Welcome to the College

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

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

You’re now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution.

We’re committed to providing you with the very best academic resources to help you reach your true potential.

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have free access to gym (following a one-off orientation fee of £40 in 2016) and swimming facilities across our campuses.
1. Introduction to the Department

Welcome from 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 Director of Undergraduate Studies

Welcome to the undergraduate course in the Department of Civil and Environmental Engineering. If you’re a Fresher, I really look forward to meeting you, and congratulations on choosing our course – you have made a wise decision! If you are a returning student, I hope you had a refreshing summer, and I’m sure you are eager to see your classmates again and get back into your studies and extra-curricular activities.

We are committed to delivering the best student experience possible here, so let us know throughout the year if there is anything that we can do to make it better.

Best wishes to you all for an enjoyable and successful academic year ahead.

Dr Michael Templeton
Introduction by the Year 1 Coordinator

It is a pleasure to welcome you to the Department of Civil and Environmental Engineering at Imperial College London. In the coming four years we aim to provide you with a world-class training that is stimulating, challenging, that will open many doors and help you to pursue the path you choose. This handbook provides a general overview of the MEng course, as well as general Departmental and College information.

Our objective is that as many of our students as possible succeed and enjoy their time here. Whilst you will need to work hard to succeed, this should be an enjoyable experience as you learn about engineering and develop friendships amongst your colleagues.

It is important to be aware of a few key points to ensure you maximise the opportunity presented to you as a student in this Department:

1. We have designed the Year 1 timetable specifically to give you large chunks of uninterrupted time for individual study and group work. You need to use this time wisely and manage your learning.
2. The timetable includes lectures, tutorials and laboratory sessions. We expect full attendance at all of these sessions. We also expect you to be punctual. Students who arrive late disrupt the class and consequently are very unpopular with both their fellow students as well as with the staff.
3. Tutorial sessions give you the chance to ask your questions about the module material to staff and/or Graduate Teaching Assistants (GTAs). You need to keep up with the tutorial sheets in order use these sessions effectively (see point 1).
4. If there is a problem with a module, for example scheduling, classrooms, audibility, readability etc., please inform the staff member responsible immediately. It will not be the first time we hear there was a problem with a module after it has finished.
5. It is important to develop a relationship with your personal tutor. It is your responsibility to contact your personal tutor at intervals throughout the year.
6. Read the “Imperial Study Guide” booklet. The transition from secondary school to university is not easy, and there are some useful tips in that booklet that will help you.

The final (and possibly most important) point is to make use of one of the most useful resource available to you: your fellow students. We expect you to work study in groups, to ask each other questions, and to solve problems together. In your future engineering careers you will always be working as part of a team and we encourage you to start to develop your team working skills as early as possible.

I hope that you enjoy your first year at Imperial College London and I am looking forward to getting to know you over the first few weeks.

Dr Maarten van Reeuwijk
# Academic and Administrative Staff

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Undergraduate Office

Your first point of contact in the Department for all enquiries relating to Undergraduate matters is the Undergraduate Office, in Room 401 of the Skempton Building. The office is managed by Mrs Louise Green, and supported by Miss Anna Hikel and Ms Tina Mikellides. The office is normally staffed between 08.30 and 17.00, from Monday to Friday. All email enquiries should be directed to the general Undergraduate Office email account: ciugo@imperial.ac.uk

English language requirement

If you are not a native English speaker you must meet the College’s English language requirements. For information on English language support available while you’re here, see page 49. See the Admissions website for details:

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

Attendance and absence

You must inform your Personal Tutor if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must produce a medical certificate immediately.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office. Read through Appendix A – Monitoring Attendance of Students, for information on the procedures in the Department of Civil and Environmental Engineering.

Key dates 2016–17

Term dates
Autumn term: 1 October–16 December 2016
Spring term: 7 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

Commemoration Day: 19 October 2016
Imperial Festival and Alumni Festival: 6–7 May 2017
Hello Freshers!

If you’re reading this, Congratulations! It means you’ve made it through to Imperial College Civil Engineering! My name is Jay and I am the Chair of CivSoc during your first year.

During your next four years at Imperial College (which trust me, will fly by), it’s important you know that although there’ll be a fair bit of work, life at uni isn’t just about academic success. The key to making the most of it isn’t just to work hard, but to play hard and broaden your mind. This is where CivSoc comes in.

So what is CivSoc? It’s the Civil Engineering Society at Imperial led by students, for all the students in the Civil and Environmental Engineering Department. Everyone’s a member from the day they start. For budding engineers like you, we’ll give you the chance to take off your hard hats, pack up your hi-vis jackets and leave your books in the library so that you get to explore everything that the student life has to offer. We’ll even provide a support network (and basically a family) for all our students as we battle through our degrees together.

We are one of the most active departmental societies in the College, organising a wide variety of events throughout the year to appeal to each and every one of your interests. It is through these social activities that we have developed very strong bonds in the Department where everyone supports each other. We have an ever-expanding range of events, from the intellectual and sporting to the good old fashioned pub crawls, all with the purpose of enhancing your experience at Imperial and helping you to create some lifelong friendships with people from all the year groups. These events are complemented by site visits, professional lectures and our strong links to industry that opens you to a whole world of career opportunities.

The highlight of the CivSoc calendar is the International Tour, which is the envy of all the other Departments. 70 lucky students will have the opportunity to travel to a European country at the start of the Easter holiday. It’s the perfect excuse to discover the extraordinary with Civengers from every year whilst experiencing engineering practice and enjoying the local culinary delights.

Additionally, the society’s magazine, LIVIC (read it backwards) is published throughout the year. LIVIC is the culmination of everything awesome. Filled with a little bit of everything, it will surely keep you going through those 9am lectures. If there isn’t, why not write for us?

Now what’s next you ask? CivSoc’s been spending the summer planning your impending arrival. There’s a range of activities being prepared for you to ensure that you feel welcome at Imperial. The highlight of the first week will be the Four Bridges Pub Crawl on Thursday (a true tradition rumoured to have begun in the days of Brunel) where the Legendary Hard Hat Funnel 2.0 will make an appearance.

Make sure you register for the Mums & Dads scheme and join your Official 2016 Imperial College Civil Engineering Freshers Facebook group. For more information and to keep updated, keep an eye on your emails or find us on Facebook, Twitter, Instagram (soon to be launched), Skempton screens and our website.

If you have any questions or ideas, drop us an email to civsoc@imperial.ac.uk. See you soon!

Jay Master, CivSoc Chair
1. Programme information

**Imperial Mobile app**

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

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

**Imperial Success Guide**

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

[www.imperial.ac.uk/success-guide](http://www.imperial.ac.uk/success-guide)

**Programme overview**

We offer two MEng courses:

- H201 Civil Engineering (MEng), 4 years
- H202 Civil Engineering with a Year Abroad (MEng), 4 years

The course is designed to provide students with a solid technical basis in all the key areas of the modern Civil Engineering profession through delivery of a coherent, coordinated and balanced degree course, integrating core engineering science with practical application. It will enable students to acquire a mature appreciation of the context in which engineering projects are developed. We also aim to develop in our students’ excellence in oral, written and graphical communication. Students will be given sufficient time to explore the subject, to carry out self-organised study, and to think about the issues and challenges of the material allowing progressively, over the four years, more time for self-directed study as a better preparation for professional practice.

The learning outcomes of our extensive suite of MEng modules are:

**Knowledge and understanding**

- Basic mathematics and physics that are relevant to engineering.
- The fundamental concepts, principles and the theories of civil engineering.
- Business and management techniques that are relevant to engineering and engineers.
- Detailed knowledge and understanding of the essential facts, concepts, principles and theories relevant to the student’s chosen specialist area(s).
- The role of the engineer in society and the constraints within which their engineering judgement will be exercised.
- The professional and ethical responsibilities of the engineer.
• The international role of the engineer and the impact of engineering solutions in a global context.

