 401
020 7594 6045

Mrs Green 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. She is also the person who will apply for special examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.

Special examinations arrangements:

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. They 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.

http://www3.imperial.ac.uk/disabilityadvisoryservice

**Disabled Students Allowance**

The Disabled Students' Allowance (DSA):

- Is a grant, not a loan and does not have to be paid back.
- Does not depend on a student's income or the income of their parents, guardians or carers.
- Does not affect entitlement to other benefits.
- Is available to both undergraduates and postgraduates who are UK residents and pay home fees.
- Helps disabled people to study in higher education on an equal basis with other students.

http://www.imperial.ac.uk/disability-advisory-service/support/dsa/
Appendix C: Revision and Exam Stress

Motivation and revision

Approach-avoidance

When anticipating an important but stressful event we are bound to have feelings of ambivalence – an "approach avoidance dilemma." With revision and exams, the "approach" side is driven by expectations of reward – e.g. a concrete achievement; "avoidance" is mainly due to anxiety and negativity. Instead of allowing unhelpful thoughts and feelings to fester inside you, become more aware of what exactly is holding you back and filling you with pessimism or dread.

So put your concerns about revision and exams into words. Jot them down on a piece of paper as they arise, in any order, as one would in a brainstorming exercise. Naming these inner "devils" and externalising them gives us some psychological space and vantage point from which to understand and confront them. If you find it difficult to generate enough items, keep a journal in which to record thoughts and feelings associated with studying and exams. This can help identify the fears, excuses, competing needs and habits diverting you from the work. Some of these stereotypes of procrastinators may reveal your hidden feelings or belief-system about exams or about yourself:

1. Self-indulgent
   - Denial of responsibility / or overconfident.
   - Not lazy, but has low frustration tolerance.
   - Escapist tendencies.
   - Requires stimulus to raise anxiety (e.g. approaching deadline).

2. Tense and fearful
   - Denial of potency – de-skilling self unnecessarily.
   - Self-critical, low self-esteem.
   - Overwhelmed by the importance of the exam, pressure to succeed.
   - Needs to develop anxiety-reducing and esteem-enhancing strategies.

3. Perfectionist
   - Denial of vulnerability, wanting total control.
   - Critical of the "system", passive-aggressive.
   - Sets impossible goals, so never feels "good enough" or "safe enough".
   - Obsessive, workaholic tendencies; or procrastination.
   - Needs to develop more realistic appraisals of self and demands of task.

Some students habitually get stuck in one of these patterns. However it may be more helpful to consider them as phases we can all go through.

Self-monitoring and self-talk

Self-monitoring can help you regain a more objective outlook. Devise self-talk that challenges the inherent flaws in perfectionist logic, typically dominated by "polarisation" and "emotional reasoning" distortions. Be very suspicious of internal "should," "musts" and "oughts" which make you think the way you feel. Imagine yourself as capable of making choices, rather than having to give in to obsessions. Break down the task into more manageable stages. For instance, cover essentials first, add refinements or further details later, if there is time. Give yourself permission to make mistakes - aim for "good-enough" efforts, to counter "all or nothing" tendencies. In other words, learn to be more selective in your work and less harsh on yourself generally.

Revision tips:
• Watch out for “should”, “must” and “need to” demands that you place on yourself. Imagine yourself as capable of making choices, rather than having to give in to obsessions. For example, replace “I MUST learn all the material” with “It would be nice to learn all the material” – this way, you will experience less anxiety and stress if you are not always able to meet your (unrealistically) high expectations.
• Break a large task into manageable parts! For example, cover the essentials first, add refinements or further details later -- if there is time.
• Give yourself permission to make some mistakes! Aim for “good enough” efforts to counter “all or nothing” thinking tendencies (e.g. “if don’t get an A, I’m a failure”). Practice being more selective in your work and less harsh on yourself!

Study and exam skills

Organising study

The first task in organising yourself is to sort out topics for revision, as it is usually unrealistic to cover everything. Your selection of topics needs to be based on the syllabus and examination requirements, on predictions derived from past papers, and on guidelines suggested by tutors or indicated by course work covered.

Then devise a routine of study periods which is realistic and productive, with suitable rest intervals and proper attention to diet, sleep and recreation (especially if you're a workaholic!) Break down targets into manageable units. Ticking off completed units creates a sense of forward movement. A checklist for the day's targets, provided these are achievable goals, can similarly boost morale.

Make these plans and checklists rough guides only, as time spent studying cannot be equally productive. Deal with less demanding tasks in periods of the day when you are less alert and focused. If you find yourself struggling unproductively with a problem - take a break, switch to some other work, or discuss the problem with friends and tutors (if possible).

Learning strategies

You may improve your learning effectiveness by reading about study skills. Select and adapt suggestions to suit your own learning style and circumstances. Major alterations to your approach, especially nearer the exams, are unlikely to be productive. However, the following points are worth considering:

• The more you actively interact with the subject matter, making it your own, and linking it to previous knowledge, the more meaningful and memorable it becomes.
• A useful general strategy is the PQRST – i.e. first skim through the material, particularly the contents, charts, headings, summaries and parts of the text to obtain a Preview. Formulate Questions (from titles, headings or sentences) that highlight what you aim to derive from the text, to guide your reading. Read actively by selecting material and making appropriate notes of key steps or ideas. Summarise the main points using paraphrases, lists, key words, patterns and flow diagrams, connecting them with knowledge from other sources. Test yourself by reciting and reviewing the summaries immediately after learning the material, then at later intervals. Adapt this approach accordingly when learning key examples in problem sheets involving calculations and procedures.
• Keywords, patterns and flow diagrams linking ideas are useful not only for making master summaries for revision purposes, but also for jotting down ideas and planning answers during the examination (see Buzan's "Use Your Head").
• Index-sized cue cards, easy to carry around for frequent revision (e.g. when travelling), are
useful for recording information that you find particularly hard to remember. On them can be displayed facts, figures, formulae - using colours, keywords, mnemonics and other memory aids. Sometimes displaying such information on wall charts around the room can also help.

- For more efficient study "spaced" learning is generally preferable to "massed" learning, as it has more time to sink in. Revise related topics together and take regular short breaks after two-three hour blocks at suitable "achievement" points.

- Practise answering past exam questions on a topic (even if only in skeletal form) and make up some of your own that bring together typical "angles" or expose features that have not yet appeared in past papers. It is invaluable at this stage to compare notes with other students and to obtain feedback or clarification from tutors.

- Try at least one question under exam conditions – but only after having learned the topic or previously attempted the question. The aim, as in mock exams, is primarily to help reduce stress and pacing problems later, not to undermine confidence.

**Exam skills**

- Read the exam paper carefully, underlining key words and instructions. Don't panic. Many students will feel unable to answer any of the questions at this stage, due to the surge of anxiety.

- Note how many questions you are required to answer; if any are compulsory or need to come out of specific sections - the format may have changed from previous years.

- Tick the questions you intend to answer. Make a rough timetable, allocating equal time to equally-weighted questions, allowing perhaps about 15 minutes “planning” and 10 minutes “finishing off” times, overall, for a typical 3-hour paper.

- Answer questions in the order: easiest, favourite, and difficult, to avoid getting demoralised. Attempt all the questions required, as usually the first 50% of marks for any question are easier to obtain than the next 50%.

- Analyse carefully the precise wording of questions you intend to answer – it is easy otherwise to end up answering a question that was not asked.

- Don’t rely on your memory more than you have to – jot down key ideas that emerge about any of the questions, and use them when "planning" an answer. This might show the examiner what you had in mind, if you run out of time.

- The last 5-10 minutes are, ideally, for putting finishing touches – crossing out unwanted script, ensuring that questions are clearly numbered and that all answer books display your identification number.

**Emotional preparation**

**Practical preparations** – check the time and venue of the exam and work out how to get there in good time. Make sure you have the necessary equipment ready (watch, pens, etc.)

**Emotional preparations** – mentally rehearse how you will tackle the exam as a whole, and how you will deal with anxiety, following suggestions described below. Consider what might additionally help – e.g. staying away from crowds gathering outside the exam hall, until the last moment, arranging to have a friend distract you with mundane talk or accompany you on the journey. If it helps sitting at a desk in a particular position in the hall (e.g. front or back) make arrangements with College authorities well in advance of the exam.

