Notes for Geoscience Students

2016 - 17
Welcome to the Department of Earth Science and Engineering. We hope that you will participate fully within the life of the Department and the College during your time at Imperial College London. You will quickly learn that we are a lively, welcoming Department and we hope that you will soon feel part of our small community.

To quote from our Head of Department, Prof Mark Sephton: ‘The principal challenge facing the world’s growing population is how to maintain sustainable access to natural resources – water, energy and food – that are necessary for us to enjoy a good quality of life. It is our duty to work towards a better world where we all benefit from the high standard of living that most of us take for granted. The science and engineering behind understanding and solving these problems lie at the heart of our Department’s activities.’

University is not only about acquiring skills and knowledge in the subject that you are passionate about. We hope that you will gain other transferable skills and knowledge that will help you in the transition to the wider world at the end of your degree. It is up to you to take advantage of the opportunities that are offered while remembering that you still need to ‘read’ or rather do quite a lot of work for your degree.

University students are expected to take responsibility for their own learning and welfare. However, the Department and the College provide many services to help you learn and to guide you through your time as an undergraduate student at the College. If you are unable to find the information that you need, don’t hesitate to contact your personal tutor, your year coordinator or the Academic Tutor: we will try and advise you.

Lorraine Craig
Academic Tutor
August 2016
In this booklet you will find sections that deal with the following issues:

**Helpful information**

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**Other information that it is useful to have**

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Term Dates

<table>
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<tr>
<td>Autumn term</td>
<td>Saturday 01 October to Friday 16 December 2016</td>
<td>11 weeks</td>
</tr>
<tr>
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<td>Saturday 07 January to Friday 24 March 2017</td>
<td>11 weeks</td>
</tr>
<tr>
<td>Summer term</td>
<td>Saturday 29 April to Friday 30 June 2017</td>
<td>9 weeks</td>
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Please also see link to the College website for future term dates

[www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)

ESE Department reading weeks are the weeks beginning 07 November, 12 December, 14 and 21 March. There are events taking place in reading weeks, such as fieldwork.

If you are intending to book flights at the end of a term, just check with us exactly when you can leave. We don't want any student to miss out on any activity.

College closures: on these dates there is restricted access to the RSM building

Christmas vacation: Closes on Friday 23 December 2016 at 17.00
Re-opens on Tuesday 3rd January 2017

Easter vacation: Wednesday 12 April to Wednesday 19 April 2017

Bank holidays outside College closure:
Monday 01 May 2017
Monday 29 May 2017
Monday 28 August 2017

Note that while every effort has been made to ensure the accuracy of the information in this document, the Department cannot be responsible for any errors or omissions contained within.

Further information and guidance on the subjects in this document can be found on the Departmental and University Websites.
[www.imperial.ac.uk/](http://www.imperial.ac.uk/)
General information

How to find your way around the Royal School of Mines Building [RSM]

The main learning and teaching rooms are in the RSM building:

**Basement**
- there are no teaching rooms but there are laboratories and student lockers for your use – you need a small padlock for your locker

**Ground floor**
- G.41 – large laboratory style room
- G.38 and G.39 smaller teaching rooms
- G.36 - the undergraduate study room where you will find some of the student lockers and the coursework box for depositing coursework. Returned coursework is also left here
- G.21 – undergraduate teaching office (UTO)
- G.08 – computer room for teaching

**First floor**
- 1.51 – large laboratory style room
- 1.49/1.50 – postgraduate teaching room
- 1.31 – large theatre style room, not often used by undergraduates

**Second floor**
- 2.42 – meeting room/classroom, not often used by early year undergraduates

**Third floor**
- 3.38 – computer room for teaching and private study when there are no classes
- 3.34 – computer room for teaching and private study when there are no classes
- 3.35 – computer room for teaching and private study when there are no classes
- Plus the most important room of all… the café which is open from 08.30 each morning and has breakfast ‘deals’ at special prices.