**Intellectual skills**
• Analyse and solve engineering problems.
• Design a system, component or process to meet a need.
• Be creative in the solution of problems and in the development of designs.
• Formulate the test hypotheses.
• Evaluate designs, processes and products and make improvements.
• Integrate and evaluate information and data from a variety of sources.
• Take a holistic approach in solving problems and designing systems, applying professional judgements to balance risks, costs, benefits, safety, reliability, aesthetics and environmental impact.
• Plan, conduct and report a programme of original research.

**Practical skills**
• Plan and execute safely a series of experiments.
• Use laboratory and workshop equipment to generate data.
• Analyse experimental results and determine their strength and validity.
• Prepare technical sketches and drawings.
• Prepare technical reports.
• Give technical presentations.
• Use scientific literature effectively.
• Take notes effectively.
• Write computer programmes.
• Use computational tools and packages.

**Transferable skills**
• Communicate effectively (in writing, verbally and through drawings), also using more than one language.
• Apply mathematical skills (algebra, geometry, modelling, analysis, quantify uncertainty).
• Work as a member of an interdisciplinary team.
• Transfer techniques and solutions from one aspect of civil engineering to another.
• Use information and communications technology.
• Manage resources and time.
• Learn independently in familiar and unfamiliar situations with open-mindedness and in the spirit of critical enquiry.
• Learn effectively for the purpose of continuing professional development and in a wider context throughout their career.

**Programme structure**
Years one and two offer a broad education in the theoretical principles and conceptual fundamentals that underpin the Civil Engineering profession.

Years one and two consist of core modules only. Year three consists of a mixture of core and elective modules, with year four comprising a selection of elective modules and the completion of a core piece research work culminating in its presentation at a poster event and in a Student Conference.
An opportunity to develop specialist knowledge of a particular field is available in the third and fourth years of the programme through our elective modules and the final year, individual, research based project.

Students registered for the year abroad programme will take the relevant language course for credit in years one and two, with the option to continue their language studies in the third year.

http://www.imperial.ac.uk/civil-engineering/prospective-students/undergraduate-admissions/syllabus/

**Programme specification**

The MEng Civil Engineering programme specification is available at:

http://www.imperial.ac.uk/media/imperial-college/study/programme-specifications/civil/MEng-Civil-Engineering.pdf

**Link to competency statements**


**Links with employers**

Imperial College works closely with employers and industry, to design undergraduate courses which provide graduates with the required technical knowledge, expertise and transferable skills for successful careers. In Civil Engineering, students gain valuable contact with the industry through visiting lectures, field trips, the Constructionarium, our creative design course, as well as their group and individual projects. Students are also encouraged to pursue internships during their summer vacation. All our undergraduate programmes are accredited by the Institution of Civil Engineers and the Institution of Structural Engineers and so, together with suitable work experience obtained after graduation, provide a route to the professional qualification of Chartered Engineer (CEng). Graduates also gain the Associateship of the City & Guilds Institute (ACGI), an internationally-recognised qualification unique to Imperial Engineering Graduates.

**Accreditation/Professional membership**

Our degrees are accredited as fully satisfying the educational base for a Chartered Engineer (CEng). For further information visit:

www.jbm.org.uk

Undergraduate students are part of an automatic enrolment with:

- The Institution of Civil Engineers (ICE)
  
  www.ice.org.uk

- The Institution of Structural Engineers (IStructE)
  
  www.istructe.org
These institutions will include you in worldwide communities of professionals working in your field of expertise, and is advantageous for exchanging knowledge and networking. As a member, you can use the facilities of the institutions, such as the Library. Before arrival at the College, Fresher’s will be sent a consent form which they sign indicating whether or not the Department can enrol them in these institutions.

Programme delivery

Modules will be delivered through a series of lectures, although teaching methods will vary between individual modules. Other teaching methods employed may include tutorials, group discussions, group work, progress tests, workshops, and others depending on the preferences of the member of academic staff responsible. Some lectures will be delivered by visiting academics or industry professionals, where appropriate.

Field trips

All field trips are held in the summer term.

Year I

Surveying

As a part of the Surveying Module, you will attend a six-day field course in practical land surveying. This is normally held at the Stackpole Outdoor Learning Centre in Wales. The total cost is currently in the region of £531. As a guide, students taking the first year in 2016/17 will be asked to pay a £200 contribution towards the cost of accommodation, meals, travel to Stackpole, and equipment hire. Payment for the field trip will be due at the end of the spring term – Friday 24 March 2017.

Year II

Geology

As a part of the Soils and Engineering Geology module, you will take a seven-day geology field course. This is normally held in Minehead, Somerset. The total cost is currently approximately £200. As a guide, students taking the second year in 2016/17 will be asked to pay a £100 contribution towards the cost of accommodation, meals, travel to Minehead, and equipment hire. Payment for the field trip will be due at the end of the spring term – provisionally Friday 23 March 2018.

Constructionarium

The second year ends with the Constructionarium. This one-week residential course is held at the Construction Industry Training Board’s campus at Bircham Newton in Norfolk on a specially designed site, where students will build projects often at about 1:10 scale, such as dams, oil rigs, tunnels, towers, bridges and a stadium. The teaching team is comprised of a contracting firm, a consultant engineering firm and Imperial’s own staff. The actual cost of the Constructionarium to the Department per student is in the order of £472. We have been able to significantly lower this with support from the Department and subsidies and donations received from industry, a practice we are continuing. As a guide, students taking the second year in 2016/17 will be asked to pay £200 towards the cost of accommodation and meals, travel to Bircham Newton, equipment hire and the Constructionarium fee. Payment for the field trip will be due at the end of the spring term – provisionally Friday 23 March 2018.
Outdoor clothing
The weather here in the UK is unpredictable and can be cold and wet when these field trips are held. We would therefore advise you to bring some waterproof clothing and warm layers when you return for the summer term.

Safety boots
All students are required to own a pair of safety boots. These can be purchased from a College approved supplier during the first week of term, or students can purchase boots independently providing they meet a particular safety standard. The cost through the College supplier for the 2016/17 session is £30.

Professional skills
Professional skills development will be delivered throughout the curriculum in various forms, including teamwork, problem-solving, applying concepts to real-world situations, and formal presentations.

Timetable and accessing iCal
You will receive details of your timetable in advance, during the first days of the new term.

All students, once subscribed to the timetabling database, will receive a subscription email.

Use the link below to view your timetable on your device’s calendar. This will automatically subscribe you to “My Timetable”, showing your lectures, classes and other scheduled events.

webcal://www.imperial.ac.uk/timetabling/mytimetable/ical/AL3KAXRE287701/schedule.ics

Individual project and student conference
The final two terms of the MEng degree course, after all final-year examinations, are devoted to completing your individual project, working under the supervision of one or two members of academic staff. By virtue of being in a Department in which all members of the academic staff are actively engaged in research, final-year projects will frequently be linked to ongoing state-of-the-art research, providing you with the opportunity to interact with researchers and occasionally even leading to publications.

The individual project comprises two parts. Part A requires a critical literature review, which, in addition to the technical requirements, will provide training and experience in data retrieval and interpretation, with emphasis also placed on report writing and presentation skills. Part B will be the main research report. This activity culminates in a state-of-the-art conference, taking place over two days. Students will present the work completed during the individual projects both as an oral presentation and in poster sessions.

Work opportunities
The Department encourages you to take early advantage of the careers education, information and guidance available from the following sources:

- College Careers Advisory Service (Level 5, Sherfield Building), with which you can book careers appointments, quick interview sessions, skills workshops, mock interviews, and much more.

http://www.imperial.ac.uk/careers/
• The transferable skills training programme run by the Graduate School.

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

• Careers presentations and careers fairs, which occur throughout the autumn and spring terms. Details are circulated to all students closer to the dates.

• Details of jobs will be posted on the careers sections of the website. New posts are notified to us throughout the year, so check online regularly:

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

• Additionally you can contact the Departmental Careers Advisor for further guidance and information:

  Dr Peter Stafford
  Room 321
  020 7594 7916
  p.stafford@imperial.ac.uk

**Policy on student employment during studies**

[https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Student%20Employment%20During%20Studies.pdf](https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Student%20Employment%20During%20Studies.pdf)
2. Assessment

To complete the requirements of the Civil Engineering MEng degree, all assessments must be undertaken to the appropriate level. Assessments of the degree will comprise written examinations, coursework, project work, presentations, drawings, and technical reports.