**Memory considerations** – the night or morning before the exam review your revision notes and cue-cards systematically, rather than attempt to learn complex new material. If appropriate, capitalise on short-term memory by glancing at your "difficult" cue cards, just before entering the exam hall, and reproducing them, when you’re allowed to start (before reading the questions - to safeguard the memory trace).
If you should get a mental block:

- Give yourself about four minutes to remember or puzzle out the answer. Failing that, move on to the next question. If in the meantime ideas for dealing with the problem question emerge, jot them down before you forget them.
- With mathematical questions, it pays to stick with the problem a bit longer, say ten minutes. Sometimes it helps to think back to first principles; or to represent the problem diagrammatically or more concretely, or even to think laterally about related issues.
- Remember to adjust your timetable accordingly, and to still attempt all the required questions.

After the exam – don’t indulge in post-mortems and comparisons with others. Review what went well in your overall approach, before and during the exam including the way you handled anxiety. Aim to improve upon that in the next exam.

Anxiety and panic

Self-management

During revision and exams, anxiety is a common student problem. Up to a point anxiety can help us engage and stay focused on the task. But when overanxious avoidance tendencies intensify, we procrastinate. In an exam, over-anxiety makes our thinking more rigid and confused, so we don’t do ourselves justice.

The way to handle this anxiety and stress is through more empowering self-management:

Cognitively – by facing your fears with more constructive self-talk.

Behaviourally – by devising and sticking to an effective study programme, in which you also take care of your recreational and physical needs.

Emotionally – by containing your fears through more insight and foresight: using appropriate self-monitoring, distraction and relaxation strategies, and in some cases medication.

These are admittedly difficult but manageable adjustments to make, particularly if taken gradually, a step at a time. If you’ve had severe anxiety in past exams do seek help and advice in good time. Your GP could prescribe beta-blockers, for instance, which take away the physical symptoms of anxiety and help you feel more “in control.” Come also to the Exam Stress Workshops held at the Health Centre twice a year.

“Stop the Wasp”

If you start panicking in the exam, finding that the harder you try the worse you feel, try taking the following steps:

STOP – the self-defeating thoughts that are buzzing around like wasps – tell yourself instead that you are going to survive this experience, no matter what happens. Go through the following "W-A-S-P" squashing procedure, which you’ll need to practise during milder forms of anxiety in the revision period (and so learn to recognize the early stages of panic, which are easier to neutralise). Familiarity with the procedure, through practice and mental rehearsal is essential emotional preparation.

WAIT – switch off and unwind for a few moments. Focus on breathing and then relax with eyes closed. This will help you return to the task afterwards with a calmer, clearer mind and more
constructive perspective.

**ABSORB** – taking in the relaxation, flood your mind with constructive self-talk (ideally from a repertoire of previously prepared and practiced phrases) then slowly open your eyes and calmly bring yourself to face the exam situation.

**SLOWLY PROCEED** – get going again with the paper, as best you can, calmly, a step at a time.

**Note:**
- When focusing on your breathing, take a long slow deep breath, and allow the air to flow out slowly and smoothly. Sit back comfortably, dangling your arms by your side, and imagine any tension flowing out through your hands and feet. Try any relaxation technique that works for you (e.g. the isometric exercise described below).
- If your breathing pattern has been rapid and shallow, you may need to avoid hyperventilating, by pausing after long exhalations, and breathing with stomach, rather than upper chest, movements. If the hyperventilating continues, breathe into cupped hands (or even a paper or plastic bag - take one along if you think you'll need it).
- It may help to reframe your attitude towards the examiner. Instead of some sadistic, persecuting figure, imagine him or her as a friend, or someone who just wants some help with the question.
- Repeat "Stop the Wasp" if necessary - you may have rushed back too soon the first time. Stay longer "waiting" and "absorbing." If the panic continues or escalates, tell the invigilator without delay.

**Relaxation and meditation**

**Relaxation strategies**

Each of the following approaches has its own value and applications. The more mental techniques are probably better at reducing general levels of stress over time, the physical ones are more effective when anxiety is acute and the mind is confused. Basically, you'll need to experiment and then practise your favourite techniques well before the exam – taking advantage of mini crises during the revision period.

**Meditation**

There are various kinds of meditation techniques around. These generally induce an altered state, which is normally relaxing and beneficial. However, anyone with a mental illness, prone to reality confusion, depersonalisation etc. should seek medical advice before trying out such techniques.

**Transcendental Meditation** has been the most thoroughly researched, especially for its relief of stress and other health benefits. TM is a subtle, effortless technique and requires no involvement with the organization, or changes in lifestyle or beliefs. However, it is expensive to learn and, as with other practices, not everyone seems to benefit. For current student rates and information pack ring 020 7402 3451.

Benson's "Relaxation Response", a more mechanical technique, also achieves good relaxation results:
- Once or preferably twice a day, sit comfortably with eyes closed, for 15–20 minutes.
- Become aware of your breathing. Breathe easily and naturally, and with every exhale mentally repeat your mantra – a sound or word like "relax", "one" or "om."
• Maintain a passive, accepting attitude — e.g. have no goals or expectations, other than comfortably following the procedure. Don’t try to resist other thoughts or strain to think your mantra clearly.
• When aware of having been distracted by other thoughts, simply switch your attention back to the mantra.

Variants
• If you want a Christian mantra, you can use the Aramaic "ma-ra-na-tha", as suggested by John Main (ring 020 7937 4679 for the Kensington Christian Meditation Centre).
• You may prefer to just follow the naturally changing rhythms of the mantra and ignore the breathing (but stick to one method).
• Or you can follow the breath without a mantra – Mindfulness of Breathing, which can be learned at local Buddhist Centres, again simply as a relaxation technique. Ring 020 7727 9382 for further information.

Imagery
• Sit comfortably with eyes closed.
• Notice bodily sensations, and let go any tension. As you breathe out, imagine tension flowing out through your hands and feet. Enjoy a sensation of warmth and heaviness or lightness, going through the body in waves of relaxation.
• Imagine the body filling up with a healing white, blue or golden light.
• Let the light radiate around you and transport you to a real or imaginary place – your ideal relaxation sanctuary.
• Vividly imagine actually being there, absorbing it with all your senses.
• Feel the sense of absolute peacefulness and calm, for some minutes. Then gradually bring yourself back to your present situation, with a lingering sense of calmness and inner radiance.
• Do this once a day in a leisurely way; and touch base with your sanctuary at odd moments, for a boost.

Muscular relaxation
For those unable to distinguish sufficiently between tension and relaxation, a useful approach is to exaggerate and feel the tension for a slow count of five, then letting go and enjoying the sense of release and relaxation for a minute or so, systematically, through different muscle groups (as described in the Relax and Enjoy It tape listed below). The following sequence can be remembered using the phrase "All New Exercises Must Take Longer": All (Arms and hands) New (neck and shoulders) Exercises (eyebrows, eyelids and forehead) Must (mouth, lips, tongue and throat) Take (trunk -chest, abdomen, hips) Longer (legs).

Tension is produced by clenching fists; bending or extending arms; pushing head against support; shrugging shoulders; raising eyebrows. Frowning; tightly closing eyes; biting teeth together; pressing tongue against mouth; pressing lips tightly; holding a deep breath; flattening in the stomach; squeezing buttocks together; stretching legs and toes.

After a little practice you should find it possible to relax without any prior tensing, simply by focusing on the same muscle sequence and allowing each to unwind and relax. This quick and easy relaxation skill can then be used whenever needed, in daily life.

Note – with tensing techniques, stay much longer relaxing than tensing.
A helpful **Isometric Exercise**, along similar lines, can be used when sitting at a desk during revision or exams:

- Pull in stomach muscles tightly, hold for a count of five, release and relax.
- Clench fists tightly, hold, relax.
- Extend fingers, hold, relax.
- Grasp below seat of chair, pull up and hold, relax.
- Press elbows tightly into side of body. Hold, relax. Push foot hard into floor, hold, relax. Relax briefly with dangling arms, or resting head in arms on desk.

**Exercise**

Some people just can't relax easily, but can feel more "in control" through activity and exercise. Vigorous exercise can burn off tension, and counterbalances the passivity of studying and relaxation. Walking through a park or doing simple yoga postures are milder but also effective alternatives.