**Staff Offices**
Undergraduate administrative staff are located on the ground floor corridor: Gill Davies, Rob Lowther, Shilpa Madhaparia and Randalle Roberts. Teaching staff offices are found on the first, second, third and fourth floors. Lorraine Craig, Emma Passmore, Lizzie Day and Mike Streule’s offices are all on the first floor and Philippa Mason can be found on the second floor. If the person you need to find is in a swipe card access only area, there will be a phone outside the door that goes directly to the staff member’s desk. Call them and they will come and find you.

**Personal Communication**
You will find that we are a small and very friendly Department and that all the staff are very approachable and willing to listen and help you individually. Talk to the member of staff who teaches you, and if you find this unhelpful, then it is your personal tutor who should be your first point of contact. If they are unable to help, then approach the Year 1 Tutor and Coordinator. Try and make initial contact by e-mail. Most staff do not operate an ‘office hours’ system, and if they cannot see you when you approach them in person they will arrange a time to meet.

The exception to office hours is the Academic Tutor who normally sees students between 11.30 and 14.30; try and e-mail to book an appointment in advance to avoid having to call by and join the queue of students waiting outside her office. She does need to eat occasionally and may not always be there, so you might have a long wait, but normally sees you the same
day! If the Academic Tutor is not free, one of the Teaching Fellows will try and see you – their offices are just across the corridor.

**E-mail Communication**
We will contact you by e-mail, and this is also a good way for you to contact a member of staff. After registration you will be allocated an e-mail address and password. We advise you to check your e-mail several times each day. There are accessible computers located throughout the Department and the College although some students choose to use their laptop each day using the College wireless network. We also suggest that you check your e-mail each evening as sometimes it is necessary for us to contact you about a change to teaching arrangements the next day.

**E-mail etiquette**
We all have lives – you included. If you e-mail a member of staff say on a Friday evening you may not get a reply until early on Monday. If the matter is urgent contact the Academic Tutor by email at weekends.

**Important notices**
Notices from both the Department and other parts of the College are sent by e-mail. Remember, read your e-mail frequently. The undergraduate timetable is on ESESIS, which you can download to your calendar and on the undergraduate notice-board outside G.21.

**Internal and External Mail**
The College Security Officers deliver and collect mail twice a day. The Undergraduate mailboxes are located in the undergraduate study room G.36.

**Mobile phone numbers and contact details**
We will ask you to confirm your mobile phone number at the start of the term. After that please let the UTO know if you change your number. Likewise your contact details and emergency contact details for parents/guardians. And remember to update them on ESESIS.

**Passport details**
We will ask you to bring a PDF/photocopy of your passport with you at the start of the term. Why? The first year fieldtrip to Spain takes place in early May and we book flights for the trip during the autumn term. We need your passport details to book the flights. Make sure that your passport has at least six months validity from 1 May 2017. If not, there is still time to get a new passport before you come to London.

**The College website**
Official transcripts that are often needed for internships and placements are provided through the College registry online system:  

**ESESIS**
ESESIS is the Department of Earth Science and Engineering database (Earth Science and Engineering Student Information System) that transformed the life of students and staff alike in this Department some years ago. You will need to log-on using your College user ID and password. These are the same ones that are used for the College and ESE restricted web-pages for students. Other departments may use a central database but ESESIS is tailored for your needs and you will grow to love it. We do....

On ESESIS you can take ownership of your personal data such as:
- Edit your own personal data, e.g. update your home and term time addresses, and contact numbers
• Enter any work experience or internships that you may have undertaken
• Select the modules that you would like to study, subject to the constraints for core and optional modules and their pre-requisites
• Link through to detailed information about the modules including detailed module content and learning outcomes, how feedback for that module will be delivered, module, reading list for the module, deadlines and most other information that you need to know, including who is teaching the course and who the GTAs are [see below].
• View your timetable for your chosen modules for the autumn, spring and summer term... and download it electronically onto whichever diary system you use
• Submit coursework online where permitted by the module coordinator
• Be reminded about upcoming... and overdue coursework
• View your feedback when it is submitted in this way
• View your own coursework results online when they are released.