You will be advised of your examination timetable by the end of October.

Major assessments set throughout the entirety of the degree are:

- Creative Design I (year one)
- Creative Design II (year two)
- 2-Day Design Projects (year two)
- Geotechnics/Structures mini-projects (year three)
- Group Design Project (year three)
- Final Year Project (year four)
- Student Conference (year four)

http://www.imperial.ac.uk/civil-engineering/prospective-students/undergraduate-admissions/individual-and-group-projects/

Progression

First and second year students are normally permitted to progress to a subsequent year, provided that:

- They have achieved a mark of at least 40% in each individual examination.
- They have achieved an aggregate mark of at least 40% in each module.
- They have achieved an aggregate mark of at least 40% in the combined coursework assessments.

In order to pass the third year, students must:

- Achieve a mark of at least 40% in the Group Design Project (CI3-311).
- Achieve an aggregate mark of at least 40% in the combined coursework assessments.
- Achieve an aggregate mark of at least 40% in the combined examination assessments.

In order to pass the fourth year, students must:

- Achieve a mark of at least 40% in the Individual Research Project module (CI4-405).
- Achieve an aggregate mark of at least 40% in the combined coursework assessments.
- Achieve an aggregate mark of at least 40% in the combined examination assessments.

Classifications

Third: a student must achieve an aggregate mark of 40%
Lower Second: a student must achieve an aggregate mark of 50%
Upper Second: a student must achieve an aggregate mark of 60%
First: a student must achieve an aggregate mark of 70%
Submission of coursework

Coursework submissions may be online or in paper copy, depending on the preference of the setter.

Coursework Cover Sheets

Coursework coversheets for group and individual work can be found in the Undergraduate Office and General Office. They can also be downloaded from Blackboard Learn and saved to your device. Each one contains a plagiarism declaration on the back which must be signed. An example of the coursework cover sheets used for individual and group work can be found in Appendix E.

Submitting Coursework

The deadline for submitting paper-based Undergraduate coursework is at 10.00am, via the Coursework Boxes in the corridor on Level 4 just past the Library, unless otherwise specified by the coursework setter. Under no circumstances should coursework be handed in to the Undergraduate Office.

Receiving Marked Coursework

Lecturers should return coursework within three weeks of it being handed in (four, if this period includes a College vacation). If there is a delay you should consult your Student Representatives who will then communicate with the setter on your behalf, or the Undergraduate Office. If there is still a delay this should be followed up with the relevant Year Coordinator.

Returning Marked Coursework

You are required to submit all your marked coursework to the Undergraduate Office, unless instructed otherwise, by the end of the academic session for inspection by the External Examiners. You may of course keep it while you are revising for your examinations.

Penalties for late submission

Coursework deadlines are 10:00(am) on the dates specified by the academics setting the coursework. A zero mark will be awarded to any coursework handed in after the deadline (which starts at 10:01am on the specified date), unless there are extenuating circumstances. Some academics may choose to apply a system of partial reductions of marks for late submission, but the default policy is as specified above.

http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Penalties-for-late-submission-of-assessed-work.pdf

Claims for extenuating circumstances are to be judged by the coursework setters and will be reported to the Undergraduate Office using the Extenuating Circumstances Form so that repeated claims for clemency can be noted. If there is uncertainty regarding these claims, the coursework setter will refer such cases to the Senior Tutor. In cases of late submissions, please give the reason for submitting your coursework late by writing a brief note on your coursework cover sheet, before submitting it via the Coursework Boxes. Confidential certificates/letters, however, should be submitted direct to the Undergraduate Office.

Personal tutors and term reports
Every student is assigned a Personal Tutor from the academic staff. Personal Tutors provide a source of support, both pastoral and academic. Your Personal Tutor will take an interest in your academic and professional development and you can discuss any issues and turn to them for advice and help.

While in the Department, you will be required to submit mid-term reports in both the autumn and spring terms, each academic year, outlining your progress. You are asked to complete the term reports for the following purposes:

- To keep a record of your academic progress.
- To keep a record of any health or other problems that you may encounter.
- To follow your professional development.
- To be informed of your outside interests and activities, which we consider part of your life at College.

Your term reports will be used:

- As a check-point on attendance.
- To advise the Board of Examiners of any circumstances to be considered in mitigation in individual cases.
- To enable your Personal Tutor to act as a future referee on your behalf. The form need only be submitted once per term but you should feel free to make appointments to see your Personal Tutor as required.

A timetabled slot in the middle of each term has been set specifically for you to visit your Personal Tutor for review and signing of your term reports. If that timetabled slot is inconvenient for you or your Personal Tutor, please contact your tutor to agree another convenient date and time.

You can obtain the templates of the term reports including the Guidance Notes, from Blackboard Learn. Any sensitive information you provide will be kept in the strictest confidence between the Senior Tutor and the UG Office. Templates are also available in the handbook below:
First Year Undergraduate Autumn Mid-Term Report

NOTES: A timetabled slot in week 6 of term is scheduled specifically for you to visit your Personal Tutor for review and signing of your Mid-Term Report. If that timetable slot is inconvenient for you or your Personal Tutor, please contact your Tutor to agree another convenient time. Your Mid-Term Report should be submitted as hard copy via the Coursework Boxes on Level 4 following your meeting. Please read the notes at the end for guidance.

NAME:

E-MAIL ADDRESS:

PERSONAL TUTOR:

Number of Meetings so far with Personal Tutor in Autumn Term:

Health or Other Problems ¹:

Academic Progress ²:

Professional and Personal Development ³:

Extra Curricular Activities ⁴:

Student’s Signature: ________________________________ Date: _________

Tutor’s Signature: ________________________________ Date: _________
GUIDANCE NOTES:

The notes are merely suggestions, in most cases, for things you may wish to include on your Term Report; the list is by no means exhaustive. Only those points printed in bold in Note 1 are compulsory.

1. **Have you had any health problems? Have they caused difficulties with attending College or completing your work?** It is not obligatory that you report the nature of any such problems here if you would prefer not to pass this information on via this report. However, you should indicate that problems exist and to whom these were reported. Please remember that for absences of more than a week due to illness, a medical certificate is required. All absence due to illness, however long, should be reported to your Personal Tutor and to Anna Hikel, and the dates noted on this report.

2. Have you submitted all your coursework on time? If not, how late have you been? What were the reasons? Do you feel you are coping with the work or do you have any problems? What action have you taken to address these problems? Is there any subject that has caused you particular difficulties? How did you feel that you have done in the progress tests? Have you had any coursework marks back? How did you do?

3. Did you work in Civil Engineering over the previous summer? Have you attended any lectures other than those on your timetable at College? Have you become involved in CivSoc? Have you been charting and planning your personal development, for example using the Imperial College Employability scheme?

4. Are you involved in any College clubs or societies? Do you play sports? Are you a musician? Do you have a hobby? Do you participate in any voluntary work?
NOTES: A timetabled slot in week 20 of term is scheduled specifically for you to visit your Personal Tutor for review and signing of your Mid-Term Report. If that timetable slot is inconvenient for you or your Personal Tutor, please contact your Tutor to agree another convenient time. Your Mid-Term Report should be submitted as hard copy via the Coursework Boxes on Level 4 following your meeting. Please read the notes at the end for guidance.

NAME:

E-MAIL ADDRESS:

PERSONAL TUTOR:

Number of Meetings so far with Personal Tutor in Spring Term:

Health or Other Problems ¹:

Academic Progress ²:

Professional and Personal Development ³:

Extra Curricular Activities ⁴:

Student’s Signature: ________________________________ Date: _________

Tutor’s Signature: ________________________________ Date: _________
GUIDANCE NOTES:

The notes are merely suggestions, in most cases, for things you may wish to include on your Term Report; the list is by no means exhaustive. Only those points printed in bold in Note 1 are compulsory.