**Sleeping Problems**

Sleeping problems sometimes emerge as exams approach. Partly this is due to late nights studying and to what we eat and drink, so it's advisable to take preventative action, where possible. Gradually establish sleeping patterns that can be maintained more or less unchanged even during exams. Avoid late afternoon naps, as they use up REM (dreaming) sleep needs – try relaxation or meditation instead. Eliminate or reduce alcohol and caffeine consumption. Mild exercise or a relaxing bath at bedtime helps. Basically, allow yourself a "winding down" period before bed, to stop yourself thinking and worrying. If still struggling to sleep after about 20 minutes, avoid reinforcing negative associations – get out of bed for about 10 minutes, do something undemanding, then try again. Sometimes sleeping in a different place, or even at the other end of the bed, can help. An audio tape some students have found helpful, "Sleep Well", is listed below.

**Mental rehearsal**

Having achieved some degree of relaxation using one of the above techniques, it is useful then to imagine oneself "doing" the dreaded thing, in this case the exam, visualising oneself emotionally "coping". With eyes closed, run through the whole exam situation, watching it unravel as if on a screen, noting things to look out for (e.g. time budgeting, if you know that's a problem); mentally step into the screen, with a sense of calm and composure; take in the scene with different sensory organs, all the while imagining coping with the exam and with surges of anxiety (e.g. using self-talk or "stop the wasp" etc.). This can be a fairly brief mental exercise.

Mentally rehearsing the exam scenario clarifies the task in terms of steps, desensitises fear through imaginary exposure and helps one face the real event with a greater sense of internal resources. It is useful therefore to learn to employ mental rehearsal routinely as part of a relaxation exercise. It can also be used to visualise oneself coping differently, more positively, in other problematic situations e.g. to counter negativity during revision.

**Resources**

**Audio Aids**

The audio aids mentioned above, Relax and Enjoy It and Sleep Well, produced by clinical psychologist Dr R. Sharpe, are obtainable from: [www.aleph1.co.uk](http://www.aleph1.co.uk) at £10.00.
Books

Other useful resources (available from certain bookstores and Amazon online) include:

- *The Sciences Good Study Guide*: Northedge, J. Thomas, and A. Peasgood
- *The Arts Good Study Guide*: E. Chambers, and A. Northedge
- *Use Your Head*: Tony Buzan
- *The Mind Map Book*: Tony and Barry Burzan
- *The Complete Book of Relaxation Techniques*: Jenny Sutcliffe

Workshops

Exam performance workshops are available for Imperial College students, and take place at Imperial College Health Centre during term time. Please see the Health Centre website for further details: [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk) or telephone the Health Centre on 020 7584 6301.

Acknowledgements

Dr Robert Sharpe’s audio tapes *Pass That Exam* and *Study Effectively*, and his book *Self-Help for your Anxiety* (Souvenir Press 1991) provide many of the points and ideas found in relevant sections above. Clayton E. Tucker-Ladd’s online book *Psychological Self Help*, particularly the chapter on procrastination, is a source of ideas for the section on Motivation and Revision.
Student

Health & Safety Handbook

Department of Civil & Environmental Engineering
Emergency procedures:
- **MEDICAL, FIRE or SECURITY EMERGENCIES** - DIAL 4444 or 020 7589 1000
- **FIRST AID** – Contact the nearest First Aider (see separate sheet)
- **BUILDING EVACUATION** – Know your evacuation route, use the nearest staircase (east, west or central stairs). DO NOT USE THE LIFTS. Leave the building quickly and safely. Do not return to collect personal belongings.
- **ACCIDENTS + DANGEROUS OCCURRENCES** – All accidents and near misses, however minor, MUST BE REPORTED using the online system “SALUS”

### Department Emergency Control Team:

<table>
<thead>
<tr>
<th>Role</th>
<th>Room</th>
<th>Name</th>
<th>Tel.</th>
</tr>
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<tbody>
<tr>
<td>Head of Department</td>
<td>442</td>
<td>Prof N. Buenfeld</td>
<td>45955</td>
</tr>
<tr>
<td>Department Safety Officer</td>
<td>413</td>
<td>Dr G. D. Fowler</td>
<td>45973</td>
</tr>
<tr>
<td>Technical Services Manager</td>
<td>308A</td>
<td>Mr A. C. Hargreaves</td>
<td>45993</td>
</tr>
<tr>
<td>Department Operations Manager</td>
<td>440A</td>
<td>Mrs L. A. Cumming</td>
<td>42715</td>
</tr>
<tr>
<td>Assistant to the Technical Services Manager</td>
<td>437</td>
<td>Mr S. Hullock</td>
<td>45869</td>
</tr>
</tbody>
</table>

### Departmental Health and Safety Committee:

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<tr>
<th>Role</th>
<th>Room</th>
<th>Name</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman of Department Safety Committee</td>
<td>308A</td>
<td>Mr A. C. Hargreaves</td>
<td>45993</td>
</tr>
<tr>
<td>DSE, COSHH, Radiation, Fieldwork &amp; Biological Safety Advisor</td>
<td>413</td>
<td>Dr G. D. Fowler</td>
<td>45973</td>
</tr>
<tr>
<td>Laser Safety</td>
<td></td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Committee Secretary</td>
<td>437</td>
<td>Mr S. Hullock</td>
<td>45869</td>
</tr>
<tr>
<td>First Aid Coordinator</td>
<td>507</td>
<td>Mrs C. A. Edwards</td>
<td>45970</td>
</tr>
<tr>
<td>EWRE Section Academic Safety Representative</td>
<td>303</td>
<td>Prof C. R. Cheeseman</td>
<td>45971</td>
</tr>
<tr>
<td>Fluid Mechanics Section Academic Safety Representative</td>
<td></td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Soil Mechanics Section Academic Safety Representative</td>
<td>531</td>
<td>Dr J. R. Standing</td>
<td>46072</td>
</tr>
<tr>
<td>Structures Section Academic Safety Representative</td>
<td>228B</td>
<td>Dr H. S. Wong</td>
<td>45956</td>
</tr>
<tr>
<td>Transport Section Academic Safety Representative</td>
<td>337</td>
<td>Dr P. Angeloudis</td>
<td>45986</td>
</tr>
<tr>
<td>UG Student representative</td>
<td></td>
<td>UG DEPT REP</td>
<td></td>
</tr>
<tr>
<td>PG Student representative</td>
<td></td>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Skempton Building Manager (Office in City &amp; Guilds Building)</td>
<td>567C</td>
<td>Mr G. Fairhurst</td>
<td>49639</td>
</tr>
<tr>
<td>Faculty of Engineering Safety Manager (Office in Faculty Building L2)</td>
<td></td>
<td>Mr S Greenwood</td>
<td>40821</td>
</tr>
</tbody>
</table>

### Imperial College Safety Department (level 4 Sherfield Building):

<table>
<thead>
<tr>
<th>Role</th>
<th></th>
<th>Name</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Safety Department</td>
<td></td>
<td>Dr S. Johal</td>
<td>49420</td>
</tr>
<tr>
<td>Deputy Director of Safety Department</td>
<td></td>
<td>Dr A. M de Paiva</td>
<td>49421</td>
</tr>
<tr>
<td>Safety Department Administrator</td>
<td></td>
<td>Mrs S. Kerai</td>
<td>49423</td>
</tr>
</tbody>
</table>
**First Aid**

In the event of an accident or medical emergency contact the NEAREST first aider without delay!

Your Nearest First Aiders are:

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>David de Ruyter*</td>
<td>010b</td>
<td>45925</td>
</tr>
<tr>
<td>Fionnuala Ni Dhonnabhain*</td>
<td>118</td>
<td>45929</td>
</tr>
<tr>
<td>Paul Jobson* (Mech Eng workshop)</td>
<td>150</td>
<td>47015</td>
</tr>
<tr>
<td>Stefan Algar*</td>
<td>236</td>
<td>45169</td>
</tr>
<tr>
<td>Gordon Herbert*</td>
<td>236</td>
<td>45948</td>
</tr>
<tr>
<td>Ben Collinson*</td>
<td>332</td>
<td>49896</td>
</tr>
<tr>
<td>Rebecca Naessens*</td>
<td>328</td>
<td>45990</td>
</tr>
<tr>
<td>Tina Mikellides*</td>
<td>401</td>
<td>45965</td>
</tr>
<tr>
<td>Dr Tom Shire*</td>
<td>417</td>
<td>46004</td>
</tr>
<tr>
<td>Carol Edwards*</td>
<td>507</td>
<td>45970</td>
</tr>
<tr>
<td>Dr Richard Ghail</td>
<td>534</td>
<td>46001</td>
</tr>
</tbody>
</table>

* Denotes Defibrillator trained

Alexandra Williams - Mental Health First Aider 45995/46153

If you cannot get hold of a local first aider, contact Security: 4444
Out of normal working hours contact Security: 020 7589 1000
### IMPORTANT SAFETY INDUCTION INFORMATION

<table>
<thead>
<tr>
<th>Evacuation procedure:</th>
<th>Evacuate the building on sound of the claxon sounder and evacuation voice and go to the assembly point on the steps of the Queen’s Tower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus emergency number</td>
<td>4444 (from an internal telephone) 020 7589 1000 (from all other telephones).</td>
</tr>
<tr>
<td>Frequency of fire drills</td>
<td>Annual (usually during the first 4 weeks of the autumn term)</td>
</tr>
<tr>
<td>Frequency of alarm testing</td>
<td>Weekly at around 8am on Tuesday mornings</td>
</tr>
<tr>
<td>Locations of:</td>
<td></td>
</tr>
<tr>
<td>Fire alarm call points</td>
<td>Five per floor located between each set of fire doors</td>
</tr>
<tr>
<td>Emergency exits</td>
<td>See map in this book</td>
</tr>
<tr>
<td>Evacuation routes</td>
<td>Follow the green arrows located on the back of all office and lecture theatre doors and in the corridors</td>
</tr>
<tr>
<td>Assembly point</td>
<td>On the steps of the Queen’s Tower</td>
</tr>
<tr>
<td>Fire extinguishers etc</td>
<td>Located throughout the building, at least three sets per floor, normally adjacent the emergency exits, plus in all laboratories (look for the Red location signs)</td>
</tr>
<tr>
<td>Safety Notice Board</td>
<td>Located on Level 4 on the wall outside the room 415</td>
</tr>
<tr>
<td>Departmental Safety staff</td>
<td>See the list enclosed in this book and in the lifts</td>
</tr>
<tr>
<td>First Aid Arrangements</td>
<td>See the list enclosed in this book and in the lifts</td>
</tr>
<tr>
<td>Accident reporting</td>
<td>Use SALUS – the online reporting system. This can be accessed from the Safety department web pages on the College intranet: <a href="http://www3.imperial.ac.uk/safety">http://www3.imperial.ac.uk/safety</a></td>
</tr>
<tr>
<td>Safety Department</td>
<td>Provides advice on Safety issues. Located in Sherfield Building, L4.</td>
</tr>
<tr>
<td>Occupational Health</td>
<td>Provides advice and support (including vaccinations and health screening) for all College personnel involved in College work. Located in Sherfield Building, L4.</td>
</tr>
<tr>
<td>Security</td>
<td>Provides a 24 hour, college-wide service relating to building security, first aid and emergency support.</td>
</tr>
<tr>
<td>Web site information</td>
<td>The College intranet contains all the detailed information required to help staff &amp; students understand College policies &amp; procedures.</td>
</tr>
<tr>
<td>Key Web site addresses</td>
<td>Imperial Home Page: <a href="http://www3.imperial.ac.uk/">http://www3.imperial.ac.uk/</a> Use the bookmarks along the top to locate the required Departments and services. For support services (non-academic issues) use the A-Z index under “Admin and Service” to locate the required area.</td>
</tr>
<tr>
<td><strong>Building Access Hours</strong></td>
<td>7am-Midnight every day except Christmas Day and Boxing Day.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Normal Working Hours</strong></td>
<td>8am-6pm weekdays.</td>
</tr>
<tr>
<td><strong>Departmental Hazards</strong></td>
<td>All department labs are considered to be high hazard areas. Do not enter any laboratories until you have been inducted for the lab and completed a risk assessment for the planned work. The department has a “No Lone Working” policy for laboratories, which applies outside normal hours.</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td>All UG MEng students <strong>must</strong> own steel toed and soled safety boots suitable for site work. Other PPE for MEng students is issued in week 1 for use throughout the course. For all other MSc courses, the leaders will advise you regarding the required PPE for each trip.</td>
</tr>
<tr>
<td><strong>Dept. Safety Committee</strong></td>
<td>Meets three times per year to consider all matters relating to Departmental Health and Safety. All Research and Teaching activities are discussed. Student issues are represented by the “Dep Rep”.</td>
</tr>
<tr>
<td><strong>General Advice on Safety</strong></td>
<td>If you have any safety related questions, please contact the DSO: Dr G D Fowler, room 413, ext 45973, email: <a href="mailto:g.fowler@imperial.ac.uk">g.fowler@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>
INTRODUCTION

The Health and Safety of all students whilst studying at Imperial College, is a primary concern to the Staff and College. There are several major pieces of legislation that dictate the implementation of Health and Safety Policy and Practise. We must ensure that you are not put at risk during your time at Imperial College. However, there is also a responsibility upon yourself to follow, to the best of your abilities, all instructions and guidance provided. This booklet has been written to provide an outline of Health and Safety arrangements within the Department and to provide you with guidance to your own responsibilities.

GENERAL INFORMATION

Health and Safety within the Department is organised and managed by the Departmental Safety Officer, Dr G. Fowler (room 413, ext. 45973). He is always available to provide advice and guidance on all aspects of Health and Safety. All major Health and Safety decisions are made by the Department Safety Committee, which meets every term. The committee comprises representatives from all the Sections in the Department, Student representatives, plus staff with specialist advisory roles for particular activities that may present a risk. The Orange Health and Safety and Green First Aid/Lifesaver notices provide Health and Safety guidance and list the members of staff with specific safety related duties and responsibilities. Copies of these notices are included inside this book and further copies are spread throughout the Department. These signs are updated regularly. You must yourself familiar with their content.

The College has a significant amount of safety-related information available via its web site: http://www3.imperial.ac.uk/safety.

DEPARTMENT SAFETY SHAREPOINT SITE

The Department operates an electronic safety registration and risk assessment system. It is based around an online resource for H+S using the Microsoft SharePoint platform. This system provides a single resource for safety management, from initial safety registration, laboratory registration through risk assessment creation and final approval. Appendix 1 in this booklet provides a summary of the how you can access the system and complete a risk assessment. As taught students, you will only need to use this system for the research project element of your course. Appropriate training in using this system will be provided when required.
DEPARTMENT SECURITY

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. Belt clips or neck lanyards are available from the department General Office.

**DO NOT** allow strangers to enter the building out of hours (deliberately or via tailgating)

**NEVER** lend your ID card to anybody, if they cause damage or present a risk to security or safety, **YOU** will be liable.

DEPARTMENTAL WORKING HOURS

The nature of the College is such that it appears to operate 24 hours per day - research never stops! Nevertheless, there are times of the day which the College considers are “outside normal hours” or access is limited and so special safety procedures including specific risk assessments and or lone working approval may be needed for your work to continue. In addition, there are times of the day when the College is “closed”. The Department open and closed hours are as follows:

- **Normal opening hours:** 8am – 6pm Monday to Friday
- **Swipe card access only:** 7am – 8am & 7pm – 12pm, Weekdays
- **College “Closed” (swipe inactive):** 12pm to 7am every day and during selected days during College Closure at Christmas and Easter

SAFE BEHAVIOUR IN THE DEPARTMENT

This is a large and busy building where many varied and potentially dangerous processes occur. You should always be careful when in the building, to ensure that you do not put yourself or others in way of harm. For example, be aware of people around you when walking down corridors, so that you do not obstruct them or inadvertently release a door into their path. All doors on the corridors are fire doors and have automatic closer devices fitted which cause the door to swing back, almost instantaneously, to the closed position. Please note that some of these doors (mainly on Level 5) have a delayed close and should not be forced to close – this will damage the closer device. Fire doors must never be propped open with a wedge or other heavy object.

Also, please note:

- Do not run in the corridors.
- The wearing and use of roller blades, inline skates and the use of scooters in the building is forbidden. They are a hazard to other people and damage the floors.
• You must not enter any of the laboratories or workshops without prior permission.
• Bicycles are **not allowed** in the building – this is a College-wide policy. Bicycles must be stored in the racks provided on Campus.

**WASTE DISPOSAL**

There are very strict laws governing waste disposal. The College is proactive with regard to waste management and recycling, there are numerous recycling points around the building. Certain wastes generated in the department are separated for recycling/safety reasons. The following is a brief guide to the recycling and waste disposal mechanisms operating throughout the campus and applied within the department.