1. **Have you had any health problems? Have they caused difficulties with attending College or completing your work?** It is not obligatory that you report the nature of any such problems here if you would prefer not to pass this information on via this report. However, you should indicate that problems exist and to whom these were reported. Please remember that for absences of more than a week due to illness, a medical certificate is required. All absence due to illness, however long, should be reported to your Personal Tutor and to Anna Hikel, and the dates noted on this report.

2. Have you submitted all your coursework on time? If not, how late have you been? What were the reasons? Do you feel you are coping with the work or do you have any problems? What action have you taken to address these problems? Is there any subject that has caused you particular difficulties? How did you feel that you have done in the progress tests? Have you had any coursework marks back? How did you do?

3. Did you work in Civil Engineering over the previous summer? Have you attended any lectures other than those on your timetable at College? Have you become involved in CivSoc? Have you been charting and planning your personal development, for example using the Imperial College Employability scheme?

4. Are you involved in any College clubs or societies? Do you play sports? Are you a musician? Do you have a hobby? Do you participate in any voluntary work?
**Reading Lists**

The College has introduced a new interactive system, Reading Lists, for students to view their reading lists, and create their own virtual library collections. Each of your modules on Blackboard Learn will include a direct link to the core and supplementary recommended texts on Reading Lists. You can also view where in the Central Library your recommended texts are available, and how many copies are available, as well as commenting and collaborating with other students.

http://www.imperial.ac.uk/admin-services/library/learning-support/reading-lists/

**Timetable and accessing iCal**

You will receive details of your timetable in advance, during the first days of the new term. All students, once subscribed to the timetabling database, will receive a subscription email. Use the link below to view your timetable on your device’s calendar. This will automatically subscribe you to “My Timetable”, showing your lectures, classes and other scheduled events.

webcal://www.imperial.ac.uk/timetabling/mytimetable/ical/AL3KAXRE287701/schedule.ics

**Past examination papers**

Most academics will make available past examination papers and model answers to the Blackboard Learn VLE, or will work through example past examination questions during tutorial sessions.

**Transferring between courses**

Students wishing to transfer between the H201 and H202 courses should contact the Year Abroad Administrator, Ms Tina Mikellides in the Undergraduate Office in the first instance:

- **Ms Tina Mikellides**
- Room 401, Undergraduate Office
- 020 7594 5965
- t.mikellides@imperial.ac.uk

**Re-examinees right to attend.**

There is no right to re-attend. Access to the Blackboard Lean VLE, and College computing accounts, will be retained.

**The College’s Academic and Examination Regulations:**

http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/
Mitigating Circumstances Policy and Procedures:
http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

College Policy on Exams and Religious Obligations:
3. Plagiarism

Plagiarism is defined as the presentation of another person’s words, ideas, judgement or data as though they were your own. For example; not referencing the source of your ideas or arguments when they have derived from your reading; taking verbatim the words of someone else’s work and putting it into your project without quotation marks and referencing; taking whole sections out of books, the internet, articles, lecture notes, other reports or other students’ work, and including them in your report uncited. It may also occur in formal written examinations. An example might be where candidates have been able to learn text by heart (by rote) and simply reproduce this without acknowledgement of source. Where the examination is based on technical knowledge, this may be acceptable and not regarded as plagiarism. In other subjects where candidates are asked to write essay-type questions, the examiners may regard text reproduced without reference or critical analysis as plagiarism. This will be clarified, where appropriate, in the examination rubric on the front page of the examination paper.

You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment. This means that if part of the work is plagiarised, all group members will be held accountable unless proof can be provided by each individual member of their contribution. You should, therefore, retain an audit trail of your contribution for this purpose.

When submitting (both individual and group) assessed coursework you will be required to complete and attach a Coursework Cover Sheet (examples in Appendix E of the handbook) confirming that you have read and understood the definition of plagiarism. Submitting this form will certify that the work presented is entirely your own, except where indicated.

Plagiarism is a serious offence. The Examination Board reserves the right to take further action as it deems appropriate to protect the name of the Department and the College, and this may involve expulsion of a student from the programme or delay or withdrawal of a degree award.

Cheating offences policy and procedures

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College’s Cheating Offences Policy and Procedures – see Appendix 3 of the Examination Regulations which can be found here:

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

Passing coursework for others to submit

You are not permitted to request or arrange for another individual to submit your coursework for you. You should make every effort to ensure that you are available to submit your coursework in person. Should circumstances prevent you from handing in your own coursework, you should inform your Cluster Administrator at the earliest opportunity to devise an alternative arrangement.

Collusion

You must not, unless expressly authorised, pass any information from another student during an examination or when completing coursework. You are not permitted to act in collusion with another student or person, nor are you permitted to copy from another student, or engage in any similar activity.
4. Board of examiners

**Board of Examiners**

**CHAIR**

Dr Adrian Butler

**EXAMINATIONS OFFICER**

Professor Daniel Graham

**SECRETARY**

Mrs Louise Green

MEMBERS: All staff involved in the delivery, setting, and marking of assessment for the programmes.

**For external examiners**

Professor William Powrie, University of Southampton

Professor Stephen Garrity, University of Leeds

External examiners reports can be found here:

5. Location and facilities

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

Your main location of study will be:

📍 Department of Civil and Environmental Engineering
Skempton Building
South Kensington Campus
Imperial College London
London SW7 2AZ

The Skempton building can be accessed from 07.00-00.00 daily. The main entrance requires the use of your college ID card between the hours of 07.00-08.00 and 18.00-00.00. During weekends and vacation periods you will be required to use your college ID card each time you enter and exit the building.

Facilities

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/

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>
<thead>
<tr>
<th>Room</th>
<th>Level</th>
<th>Capacity</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room 002</td>
<td>0</td>
<td>20</td>
<td>Seminars – presentations</td>
</tr>
<tr>
<td>Teaching Room 060A</td>
<td>0</td>
<td>30</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Teaching Room 060B</td>
<td>0</td>
<td>30</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Teaching Room 060C</td>
<td>0</td>
<td>36</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Learning Centre 062</td>
<td>0</td>
<td>24</td>
<td>Examinations – tutorials – study groups</td>
</tr>
<tr>
<td>Teaching Room 064A</td>
<td>0</td>
<td>30</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Teaching Room 064B</td>
<td>0</td>
<td>30</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Laboratory Room 043</td>
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<td>Hydrodynamics Laboratory</td>
</tr>
<tr>
<td>Teaching Room 163</td>
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<td>40</td>
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</tr>
<tr>
<td>Lecture Theatre 164</td>
<td>1</td>
<td>160</td>
<td>Lectures – presentations – seminars</td>
</tr>
<tr>
<td>Teaching Room 165</td>
<td>1</td>
<td>22</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Laboratory Room 158</td>
<td>1</td>
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<td>Structures Laboratory</td>
</tr>
<tr>
<td>Lecture Theatre 201</td>
<td>2</td>
<td>122</td>
<td>Lectures – presentations – seminars</td>
</tr>
<tr>
<td>Lecture Theatre 207</td>
<td>2</td>
<td>50</td>
<td>Lectures – presentations – seminars</td>
</tr>
<tr>
<td>Munro Computing Lab 208</td>
<td>2</td>
<td>70</td>
<td>Computing – lectures – tutorials</td>
</tr>
<tr>
<td>Reprographics Room 218</td>
<td>2</td>
<td>N/A</td>
<td>Printing and binding facilities</td>
</tr>
<tr>
<td>Laboratory Room 221</td>
<td>2</td>
<td>N/A</td>
<td>Intelligent Infrastructure Transport Systems (IITS) Laboratory</td>
</tr>
<tr>
<td>Teaching Room 224</td>
<td>2</td>
<td>60</td>
<td>Lectures – tutorials – presentations – seminars – practicals</td>
</tr>
<tr>
<td>Mezzanine Lab 240</td>
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<td>Workshops – lab practicals – design classes</td>
</tr>
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<td>Teaching Room 301</td>
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<td>92</td>
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<tr>
<td>Teaching Room 307</td>
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<td>Computing Lab 314</td>
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</tr>
<tr>
<td>Teaching Room 315</td>
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<tr>
<td>Computing Lab 317</td>
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</tr>
<tr>
<td>Library 402</td>
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<td>Study area</td>
</tr>
<tr>
<td>Common Room 414</td>
<td>4</td>
<td>N/A</td>
<td>Staff and PhD Students only</td>
</tr>
<tr>
<td>Meeting Room 444</td>
<td>4</td>
<td>10</td>
<td>Meetings – PhD Examinations – presentations</td>
</tr>
<tr>
<td>Teaching Room 427</td>
<td>4</td>
<td>20</td>
<td>Lectures – tutorials – presentations – seminars</td>
</tr>
</tbody>
</table>
College ID cards

If first year students register online and upload a suitable photo before their arrival, their ID cards will normally be issued by their Hall of Residence during Freshers’ Weekend.