The College is striving to recycle as much of the waste it generates. One way to achieve this is by segregating waste at source. To achieve this the College has a number of different waste bins in use, which are colour-coded, each one designated for different wastes:

- **Waste domestic glass (not broken glass):** Use the red-topped bins
- **Paper and card (no paper cups or food wrappers):** Use the blue-topped bins
- **Cans and plastic bottles:** Use the green-topped bins
- **Non-recyclable waste:** Use the black-topped bins
Special arrangements exist for non-domestic, electronic and laboratory wastes:

**Batteries**
A dedicated bin for batteries is located on level 2 (BOSS area) in the area near the photocopiers.

**Chemical wastes**
Any waste arising from laboratory activity which is contaminated or classified as hazardous (laboratory staff will advise you if you are unsure) must be disposed of in a controlled manner. Each Laboratory has special containers for segregating these wastes, including solvents, flammable waste, oils, corrosive materials, powders, etc. Please follow the guidance in each laboratory appropriate for the waste requiring disposal.

**Clinical waste:**
Of main concern are syringe needles and any bodily fluids. If you find anything which may fall into this category around the department, please contact the Department Safety Officer immediately.

**Electrical equipment:**
Waste electrical equipment must not be disposed of via the non-recyclable waste route. Please contact the DSO for details of the procedures which exist for disposing of these materials.

**Laboratory waste**
Every laboratory has rules regarding the disposal of laboratory waste. You will be advised by laboratory staff what is expected in each laboratory.
Laboratory Glass: The College operates special disposal systems for laboratory glassware which is contaminated or made from Pyrex – it **MUST NOT** be put into the red recycling bins in communal areas.

Toner cartridges There is a bin on L2 (BOSS area) and L4 outside room 403, dedicated to printer and toner cartridges.

If you have any doubts regarding the best way to dispose of a laboratory waste, ask the Laboratory staff, your Supervisor or the Department Safety Officer. Your risk assessment should specify all waste disposal procedures required for your work.

FIRE EQUIPMENT AND ESCAPE ROUTES

The Department has several means of escape in an emergency. The plan below shows the building in relation to the rest of Imperial College.

**Emergency exit locations and Assembly point for Skempton Building**

The Department's assembly point is around the base of the Queen's Tower

= Emergency exit
The emergency evacuation assembly point is the stepped area around the base of the Queens Tower

All the corridors in the building must be kept clear. Do not put chairs or tables into corridors, as they reduce the width and cause an obstruction. Similarly, because all the doors in the Department corridors are fire doors, they must NEVER be propped open with wedges, fire extinguishers or by any other means. You MUST know which way is the quickest emergency escape route from your location in the building. All the emergency escape routes are indicated with an “arrow and running directional figure” green sign. The evacuation alarm is a Claxon sounder with voice instructions. If this activates you must stop what you are doing and leave the building IMMEDIATELY by the nearest emergency escape route in an orderly manner, making sure that you close any doors behind you.

There are evacuation notices in every room in the building (please see the following page for an example) indicating with a green arrow the preferred exit route from that part of the building. Please follow these arrows as they will ensure that you can evacuate from the building with the minimum of delay. Please try to avoid using the main staircase during an emergency evacuation. The congestion on the Main Staircase can be significant and your evacuation will be much delayed.

There will be a fire drill during the first term, to familiarise you with emergency procedures.

IF THE FIRE EVACUATION ALERT SOUNDS, DO NOT:

- Wait or return to collect any belongings
- Leave the assembly point until instructed to do so
- Return to the building until the all-clear is given

ACCIDENTS AND DANGEROUS OCCURRENCES

The College has a policy that ALL accidents or dangerous occurrences, however small, MUST be reported. This is because there is a very strict law with regard to reporting accidents to the authorities. There is an online system “SALUS” available for reporting all accidents or dangerous occurrences. A dangerous occurrence is an incident that does not result in personal injury. SALUS is accessible from the Safety department web page via a quick link: http://www3.imperial.ac.uk/safety
Emergency Procedures

For all Emergencies dial 4444

Direction of the nearest escape route

The assembly point is adjacent the base of the Queens Tower

For further details see the Department Safety notices

This notice must NOT be removed from this room
Typical accidents in the Department tend to occur due to “slips, trips, falls” and poor lifting practise. Many of the corridors in the Department are linoleum or terrazzo. When wet, the floors are slippery. If you see a wet floor, or cause a floor to become wet, for example by spilling coffee or tea, please do not walk away, clear it up with paper towels (these are available from the General Office).

**FIRST AID & LIFESAVERS**

The College has a very well organised First Aid system. There are several qualified First Aiders working within the building. The offices of these staff are identified by the Universal first aid sign (a Green & White cross). If you feel unwell or need First Aid assistance please contact any of the staff identified on the list in the front of this book for assistance. In addition, most of the College Security staff are trained in First Aid and can be contacted by calling the College emergency number 4444 or 020 7589 1000. There are supplies of sticking-plasters and bandages available to treat minor injuries (cuts, scrapes and bumps). Any injuries which cannot be readily treated by a First-Aider must be looked at by the Health Centre, who may decide that hospital treatment is necessary.

**ELECTRICAL EQUIPMENT**

The Department has a very strict policy regarding mains-powered portable and desk-based electrical equipment brought onto the premises. This is detailed below. The key aspect of this policy requires that any electrical equipment in the building must be either new or safety tested prior to use. The periodic testing of electrical equipment in the Department is undertaken by external contractors. Thus, unless your electrical equipment meets any of the conditions below, you are NOT PERMITTED to plug it into the department electrical 240V sockets. All equipment which has been tested and passed the electrical safety test will have
attached a sticker indicating that it may be used in the department (see image). Any equipment not displaying this sticker or meeting the criteria below, will be confiscated.

**New equipment brought into the Department**

New equipment brought into the Department may be used for the first year without the need for a Portable Appliance Test (PAT). The user is asked to perform a simple visual check on all equipment prior to use. Records of the equipment purchase, usually through the College finance system or a receipt from the supplier, must be kept to be able to prove the date of purchase. It must also be marked with a European CE mark or an otherwise equivalent international directive.

**Personal electrical equipment brought into the Department**

Personal electrical equipment brought into the Department will be PAT tested as Departmental equipment. To ensure that personal electrical equipment is tested within an acceptable timeframe (limit of one year of safe usage), only new personal equipment may be brought into the Department. Proof of date of purchase will be required. **Under no circumstances may old equipment be brought into the Department.** If old equipment is found then it will be confiscated and may be destroyed. The exception to the above is personal mains chargers for devices such as laptops, tablets and phones, etc. for which there is no age restriction.

**Unauthorised electrical equipment**

The list below gives some examples of unauthorised electrical equipment which must not be brought into the Department:

- Electric fires and heaters of any form
- Any form of equipment used for cooking or warming food (kettles, toasters etc)
- International equipment which is not compatible with the UK mains voltage (220-240V)
- International equipment which is not marked with either the European CE mark or an equivalent international standard.

**Electrical equipment belonging to visitors**

Electrical equipment belonging to visitors and brought into the Department will be subjected to the normal Departmental rules.

**Electrical equipment belonging to third parties**

Electrical equipment belonging to third parties, such as contractors working within the Department, are the responsibility of the third party who will be required to demonstrate
that their policies and procedure are at least in accordance with and of a standard compatible to those of the Department.

**Design, construction, checking and testing of electrical equipment**

Those involved in the design and construction of electrical equipment will be required to ensure that such equipment is suitably tested to ensure that it performs within the general conditions of the Department’s “Electrical Equipment – Policy and Code of Practice”.

**Repair, installation or modification of electrical equipment**

Unless otherwise directed, staff and students in the Department are not allowed to undertake any repair, installation or modification to electrical equipment.

**Disposal of electrical and electronic equipment**

Consult the Facilities Management web pages to arrange for the collection and disposal of unwanted College Equipment (there may be a charge for this service).

[http://www3.imperial.ac.uk/estatesfacilities/reportrequest/onlineforms/waste/weee](http://www3.imperial.ac.uk/estatesfacilities/reportrequest/onlineforms/waste/weee)

**LABORATORY COURSES**

There may be several occasions when you will undertake laboratory work as part of your course. The Department is very unusual within the College in that it operates all major classes of laboratories with many diverse activities, which include the traditional mechanical and engineering testing through to specialised chemical and biological work. Each laboratory has their own specific safety procedures which will be explained in detail before any work commences, you MUST abide by the following general rules for any laboratory behaviour/work.
Work in any laboratory must only be conducted during office hours (9am-6pm), with at least one other person in sight at all times. Lone laboratory working is NEVER PERMITTED. Additionally, the other person in the laboratory must know the College emergency procedures and be familiar with the working environment so that if they need to isolate a service or make safe an experiment in an emergency, they know what to do.