After arrival ID cards can be collected from the Undergraduate Office in Skempton Building. For those who have their photos taken on arrival, the ID card is normally available from the Undergraduate Office within two days.

Overseas Students

You will be asked to upload a scanned copy of the photo page of your passport and to enter your passport number. This is required by new UK visa guidelines.

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/

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.

🔗 http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing/

Lockers

There are 312 lockers located on Level 3, Skempton, of which 156 have been allocated to Undergraduate students. If you would like to be allocated a locker you need to complete the relevant form below. Numbers are limited and allocated on receipt of the form:
The Department’s Postgraduate/General Office is located in room 118 in the ground floor of the Skempton Building, open Monday-Friday 08.00-17.30, and deals with locker allocation, queries, and other requests.

**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.

**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](http://www3.imperial.ac.uk/estatesfacilities)

**Room bookings**

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

[https://skempton.wufoo.eu/forms/room-bookings/](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](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

**Maps**

Campus maps and travel directions are available at:
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
6. Working while studying

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

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

If you are here on a Tier 4 visa you are not permitted to work more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

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

Please refer to our policy on working while studying:

7. Health and safety

You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:

- Comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- Ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- Attend appropriate induction and training.
- Report any accidents, unsafe circumstances or work-related ill health of which you become aware to the appropriate person.
- Not interfere with any equipment provided for Health and Safety.
- Inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

The College’s Health and Safety Policy can be found at:


Your Departmental safety officer is:

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

A copy of the Department Health and Safety Booklet can be found in Appendix F.

The College Safety Department

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

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

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

**Occupational Health requirements**

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

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

**Communications**

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

**Civil Engineering Undergraduate Office**

- 00 44 (0) 207 594 6045 (Mrs Louise Green)
- 00 44 (0) 207 594 5965 (Ms Tina Mikellides)
- 00 44 (0) 207 594 6002 (Ms Anna Hikel)

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.

**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.

(Full details are given at the front of the orange Safety Booklet – see student handbook).
8. College policies and procedures

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

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

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

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

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


Intellectual property rights policy
For further guidance on the College’s Intellectual Property Rights Policy, please contact the Research Office:

www.imperial.ac.uk/research-and-innovation/research-office/ip

Use of IT facilities
View the Conditions of Use of IT Facilities:

9. Well-being and advice

Student Space
The Student Space website is the central point for information on health and well-being.

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 well-being.

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

College tutors
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:

www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support

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

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

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

Mums and Dads scheme
Imperial College Union’s ‘Mums and Dads’ scheme matches first years with returning students in the Department to help you tap into the experience and peer support available from existing students.

www.imperialcollegeunion.org/mums-dads-2016

Support in your hall of residence
If you’re staying in College accommodation you will have access to a range of support within your hall.
Well-being support

All halls have their own Residential Support team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. This is supported by the Hall Activities Fund, which all residents contribute to at a rate of £2/week.

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

Administrative support

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

Imperial College Union support

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

Imperial College Union (ICU) Advice Centre

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

[Online link] www.imperialcollegeunion.org/advice

Student representatives

There are elected student representatives for every course and hall of residence at Imperial. So if you have any feedback about your course or your living experience, they’re a great first point of contact.

Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year in a cross-campus ballot. They take a year out of their studies and work full-time in the Union building in a variety of representative roles, for example, Deputy President (Welfare) and Deputy President (Education).

As well as having a hands-on role in running the Union, they also act as a gateway to existing College and Union services. So if you’re having any problems and want to confide in a fellow student, they’re useful people to chat to.

Health and well-being services

NHS Health Centre and finding a doctor

Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:
There is an NHS Health Centre on our South Kensington Campus which you may visit during clinic hours if you’re feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

**NHS Dentist (based in the Health Centre)**

Imperial College Dental Centre offers a full range of NHS and private treatment options.

**Counselling and Mental Health**

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

**Religious support**

The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

**Financial well-being**

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

- 020 7594 9014
- student.funding@imperial.ac.uk

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

For tuition fees queries, contact the Tuition Fees team:

- 020 7594 8011
Support for disabled students

Disability Advisory Service

The Disability Advisory Service provides confidential advice and support for all disabled students and students with specific learning difficulties.

If you think you may have dyslexia or another specific learning difficulty but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

📍 Room 566, Level 5, Sherfield Building, South Kensington Campus
📞 020 7594 9755
✉️ disabilities@imperial.ac.uk
🖥️ 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.

Your Departmental Disability Officer is

Mrs Louise Green
📍 Undergraduate Office, Room 401
📞 020 7594 6045
✉️ l.green@imperial.ac.uk

More information on Departmental Disability Officers is available at:

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

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


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.
Advice services

You have access to a number of specialist advice services.

Careers Service

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

Visit the Career Service’s website to:

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

www.imperial.ac.uk/careers

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

Level 3, Sherfield Building, South Kensington Campus

020 7594 9444

student.hub@imperial.ac.uk

www.imperial.ac.uk/student-hub

Library and IT

Information and Communications Technologies (ICT)

If you’re having problems with technology (including computers, laptops and mobile devices), you can get help from ICT’s Service Desk.

020 7594 9000

www.imperial.ac.uk/ict/service-desk
Software shop

The Software shop offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

www.imperial.ac.uk/admin-services/ict/shop/software

Central library

The Central Library at South Kensington is open around the clock pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 170,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world:

www.imperial.ac.uk/library

Departmental 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/

Institution of Civil Engineers Library (ICE)

The library located at the Institution of Civil Engineers (ICE) is home to the world’s largest dedicated collection of civil engineering materials. In addition to printed books and journals, the ICE library also offers access to a number of digital services, including e-books and advanced search tools, and a quiet place to work. All ICE members can borrow up to three items in person, or by post.

Institution of Civil Engineers Library
1 Great George Street, London, SW1P 3AA
020 7665 2251
library@ice.org.uk
https://www.ice.org.uk/disciplines-and-resources/ice-library-and-digital-resources
**Religious support**

The Chaplaincy Multi-Faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

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

**Support for international students**

**English language support**

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)

**International Student Support team**

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.

[www.imperial.ac.uk/study/international-students](http://www.imperial.ac.uk/study/international-students)
10. 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**

- +44 (0)20 7594 7268
- records@imperial.ac.uk

**Degree certificates**

- +44 (0)20 7594 8037
- certificates@imperial.ac.uk
11. Work-life balance

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

Civil Engineering Society (CivSoc)

The Civil Engineering Society is the departmental student society, of which all Undergraduate and Postgraduate students are automatically members. Run by an elected committee of students, CivSoc is one of the most active departmental societies in the College and organises regular events throughout the academic year. These include numerous lunchtime lectures given by industrial companies, site visits, social events and parties. The highlight of the CivSoc year is the extremely popular international trip in the spring, open to all students in the Department. Additionally, CivSoc writes and publishes the departmental student newspaper LIVIC.

All students are encouraged to participate in CivSoc-run activities. Announcements concerning upcoming events and society news are emailed to all members, displayed on the screen in the second floor Breakout Student Space, as well as being available on CivSoc’s website and social media pages.

Chair: Jayneil Master
jayneil.master13@imperial.ac.uk

Secretary: Max Castello
max.castello15@imperial.ac.uk

Events Officer: Marthe Boulleau
marthe.boulleau14@imperial.ac.uk

Industrial Liaison Officer: Hippolyte Mounier-Vehier
hippolyte.mounier-vehier15@imperial.ac.uk

Departmental Representative: Christina Barbas
christina.barbas13@imperial.ac.uk

International Tour Officer: Susie McAllister
susie.mcallister14@imperial.ac.uk

Treasurer: Naveeth Basheer
naveeth.basheer13@imperial.ac.uk

Marketing and Web Officer: Xing “Sam” Huang
xing.huang15@imperial.ac.uk

Alumni, and Mums & Dads Officer: Maria Stasi
maria.stasi13@imperial.ac.uk
Imperial College Union

The Union’s range of 340+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

www.imperialcollegeunion.org/about-us

Graduate Students’ Union

The Graduate Students’ Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises a number of academic and social events during the year.

www.union.ic.ac.uk/presidents/gsu

Sport

Beginners and semi-professionals alike will receive a warm welcome in our sports clubs, which are subsidised by Imperial College Union to make it a little bit cheaper to keep doing a sport you love.

Access to swimming facilities, including sauna, steam room and spa at Ethos sports centre, is completely free from your very first day. Gym facilities across all campuses are also free after you’ve completed a fitness orientation for a one-off charge (£40 in 2016–17).

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.

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

Staff-Student Committee
The Staff-Student Committee 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

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 Undergraduate SSLC is chaired by the Director of Undergraduate Studies and both the MSc and PhD are 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 ways to give your feedback on your Imperial experience, the following College-wide surveys give you regular opportunities to make your voice heard:

- Student Experience Survey (SES)
- UG SOLE lecture/module survey

The UG SOLE lecturer/module survey runs at the end of the autumn, and spring terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them. There are also separate surveys for your BPES and Horizon modules.

For UG SOLE your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please do not use offensive language or making personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. While this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

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 National Student Survey (NSS) is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs in the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England.

When you are in the final year of your programme, you will be invited to take part in the National Students Survey (NSS). NSS asks all final year undergraduates to rate a range of elements related to their student experience such as, academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available.

For Imperial’s results visit the Unistats website:

http://unistats.direct.gov.uk/Institutions/Details/10003270

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 shows you some of the changes made as a result of survey feedback:

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

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

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

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

surveys.registrysupport@imperial.ac.uk
14. And finally

Imperial Horizons

1. There are three different kinds of study status for Imperial Horizons students:

<table>
<thead>
<tr>
<th>Study basis</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Credit</td>
<td>Counts towards a student’s degree. 6 ECTS. Actual final mark appears on transcript.</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>Does not count towards a student’s degree, but 6 ECTS and ‘pass’, ‘merit’, ‘distinction’ recorded on transcripts of successful students. Fails do NOT appear on transcripts for Extra Credit Students.</td>
</tr>
<tr>
<td>Non-Credit</td>
<td>1st year 8 week courses only. No ECTS. Does not count towards a student’s degree. ‘Pass’, ‘merit’, ‘distinction’ recorded on transcripts of successful students. Fails do NOT appear on transcripts for Non-Credit students.</td>
</tr>
</tbody>
</table>

2. Summary of what is available to each year group:

<table>
<thead>
<tr>
<th>Year</th>
<th>8 Week course (Autumn OR Spring)</th>
<th>19 or 20 Week course (Autumn AND Spring Terms)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• All 1st year Horizons courses run for 8 weeks EXCEPT for Languages. • Non-credit only. • No degree or extra credit. No ECTS. • Pass, Merit or Distinction recorded on transcript for successful students</td>
<td>• 1st year Language courses run for 19 weeks • Extra credit. 6 ECTS • Degree credit available as part of the Year in Europe, or Languages for Science programmes, or where allowed by a student’s department. 6 ECTS</td>
</tr>
<tr>
<td>2,3,4</td>
<td>• All courses for years 2/3/4 run for 20 weeks. • 6 ECTS – Extra Credit or Degree Credit. • Students assessed regardless of credit status. • All coursework is sample double-marked and externally examined.</td>
<td></td>
</tr>
</tbody>
</table>

Note: Each Department has its own guidelines as to which courses may be taken for extra credit or degree credit. Currently Civil Engineering students are able to take all third and fourth year courses for degree credit. These are subject to change, but the latest list is available online: http://www.imperial.ac.uk/horizons/manage-your-course/taking-a-course-for-credit/

3. Imperial Horizons timetable slots for 2016-17 will be the same as previously:

- Monday 16.00-18.00 Second Years
- Tuesday 16.00-18.00 First Years
- Thursday 16.00-18.00 Third/Fourth Years
4. Students on the Year in Europe for Science programmes will study their chosen language during the Horizons slot, with their third weekly language hour delivered during Friday lunchtime.

5. Students will enrol via [www.imperial.ac.uk/horizons](http://www.imperial.ac.uk/horizons). Every effort will be made to provide students with their first choices, though inevitably there may be some cases where this is not possible.

<table>
<thead>
<tr>
<th></th>
<th>Enrolment opens</th>
<th>Enrolment closes</th>
<th>Allocations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming 1st years in Oct’16</td>
<td>Monday 5 September</td>
<td>Monday 10 October</td>
<td>Friday 21 October</td>
</tr>
<tr>
<td>2nd, 3rd, 4th years in Oct’16</td>
<td>Wednesday 4 May</td>
<td>Sunday 26 June</td>
<td>Monday 1 August</td>
</tr>
</tbody>
</table>

6. An Imperial Horizons Options Open Day will take place 11am – 3pm on 1st June in the Centre for Languages, Culture and Communication, level 3 Sherfield Building. This will give students the opportunity to meet teaching and administrative staff and ask any questions they may have. We also aim to send an Imperial Horizons representative to any departmental options talks taking place in the summer term, so do please invite us!

7. There are no formal pre-requisites for Imperial Horizons courses, except in Languages and Global Citizenship. See here for more information on language levels and pre-requisites. Language classes have entry levels mapped both against the British school system and the Common European Framework (CEF). In all other fields, courses available to 1st years normally would be at FHEQ level 4; 2nd years would be at level 5; 3rd and 4th years would be at level 6.

8. Each Imperial Horizons course has its own set of pages on Blackboard Learn, and there are online course summaries.

9. Written examinations for Language Horizons courses always take place on the final Monday or Tuesday of spring term, 4-6pm. In 2016-17 they will take place at 16.00 on Monday 20th or Tuesday 21st March 2017, depending on the language studied. This may not therefore be a student’s usual Horizons slot, depending on which year they are in. Departments are therefore asked to excuse students at these times as required. Language oral examinations take place at the end of the spring term and throughout May with a range of slots offered.

10. Departments are kindly asked to make rooms available in order to facilitate the teaching of undergraduates enrolled for Imperial Horizons (over 4000 enrolments in 2015-16).

11. The Centre for Languages, Culture and Communication welcomes proposals for new *Imperial Horizons*, courses. Anyone interested in discussing their ideas for a course is invited to contact one of the field leaders:

| Languages and Global Citizenship | Dr Fliss Starr-Egger | fliss.starr-egger@imperial.ac.uk |
| Business and Professional Skills | TBC | |
| Global Challenges | Dr Elizabeth Hauke | e.hauke@imperial.ac.uk |
| Science, Culture and Society | Giskin Day | giskin.day@imperial.ac.uk |

For further information please contact the Imperial Horizons Administrator on horizons@imperial.ac.uk
Alumni services
When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including:

- Discounts on further study at the College and at Imperial College Business School.
- Alumni email service.
- Networking events.
- Access to the Library and online resources.
- Access to the full range of careers support offered to current students for up to three years after you graduate.
- Access to our Alumni Visitor Centre at the South Kensington Campus, with free Wifi, complementary drinks, newspapers and magazines, and daytime left luggage facility.