RISK ASSESSMENTS

Risk assessment is the cornerstone of Health and Safety management. No activity should be started before a risk assessment has been completed. To be able to perform a risk assessment you need to know what you are going to do and have an understanding of the steps and processes required in the task being assessed. If all the information is at hand, the assessment should be a straightforward task. If the risks are considered to be too high, this does not mean that the activity cannot be completed but it may mean that a different approach or better control measures are required to reduce the potential risks.

For most laboratory classes, the assessment will have been undertaken by the course or laboratory organiser. They will explain the assessment to you and indicate the main risks from the work to be conducted and advise you how to avoid these risks. However, some laboratory or fieldwork classes will require you to complete your own assessment (particularly for project work). The Department has standard online forms for this purpose, accessed via the SharePoint site mentioned earlier. Guidance on the completion of these forms will be provided in special introductory sessions prior to you undertaking the projects requiring assessments.
When completing risk assessments, if you need further information or require advice, you must ask the staff supporting your work (Academic or Technical). If they cannot provide the necessary answer or information, please do not hesitate to ask the DSO.

FIELD COURSES

During the time of your studies within the Department of Civil and Environmental Engineering, there are several major courses of varying duration that require you leave the Department and College premises. Whilst away from these premises, your Health and Safety is still our responsibility. We take this responsibility very seriously. The College is covered for most events by its insurance, but there is an important onus (and a legal responsibility) upon you to abide by College Health and Safety rules. Every field course has its own specific set of instructions which detail the risks and methods for minimising these. Copies of these instructions will be given to you prior to your undertaking of the course. The following information is meant as a general benchmark for you to use and apply at all times when away for course purposes.

When we organise any field course, the course co-ordinator carefully considers all the potential risks that may occur and are attributable to the particular situation. For example a visit to a quarry has particular dangers which are different to a visit to a bridge or road, but there are several common risks which can be controlled and minimised if not entirely eliminated by applying several basic rules.

1. Whilst on any field course, the most important rule is that you MUST follow the instructions of the course leader. Pay particular attention to guidance on safe practices whilst on that trip.
2. Do not try to take too much luggage with you, heavy bags can be difficult to carry and cause back strain, as well as being a potential danger if they fall from luggage racks in buses.
3. Ensure that you are suitably dressed for the trip or course i.e.: a hard hat, warm and waterproof clothing and stout shoes would be a minimum requirement for a winter visit to a site – forget fashion!
4. Take particular care when crossing roads checking in both directions for traffic before crossing. When walking alongside roads not designed for pedestrians try to stay at least 1m from the traffic at all times.
5. Make sure that you inform the course leader of any medication which you use or any ailment which you suffer from that may be a problem during the course. For example if you are a diabetic or have food allergies, it is vital that the course leader of a residential trip is aware of this in advance for dietary purposes or in case you require medical assistance on the course. Ensure that you are carrying sufficient medication for the duration of your course. A less obvious condition, but equally dangerous would be if you suffer from vertigo and visits to a bridge or tall building may be a problem or conversely, claustrophobia would be an issue for a visit to sewers.
6. Be aware of problems like dehydration and sunburn which may occur on summer field trips.
7 Any accident or dangerous occurrence, however minor, must be reported immediately to the course leader.

8 The evenings of residential courses may seem like an ideal opportunity to relax and have fun, but alcohol abuse can be dangerous and antisocial behaviour resulting from this will NOT BE tolerated.

9 You are representing Imperial College whilst on the course. Any public nuisance or criminal prosecution resulting from disreputable behaviour whilst on the course will be your liability and not the College’s. For example, some sites are classified as SSI’s (Special Scientific Interest), damaging them by even walking across them can result in prosecution.

10 Visits to sewers, building sites or other outdoor environments may expose you to pathogens such as Tetanus or Leptospirosis (Weils Disease). It is recommended that your tetanus jab is kept up to date. It is usually valid for 10 years.

The course leader or coordinator must provide you with course details and risk assessments before commencing the field work activity. If you do not receive this information, ask the coordinator for it. MEng Students must take the supplied PPE on all the field courses. Failure to do this will result in you being refused participation in the course which may mean you fail that element and hence the year.

Visits Abroad

Trips outside the UK are a feature of some of the courses. However, depending on the reason for your trip abroad, the College’s insurance may not cover all eventualities (i.e. terrorism and war zones). There may be particular risks which must be considered alongside the normal risks discussed above.

The most obvious hazards are from disease, both insect and water-borne, which will generally be regional specific i.e. tropical climates – Malaria, so advice on the require vaccinations will be needed. The availability of clean drinking water cannot be overlooked.

There may also be hazards due to wildlife, for example, predators such as large cats, venomous creatures (snakes, spiders, fish etc), Sharks, Polar Bears and so forth.

Despite the growth of global communications, some parts of the world do not have very comprehensive satellite or mobile phone coverage, so communications with other part of the country or globe may be limited. In addition, battery life on mobile telephones must be carefully managed as you cannot guarantee to be able to find a suitable electrical supply to boost your telephone’s charge.

A further factor to consider is the political stability of the country you will be visiting. The risk of kidnap is a real threat in some countries. It is advisable to register with your national Embassy when you arrive in a foreign country, so that they know you are there. There are some countries around the world where organised society has broken down or is badly eroded due to Civil war or natural disasters. There must be very compelling reasons to travel to countries with these particular problems and comprehensive risk assessments will be
required. In addition, approval for trip to countries which fall into this category will need to be approved by the Head of Department. Your supervisor or course leader should make all the necessary arrangements to cover your trip. This includes activating the College insurance, which is a comprehensive policy. Nevertheless, it is very important to recognise that no travel insurance is truly and fully comprehensive. There are limits to what an insurance company can do to recover you from danger or protect you from harm. [International Rescue (“Thunderbirds”) do not exist!!].

There are several sources of information relevant to trips abroad:

The UK Foreign & Commonwealth Office web pages contain all the information to help make your trips as safe and enjoyable as possible: http://www.fco.gov.uk/. Follow the links for “travel advice”.

The USA Government’s CIA “World Fact Book” also contains a large amount of details on every country recognised by the USA Government: http://www.cia.gov/cia/publications/factbook/

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment, (PPE) is an essential part of Civil Engineering site safety. In recognition of this PPE is an essential requirement for the field courses run by the department.

Hard Hat

The Department will provide Hard Hats for all undergraduate students in the Department. The Hats will be needed for most field courses and should be looked after. Please be aware that British Standard Hard Hats must be thrown away after 4 years, as their safety performance cannot be guaranteed after this time. MSc students will be issued with hard hats during field courses and other times as required, but these must be returned to the Department.

Safety Glasses

Safety Glasses are required for all laboratory courses and most field courses. If you do not have a pair of safety glasses, you will be unable undertake the course. These are issued as part of the safety pack to the undergraduate students. MSc students will be issued with safety glasses as required for laboratory and field courses.

Gloves

Increasing concerns over dermatitis (from cement) and cuts and grazes from construction site activity has seen the compulsory wearing of gloves on all construction sites. We will provide all undergraduate students (as part of their safety pack with a pair of cotton site gloves
suitable for site use which you will need for all your site visits. Disposable gloves of a suitable type will be provided for laboratory-based courses.

**High-Vis Vests**

Site visibility is a key part of safety management, hence all site visits require the wearing of high-vis vests or jackets.

**Safety Boots**

*All undergraduates and some MSc students (Check your course information) must own a pair of Safety boots with steel toe caps.* Not only are safety boots essential for any visits to construction sites, but some laboratories within the Department require that they be worn at all times and they are needed for the Surveying, Geology and Constructionarium field trips during the 1st and 2nd years of the MEng degree respectively.

The Department will be arranging for a specialist supplier to attend the Skempton Building during the first week of term to sell these boots (Check your course information for more details). The wearing of safety boots is compulsory during certain courses and failure to abide by this rule will result in you being barred from the course and possibly failing that module (and hence the year). Additionally, safety boots can be readily purchased from many high-street suppliers, but these must meet a minimum requirement of offering steel top caps, mid-sole protection against penetration by sharp objects and ankle support.

*All first year undergraduate (MEng) students* will be issued with a safety pack prior to the commencement of fieldtrips. This equipment must kept safe and looked after because the items will be needed throughout the four year MEng degree. If you lose any items you will be charged for replacements. If you do not bring them to your course when required, you will not be permitted to undertake the module and may fail the course as a result.