Visit the Alumni website to find out more about your new community, including case studies of other alumni and a directory of local alumni groups in countries across the world.

www.imperial.ac.uk/alumni

Opportunities for further study
After you have completed your Undergraduate programme, you may choose to continue your studies on a Master’s programme at Imperial:

http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/

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/
Since the introduction of Tier 4 of the Points Based System in March 2009, the College has held a license permitting us to sponsor the visas of students from outside the European Union to enable them to attend our courses.

Sponsorship of students, under our Tier 4 Visa License, brings with it an obligation for us to inform the Home Office whenever we withdraw sponsorship from a student. This may be as a result of a student withdrawing or being expelled from their course, interrupting their studies, or not being in attendance. This is reflected in the College’s regulations and procedures to ensure the welfare and academic progress for all students. See Academic Regulation Paragraph 9.4 of the General Regulations for Students:


The College does not wish to discriminate in its treatment of students from outside the European Union, and so all procedures for monitoring attendance and reporting student activity apply equally to all students.

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

- Start-of-Session Induction.
- Completion of Health and Safety Induction, at which a checklist must be completed, signed by the student and a relevant member of staff.
- Submission of selected items of coursework.
- Attendance at Field Trips/Site Visits.
- Examinations and Progress Tests.
- Randomly selected lectures/laboratories/tutorials.
- Scheduled meetings with Personal Tutors and/or Project Supervisors.

In order to make this process efficient, the following shall apply.

- The Undergraduate Office shall conduct the monitoring using a class list supplied by Imperial College Registry.
- There shall be one location (which will be notified to you by email) for the submission of randomly selected coursework related assessment items.
- Each student shall sign the class list at each check-point.
- The Undergraduate Office shall inform the relevant Senior and Personal Tutor of any student who fails to interact with the College on three consecutive occasions.
- The student will be invited for interview, and a warning issued.
- If non-attendance continues, the Senior Tutor shall inform the Head of Department and the College Registry.
- The Imperial College Registry report directly to relevant authorities, including HEFCE, the UK-VI and sponsors.

The Department expects students to demonstrate their commitment to their degree programme by attending lectures and submitting coursework on time. If students cease to engage properly with the course, e.g. by being absent without permission or adequate cause, this may be reported to the relevant
authorities, and may result in being asked to leave the College. In the case of those attending with Student Visas, this could jeopardise the individual's ability to stay in the UK.

**Internships**

Undergraduate students are permitted to undertake an internship during their vacation, but they should not commence any placement during official College term dates.
16. 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

17. 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 scene, 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 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 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.
The Policy and Procedures contained in this document apply to all students and former students at Imperial College registered for Imperial College or University of London awards. A complete copy of the College regulations governing Cheating Offences: Policy and Procedures, under which Plagiarism is categorised, is available to download from the following link:


In any proceedings under these Policy and Procedures, the student shall be presumed to be innocent until the contrary is established beyond reasonable doubt.

Where the offence is an instance of suspected plagiarism, it shall be dealt with in accordance with the following procedures, commensurate with the severity of the suspected offence.

If you are not sure, please ask. Useful reference points are academic and library staff.

**Plagiarism** is defined as the presentation of another person’s words, ideas, judgement or data as though they were your own. For example; not referencing the source of your ideas or arguments when they have derived from your reading; taking verbatim the words of someone else’s work and putting it into your project without quotation marks and referencing; taking whole sections out of books, the internet, articles, lecture notes, other reports or other students’ work, and including them in your report uncited. It may also occur in formal written examinations, the above document addresses this possibility. An example might be where candidates have been able to learn text by heart (by rote) and simply reproduce this without acknowledgement of source. Where the examination is based on technical knowledge, this may be acceptable and not regarded as plagiarism. In other subjects where candidates are asked to write essay-type questions, the examiners may regard text reproduced without reference or critical analysis as plagiarism. This will be clarified, where appropriate, in the examination rubric on the front page of the examination paper.

You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment. This means that if part of the work is plagiarised, all group members will be held accountable unless proof can be provided by each individual member of their contribution. You should, therefore, retain an audit trail of your contribution for this purpose.

When submitting (both individual and group) assessed coursework you will be required to complete and attach a Coursework Cover Sheet (examples on the following page) confirming that you have read and understood the definition of plagiarism. Submitting this form will certify that the work presented is entirely your own, except where indicated.

Plagiarism is a serious offence. The Examination Board reserves the right to take further action as it deems appropriate to protect the name of the Department and the College, and this may involve expulsion of a student from the programme or delay or withdrawal of a degree award.
Coursework and Project Cover Sheet

First Year Undergraduate

Department of Civil and Environmental Engineering

Surname ___________  First Name ___________  CID ___________
Module _______________________________________________________________
Assignment_____________________________________________________________
Supervisor _____________________________________________________________
Submission Date ______________________________________________________

DECLARATION

I certify that I have read the definition of plagiarism given overleaf, and that the work submitted for this coursework assignment is my own work, except where specifically indicated otherwise. In signing this document I agree that this work may be submitted to an electronic plagiarism test at any time and I will provide a further version of this work in an appropriate format when requested:

Signature:_________________________________  Date:_________________________

Note: Until an assignment carries this completed front page it will not be accepted for marking. If the front page is absent, the delay in getting it added may result in a penalty for late submission.

TO BE COMPLETED BY THE MARKER

Grade awarded: ____________________________
Late penalty applied:________________________

Group Coursework and Project Cover Sheet
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I certify that I have read the definition of plagiarism given overleaf, and that the work submitted for this coursework assignment is my own work, except where specifically indicated otherwise. In signing this document I agree that this work may be submitted to an electronic plagiarism test at any time and I will provide a further version of this work in an appropriate format when requested:

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Name: ___________ CID: _______ Signature:__________ Date:________
Name: ___________ CID: _______ Signature:__________ Date:________
Name: ___________ CID: _______ Signature:__________ Date:________
Name: ___________ CID: _______ Signature:__________ Date:________

Note: Until an assignment carries this completed front page it will not be accepted for marking. If the front page is absent, the delay in getting it added may result in a penalty for late submission.

TO BE COMPLETED BY THE MARKER

Grade awarded: ____________________________
Late penalty applied: ________________________

PLAGIARISM
You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College must be expressed in your own writing and incorporate your own ideas and judgements.

Plagiarism, that is the presentation of another person’s thoughts or words as though they are your own, must be avoided with particular care in coursework, essays and reports written in your own time. **Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label your sources.**

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally if you summarise another person’s ideas, judgements, **figures, diagrams or software**, you must refer to that person in your text, and include the work referred to in your bibliography and/or reference list. **Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.**

The direct and unacknowledged repetition of your own work, which has already been submitted for assessment, can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. **You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.**

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe any of these rules may result in an allegation of cheating. **Cases of suspected plagiarism will be dealt with under the College’s Cheating Offences Policy and Procedures and may result in a penalty being taken against any student found guilty of plagiarism.**
Student Health & Safety Handbook

Department of Civil & Environmental Engineering
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SKEMPTON BUILDING

HEALTH AND SAFETY CONTACT INFORMATION

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:

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<th>Role</th>
<th>Room</th>
<th>Name</th>
<th>Tel.</th>
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<tr>
<td>Head of Department</td>
<td>442</td>
<td>Prof N. Buenfeld</td>
<td>45955</td>
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<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>
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Departmental Health and Safety Committee:

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<th>Name</th>
<th>Tel.</th>
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<td>Chairman of Department Safety Committee</td>
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<td>Mr A. C. Hargreaves</td>
<td>45993</td>
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<tr>
<td>DSE, COSHH, Radiation, Fieldwork &amp; Biological Safety Advisor</td>
<td>413</td>
<td>Dr G. D. Fowler</td>
<td>45973</td>
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<tr>
<td>Laser Safety</td>
<td></td>
<td>Vacant</td>
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<td>Manual Handling Assessor</td>
<td>236</td>
<td>Mr T. Stickland</td>
<td>43224</td>
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<td>Committee Secretary</td>
<td>437</td>
<td>Mr S. Hullock</td>
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<tr>
<td>First Aid Coordinator</td>
<td>507</td>
<td>Mrs C. A. Edwards</td>
<td>45970</td>
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<tr>
<td>EWRE Section Academic Safety Representative</td>
<td>303</td>
<td>Prof C. R. Cheeseman</td>
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<td>Fluid Mechanics Section Academic Safety Representative</td>
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<td>Soil Mechanics Section Academic Safety Representative</td>
<td>531</td>
<td>Dr J. R. Standing</td>
<td>46072</td>
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<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>
<tr>
<td>Imperial College Safety Department (level 4 Sherfield Building)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any changes to this list should be notified immediately to Dr G. D. Fowler: g.fowler@imperial.ac.uk
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><strong>Evacuation procedure:</strong></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><strong>Campus emergency number</strong></td>
<td>4444 (from an internal telephone) 020 7589 1000 (from all other telephones).</td>
</tr>
<tr>
<td><strong>Frequency of fire drills</strong></td>
<td>Annual (usually during the first 4 weeks of the autumn term)</td>
</tr>
<tr>
<td><strong>Frequency of alarm testing</strong></td>
<td>Weekly at around 8am on Tuesday mornings</td>
</tr>
</tbody>
</table>

### Locations of:

<table>
<thead>
<tr>
<th><strong>Fire alarm call points</strong></th>
<th>Five per floor located between each set of fire doors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency exits</strong></td>
<td>See map in this book</td>
</tr>
<tr>
<td><strong>Evacuation routes</strong></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><strong>Assembly point</strong></td>
<td>On the steps of the Queen’s Tower</td>
</tr>
<tr>
<td><strong>Fire extinguishers etc</strong></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><strong>Safety Notice Board</strong></td>
<td>Located on Level 4 on the wall outside the room 415</td>
</tr>
<tr>
<td><strong>Departmental Safety staff</strong></td>
<td>See the list enclosed in this book and in the lifts</td>
</tr>
<tr>
<td><strong>First Aid Arrangements</strong></td>
<td>See the list enclosed in this book and in the lifts</td>
</tr>
<tr>
<td><strong>Accident reporting</strong></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><strong>Safety Department</strong></td>
<td>Provides advice on Safety issues. Located in Sherfield Building, L4.</td>
</tr>
<tr>
<td><strong>Occupational Health</strong></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><strong>Security</strong></td>
<td>Provides a 24 hour, college-wide service relating to building security, first aid and emergency support.</td>
</tr>
<tr>
<td><strong>Web site information</strong></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><strong>Key Web site addresses</strong></td>
<td>Imperial Home Page: <a href="http://www3.imperial.ac.uk/">http://www3.imperial.ac.uk/</a></td>
</tr>
<tr>
<td></td>
<td>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><strong>Normal Working Hours</strong></td>
<td>8am-6pm weekdays.</td>
</tr>
</tbody>
</table>
### Departmental Hazards

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.

### PPE

All UG MEng students **must** 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.

### Dept. Safety Committee

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”.

### General Advice on Safety

If you have any safety related questions, please contact the DSO:
Dr G D Fowler, room 413, ext 45973, email: g.fowler@imperial.ac.uk
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):** 7am- 12pm Weekends and Public Holidays
- 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

![Building plan with marked emergency exits and assembly point](image-url)

- 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](http://www3.imperial.ac.uk/safety)
Emergency

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 practice. 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 Departments “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

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 (Weil’s 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/](http://www.fco.gov.uk/). Follow the links for “travel advice”.


**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** to 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

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.
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

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 the 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
- 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 “Faculty 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

1. **1st step:** Complete a General Risk assessment:
   - This covers many activities, but occasionally you will need to use special forms for certain tasks (COSHH, Radiation, Biological etc.)
   - You need to identify all the tasks and quantify them
   - Attach extra information including Engineering drawing details, SOPs etc.

2. **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.

3. **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 hazardous substances, acids, gases, solvents, fumes, etc.

- **BIO1 form**
  - College requirement for any work involving biological agents. Any Biological work MUST be discussed with the SSO 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
21. Appendix G: Map of South Kensington Campus
Building Key:

1. Bait Quadrangle
   Belt Hall, Chaplaincy, Imperial College Union
2. Imperial College Union
3. Ethos Sports Centre
4. Prince’s Gardens, North Side
   No.6: Early Years Education Centre
   No.10: HD: Garden Hall
   No.15: Centre for Environmental Policy
5. 5 Weeks Hall
6. Blackett Laboratory
   Physics, Institute of Shock Physics
7. Rodic Hill Building
   Aeronautics, Biology, Centre for Process Systems Engineering, Chemical Engineering, Composites Centre
8. Bone Building
   Aeronautics, Chemical Engineering
9. Royal School of Mines
   Earth Science and Engineering, Materials
10. Acton Webb
    Earth Science and Engineering
11. Bessemer Building
    Centre for Blast Injury Studies, Bioengineering, Imperial Incubator, Institute of Biomedical Engineering, Institute for Systems and Synthetic Biology
12. Goldsmiths Building
    Bioengineering, Materials
13. Huxley Building
    Computing, Institute of Shock Physics, Mathematics, Physics
14. ACE Extension
    Aeronautics, Chemical Engineering
15. William Penney Laboratory
    London o Science Centre
16. Electrical Engineering Building
    Electrical and Electronic Engineering, Energy Futures Lab
17. Business School
    Centre for Quantitative Finance, Innovation Studies Centre, Entrepreneurship Centre, Centre for Health Management
18. 53 Prince’s Gate
    Business School
19. Eastside
    Gabor Hall, Lisead Hall, Wilkinson Hall, Eastside bar and restaurant, Essentials convenience store
20. Sheffield Building
    Level 1: Catering, Centre for Health Policy, Queen’s Tower Rooms, Security Reception
    Level 2: Bank (Santander), Fuel Stop, Great Hall, Junior Common Room, Newspagent, QT snack bar, Senior Common Room, Union Shop
    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
    Level 4: Archives, Continuing Professional Development Unit, ICT, ICT Helpdesk, Occupational Health Service, Safety Department
    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)
21. Great John Institute for Climate Change
22. Faculty Building
    Academic Health Science Centre (AHSC), Central Secretariat, Climate-KIC, Communications and Public Affairs, Corporate Partnerships, Faculties of Engineering, Medicine and Natural Sciences, Administration, Finance, Human Resources, Institute for Security Science and Technology, Institute of Global Health Innovation, Planning, President & Rector’s Office, Research Services
23. 58 Prince’s Gate
    Ballroom, Billiard Room, Boardroom, College Room, Garden Room, Imperial Consultants, Oak Room, UK Energy Research Centre
24. 170 Queen’s Gate
    Council Room, Dining Room and Solar, President & Rector’s Residence
25. Imperial College London and Science Museum Libraries
    Central Library, Library Archives and Special Collections, Science Museum Library
26. Queen’s Tower
27. Skempton Building
    Civil and Environmental Engineering, Centre for Environmental Control and Waste Management, Centre for Transport Studies, Whish Research Out Lab
28. Mechanical Engineering Building
    ICT, Mechanical Engineering, Vibration University Technology Centre
29. Southside
    Falmouth House, Halls, Salter Hall, Tizard Hall, Health Centre, Dentist
30. Sir Brian Robson Building – Wolfson Laboratories
    Biology, Cell and Molecular Biology, Centre for Bioinformatics, Electron Microscopy Centre, Glycomics Training, Molecular Biosciences, Research and Infrastructure Centre, Centre for Structural Biology
31. Francis 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
    Medicine, Biology, Biomedical Sciences, Cell and Molecular Biology, Molecular Biosciences
34. Chemistry RCS1
    Biochemistry, Biology, Centre for Photomolecular Sciences, Chemistry
35. 53 Prince’s Gate
    Imperial Innovations
36. Alumni Visitor Centre
    College Cafe