The safety pack will comprise the following items: Hard Hat Safety Glasses Site Gloves High-Vis Vest.

**MEng students must buy their own safety boots.**

MSc students will be issued with safety equipment as the class need arises, but this must be returned to the Department at the end of the class.

**WEB RESOURCES FOR HEALTH AND SAFETY AT THE COLLEGE**

The College Intranet, which is accessible for all College networked PC’s, has comprehensive health and safety information covering most aspects of the activities undertaken by the College. This information can be readily accessed from either the Safety Department or the
Occupational Health web pages, which can be reached under the “A-Z” tab (admin and Services) on the right-hand side of the College main menu bar of the Home Page.

Some of this information is protected and you will need your College username and system password to view all the information contained within. You can access SALUS for reporting accidents and dangerous occurrences (as described above) from this site, plus view the College policy on health and safety and guidance on many aspects of safety.

**COMPUTER USE**

The Department is particularly well equipped with open access computing laboratories on levels 2 and 3 that are used for teaching as well as research purposes. However, it is becoming increasingly common for people who use computers or “display screen equipment” (DSE) for long hours to start to suffer from eye and skeletal/musculature problems, particularly if you use a laptop rather than a “fixed” desk computer. This may result in eye strain, back, neck and shoulder pain, problems with wrist and arm joints. The College has produced detailed guidance on ways of minimising/eliminating potential problems from DSE use. A copy of this information sheet is appended to this booklet. Please read and apply this information, it may save you much discomfort later in life.

If you undertake a project which involves long hours of computer use then you should follow the guidance below and undertake a DSE assessment of the workstation you are using. The “Computer Health & Safety Checklist” (DSE assessment) form is available to download from the following link:

[http://www3.imperial.ac.uk/OCCHEALTH/formsandchecklists](http://www3.imperial.ac.uk/OCCHEALTH/formsandchecklists)

**Computer Use – Healthy Working**

All members of the college community use computers to a greater or lesser extent. You should undertake a simple DSE assessment of the workstation you are using.

It is becoming increasingly common for people who use computers or “display screen equipment” (DSE) for long hours to start to suffer from eye and skeletal/musculature problems, particularly if you use a laptop rather than a “fixed” desk computer. This may result in eye strain, back, neck and shoulder pain, problems with wrist and arm joints. This is called “Cumulative Trauma Disorder”. The set-up of your computer workstation is very important. A poor set-up may cause the above health issues. If you start to suffer from any of the above symptoms from using computers, you must contact the departmental Display Screen Assessor (Dr Fowler) for any questions or concerns you have with regard to healthy computer usage.

The following guidance will help you in minimising the likelihood of the symptoms developing indicative of Cumulative Trauma Disorder.
Staying Healthy With Your Computer

Avoiding Cumulative Trauma Disorder

Computers can damage your health. Every year we see several cases of Cumulative Trauma Disorder (CTD) formerly called RSI or Repetition Strain Injury in staff & students and the problem is becoming more common. Avoid it happening to you by taking care to organise your work-station and organise your time spent using a computer both at work and at home.

Follow these simple rules & find that your computer can work for you without causing harm.

Take Breaks - The Key Issues

1. Intersperse with other work (take note laptop users!): phone calls, writing/reading work, filing, proof reading, photocopying, talking with colleagues. Even coffee breaks!
2. Five minute break every hour & don’t spend a whole day on computer-based activities (applies equally to work at home). Web Surfing, updating Facebook, Blogging or Online gaming do not count as a break!

Keep Your Desk Tidy

Avoid cluttering it up with books, papers etc. Make sure you have enough clear space to operate your mouse easily & to access your keyboard. Keep most frequently used items close to hand to avoid stretching.

Adjust Your Computing Equipment to Suit You

1. Set your screen to a comfortable height, usually with the top just below eye level, so you do not have to stretch your neck. Avoiding any twist in your spine, sit face-on to your screen.
2. Ensure sufficient room to rest your hands in front of keyboard when not keying. Interchange position of keyboard and mouse depending on data input device predominantly in use at the time.
3. Adjust your seat height so your arms are horizontal to the keyboard and avoid flexing/extending wrists. If you use a laptop, work with it on a table, never on your lap.
4. Ensure room for your feet to rest under your desk. A footrest may be beneficial for small people.
Get Comfortable

Make use of the illustrations below to see whether you’ve organised your desk and your work to avoid unnecessary problems. *The rules for desktop users apply to work with laptops; whenever possible the same advice should be followed.*

*Don’t ruin your work by poor practice. Be organised, be sensible with your work-time & be successful— without damaging your health.*

1. Adjust the seat height & back tilt/height to fit you. Twisted or cramped posture to be avoided.
2. If you are copying documents, use a document holder.
3. Sit back when you are thinking, rather than staying hunched over your screen.
4. Use a soft touch when keying and avoid flexing your wrists. Try to adopt a neutral position.
   If possible, learn how to use short cut keys and touch typing.
5. Give your eyes a comfort break too. Look away from your screen or close your eyes when thinking. Avoid staring at the screen & throw in a few extra blinks as natural blink reflexes are often unconsciously suppressed.

**The ideal working posture.**
Forearms at keyboard height and eyes level with top of screen.
Chair adjusts to provide back support and feet securely rested (in this case by use of a footrest).
Use this as a guide to finding a comfortable working posture for yourself.

**An ideal work station arrangement.**
Desk uncluttered, space for documents etc.
If needed and to rest hands when not typing.
Screen positioned to avoid reflections from light coming in from the window or the fluorescent light tubes.
**DON'T IGNORE SYMPTOMS**

If your arms or shoulders start aching/tingling, follow steps below.

1. Take a break & re-organise work to give yourself more breaks in future.
2. If symptoms persist or keep recurring, contact your occupational health (OH) service for help.

**Make Use of the Experts**

1. All College departments should have a DSE (Display Screen Equipment) Assessor who knows about computer ergonomics & can help you check your workstation. They’ll help you with the computer checklist if you don’t feel confident to complete it yourself. Also if you identify problems through the checklist which you can’t solve yourself or which may affect your or other’s safety.
2. Your local OH service can assess and advise on CTD problems.
3. Students can arrange vision screening with the OH service.

**Personal Safety for Laptop Users**

1. Do not endanger your health by carrying too heavy a total load with the addition of your laptop.
2. Take precautions to avoid theft while your laptop is in transit and check your insurance cover. Your personal safety is more important than loss of your laptop.

Dr G. D. Fowler

Departmental Safety Officer

September 2016
Appendix 1: A quick guide to using the Department SharePoint Safety Site

Imperial College London

A Short Guide to using the SharePoint Health & Safety site

Dr Geoff Fowler
Departmental Safety Officer

Risk Assessments

- All research activities undertaken in the College **MUST** have a risk assessment.
- Risk assessments **MUST** be done **BEFORE** the work starts.
- All the necessary forms and processes are available via a SharePoint system.
- Academic Supervisors or Line Managers must approve the assessment and sign it off.
- Secondary Checker also approves (Local Lab Manager or DSO)

The SharePoint Site

- An automated system to enable the creation of risk assessments and manage their approval and archiving
- Accessible from any Networked PC or VPN connection – use College ID and Logon
- Works with most internet browsers. It **does not** work in Linux

Risk Assessment – A Step-by-Step guide

- Log onto SharePoint: [https://share.imperial.ac.uk/SitePages/Home.aspx](https://share.imperial.ac.uk/SitePages/Home.aspx)
- Enter your ICT (College) username and password
- The College SharePoint site will open

*Use Explorer v10, Firefox or Chrome. It **does not** work in Linux or Explorer v11*

Imperial College SharePoint Site

- Select “Facility of Engineering” from the menu bar

Faculty SharePoint Site

- Select “Civil (Environmental) Engineering”
The SharePoint site allows you to attach extra information linked to your General Risk Assessment:

- COSHH Assessment
- Computer use (DSE)
- Fieldwork Risk Assessment

These separate Word forms are all on Blackboard & SharePoint for download.

Using the Site

1st step: Complete a General Risk assessment:
- This concerns any activities, but occasionally you will need to use special forms for certain tasks (e.g., Fieldwork, Biological work).
- You need to identify all the risks and quantify them.
- Attach extra information including Engineering experimental designs, SOPs, etc.

2nd Step: submit your form(s) for approval:
- Approvers may include: Your Supervisor, the Laboratory Manager, A qualified 2nd engineering academic (for Structures) and the DSO.

3rd Step: Forms are assessed and approved (or rejected) by your Supervisor & Lab Manager.

SharePoint General Risk Assessment form

Describe the Hazards & quantify the risk before & after control measures are identified.
The SharePoint site allows you to attach extra information linked to your General Risk Assessment:

- **COSHH Assessment (Dept specific form)**
  - Legally required for any work involving harmful substances, Acids, plucks, gases, solvents, dust, etc.

- **BIO1 form**
  - Complete requirement for any work involving biological agents. Any Biological work MUST be discussed with the BSO before you do any preparation work.

- **Fieldwork Risk Assessment (FW1, FW2)**

- Each of these forms are separate WORD documents available through SharePoint.

If you have any questions about using the SharePoint site, need assistance to complete a risk assessment or have any other safety-related questions, please contact the Department Safety Officer:

Dr Geoff Fowler
Room 413
Tel. 45973
Appendix G: Map of South Kensington Campus
<table>
<thead>
<tr>
<th>Building Key:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Boit Quadrangle</strong></td>
</tr>
<tr>
<td>Beit Hall, Chaplaincy, Imperial College Union</td>
</tr>
<tr>
<td><strong>2 Imperial College Union</strong></td>
</tr>
<tr>
<td><strong>3 Ethos Sports Centre</strong></td>
</tr>
<tr>
<td>Sport Imperial</td>
</tr>
<tr>
<td><strong>4 Prince's Gardens, North Side</strong></td>
</tr>
<tr>
<td>No: 8: Early Years Education Centre</td>
</tr>
<tr>
<td>No: 10-12: Garden Hall</td>
</tr>
<tr>
<td>No: 15: Centre for Environmental Policy</td>
</tr>
<tr>
<td><strong>5 Week Hall</strong></td>
</tr>
<tr>
<td><strong>6 Blackett Laboratory</strong></td>
</tr>
<tr>
<td>Physics, Institute of Solid State Physics</td>
</tr>
<tr>
<td><strong>7 Herschel Hill Building</strong></td>
</tr>
<tr>
<td>Aeronautics, Biology, Centre for Process Systems Engineering, Chemical Engineering, Composites Centre</td>
</tr>
<tr>
<td><strong>8 Bone Building</strong></td>
</tr>
<tr>
<td>Aeronautics, Chemical Engineering</td>
</tr>
<tr>
<td><strong>9 Royal School of Mines</strong></td>
</tr>
<tr>
<td>Earth Science and Engineering, Materials Science</td>
</tr>
<tr>
<td><strong>10 Acton Webb</strong></td>
</tr>
<tr>
<td>Earth Science and Engineering</td>
</tr>
<tr>
<td><strong>11 Bessemer Building</strong></td>
</tr>
<tr>
<td>Centre for Blast Injury Studies, Bioengineering, Imperial Incubator, Institute of Biomedical Engineering, Institute for Systems and Synthetic Biology</td>
</tr>
<tr>
<td><strong>12 Goldsmiths Building</strong></td>
</tr>
<tr>
<td>Bioengineering, Materials Science</td>
</tr>
<tr>
<td><strong>13 Huxley Building</strong></td>
</tr>
<tr>
<td>Computing, Institute of Solid State Physics, Mathematics, Physics</td>
</tr>
<tr>
<td><strong>14 ACE Extension</strong></td>
</tr>
<tr>
<td>Aeronautics, Chemical Engineering</td>
</tr>
<tr>
<td><strong>15 William Penney Laboratory</strong></td>
</tr>
<tr>
<td>London a-Science Centre</td>
</tr>
<tr>
<td><strong>16 Electrical Engineering Building</strong></td>
</tr>
<tr>
<td>Electrical and Electronic Engineering, Energy Futures Lab</td>
</tr>
<tr>
<td><strong>17 Business School</strong></td>
</tr>
<tr>
<td>Centre for Quantitative Finance, Innovation Studies Centre, Entrepreneurship Centre, Centre for Health Management</td>
</tr>
<tr>
<td><strong>18 S3 Prince's Gate</strong></td>
</tr>
<tr>
<td>Business School</td>
</tr>
<tr>
<td><strong>19 Eastside</strong></td>
</tr>
<tr>
<td>Gabor Hall, Lisstead Hall, Wilkinson Hall, Eastside bar and restaurant, Essentials convenience store</td>
</tr>
<tr>
<td><strong>20 Sheffield Building</strong></td>
</tr>
<tr>
<td>Level 1: Catering, Centre for Health Policy, Queen's Tower Rooms, Security Reception</td>
</tr>
<tr>
<td>Level 2: Bank (Santander), Fuel Stop, Great Hall, Junior Common Room, Newsagent, QT snack bar, Senior Common Room, Union Shop</td>
</tr>
<tr>
<td><strong>21 Level 3: Academic Visitors' Accommodation, Centre for Co-Curricular Studies, Conference Office, Equality and Diversity Unit, Finance, Graduate Schools, HR Pensions, Human Resources, International Office, Outreach, Centre for Continuing Professional Development, Registry, Sport Imperial, Student Accommodation Centre, Student Hub</strong></td>
</tr>
<tr>
<td>Level 4: Archives, Continuing Professional Development Unit, ICT, ICT Helpdesk, Occupational Health Service, Safety Department</td>
</tr>
<tr>
<td>Level 5: Birth Music and Arts Centre, Careers Service Communications and Public Affairs, Development, Educational Development Unit, Estates (Projects, Facilities, Finance, Property Management) Read and Pippard Lecture Theatres, Seminar and Learning Centre (SALC)</td>
</tr>
<tr>
<td><strong>22 Grantham Institute for Climate Change</strong></td>
</tr>
<tr>
<td><strong>23 Faculty Building</strong></td>
</tr>
<tr>
<td>Academic Health Science Centre (AHSC), Central Secretariat, Climate-KIC, Communications and Public Affairs, Corporate Partnerships, Faculty of Engineering, Medicine and Natural Sciences Administration, Finance, Human Resources, Institute for Security Science and Technology, Institute of Global Health Innovation, Planning, President &amp; Rector's Office, Research Services</td>
</tr>
<tr>
<td><strong>23 58 Prince's Gate</strong></td>
</tr>
<tr>
<td>Ballroom, Billiard Room, Boardroom, College Room, Garden Room, Imperial Consultants, Oak Room, UK Energy Research Centre</td>
</tr>
<tr>
<td><strong>24 170 Queen's Gate</strong></td>
</tr>
<tr>
<td>Council Room, Dining Room and Solar, President &amp; Rector's Residence</td>
</tr>
<tr>
<td><strong>25 Imperial College London and Science Museum Libraries</strong></td>
</tr>
<tr>
<td>Central Library, Library Archives and Special Collections, Science Museum Library</td>
</tr>
<tr>
<td><strong>26 Queen's Tower</strong></td>
</tr>
<tr>
<td><strong>27 Skempton Building</strong></td>
</tr>
<tr>
<td>Civil and Environmental Engineering, Centre for Environmental Control and Waste Management, Centre for Transport Studies, Wohl Reach Out Lab</td>
</tr>
<tr>
<td><strong>28 Mechanical Engineering Building</strong></td>
</tr>
<tr>
<td>ICT, Mechanical Engineering, Vibration University Technology Centre</td>
</tr>
<tr>
<td><strong>29 Southside</strong></td>
</tr>
<tr>
<td>Falmouth Keogh Hall, Saikirk Hall, Tizard Hall, Health Centre, Dentist</td>
</tr>
<tr>
<td><strong>30 Sir Ernst Chain Building – Wolfson Laboratories</strong></td>
</tr>
<tr>
<td>Biology, Cell and Molecular Biology, Centre for Bioinformatics, Electron Microscopy Centre, Glycobiology Training, Molecular Biosciences, Research and Infrastructure Centre, Centre for Structural Biology</td>
</tr>
</tbody>
</table>

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**21 Flowers Building**

Cell and Molecular Biology, Centre for Integrative Systems Biology and Bioinformatics, Chemistry, Electron Microscopy Centre, MRC Centre for Molecular Bacteriology and Infection

**32 Chemistry Building**

Chemistry

**33 Sir Alexander Fleming Building**

Biochemistry, Biology, Biomedical Sciences, Cell and Molecular Biology, Molecular Biosciences

**34 Chemistry RCS1**

Biochemistry, Biology, Centre for Photomolecular Sciences, Chemistry

**35 52 Prince's Gate**

Imperial Innovations

**36 Alumni Visitor Centre**

College Cafe