First year students choose their modules in the induction/welcome week on arrival; returning students confirm the modules that they have chosen in spring 2016. Students are given considerable support, advice and guidance when choosing their modules. If you feel you need more advice, just ask the Academic Tutor.

Safety

The College and the Department place considerable importance on safety: personal safety, onsite safety and fieldwork safety. You will be given personal and onsite safety advice during your induction week. Fieldwork is an integral part of your training in Geoscience. It is most important to take field safety matters seriously and to this end the Department arranges field safety courses at various stages in your course. Please note it is essential that you attend all of these. **You will not be allowed to go on fieldwork unless you attend the safety course.**

**Field safety training** will take place as follows:
Year 1: fieldtrip during induction week
Year 1: 07 & 08 November 2016, 09.00 to 17.00
Year 2: pre-mapping on 23 May (to be confirmed)
Years 3 & 4: 10 and 11 November 2016, 09.00 to 17.00 – optional qualification; to sign up in advance

Further information on field safety can be found on the departmental intranet. [www.imperial.ac.uk/engineering/departments/earth-science/about/health-and-safety/](http://www.imperial.ac.uk/engineering/departments/earth-science/about/health-and-safety/)

The Field Safety Officer is John Paul Latham; Rob Lowther is the Administrator for field safety. The Departmental Safety Officer is Mark Sephton. A list of all staff trained in first aid can be found on the ground floor corridor of the RSM building adjacent to room G.21. Instructions on safety can also be found beside the phone in each of the teaching and computer rooms. We will normally inform you when you have a safety related activity to complete.

**Fire Drills**
Fire drills are held during the term at unannounced times. You should familiarise yourself with the instructions displayed in teaching rooms, computer rooms and on notice-boards as to the procedures you should follow and where assembly points are. Designated Fire Marshalls shall provide assistance during this time. You should not re-enter the building unless instructed to do so by a member of Imperial College London staff.
Building opening hours
You can work in the building anytime from 07.00 to 23.50 Monday through to Sunday. However, if you are found in the building outside of these hours, you will be reported to the Academic Tutor and subject to an instant fine. You will be advised at start of year meetings about building opening times, and the departmental policy regarding being in the building outside of these hours.

Attendance
You are an adult, and it is ultimately your decision if you decide to come to lecture and practical classes or not. We expect full attendance at all lectures, practical classes, additional induction and other sessions, and on field courses. It is quite simple: if you do not attend you are most unlikely to pass the year. We will monitor attendance and your academic progress throughout the year. If you do not submit coursework or attend classes you will be invited to meet with the Academic Tutor or one of the Teaching Fellows. Lack of attendance at lecture and practical classes can be brought to the attention of the Board of Examiners.

Don’t like getting out of bed in the morning?
Those who live closest to College are the ones who are normally late for lectures. The staff who teach have had to get out of bed to be in the Department on time. Out of respect for your staff and fellow students, please be on time for your lectures. We notice those who are late…and you may be denied access to a lecture until a suitable break. Unless otherwise notified, all morning classes start at 09.00 and afternoon classes at 14.00.

Additional information for students

Who is who and how do I find them?
There are some 48 academic staff and 30 support staff, not to mention the post-doctoral research staff and post-graduate students (GTAs) and some final year undergraduate students (UTAs) who all support our undergraduate learning and teaching.

To find the contact details or the room for any teaching staff in the department look on ESESIS, click on the link to the staff member’s individual web-page on the module they are teaching you, or contact the staff member through the College outlook address book. If you use Outlook (email) to find someone, just make sure that you get the right person, in the right building, in the right department.

Academic and personal tutors
You will find that we are a small and friendly Department and that all the staff who teach you are very approachable and willing to listen and help you individually. You will be allocated a member of staff in your first year who will be your personal and academic tutor for the year.

Should a staff member or personal tutor be unavailable to provide you with assistance then it is the Year Tutor who you should approach next.

- First year Tutor & Coordinator  Dr Lizzie Day  Room 1.39
- Second year Coordinator:  Dr Emma Passmore  Room 1.37
- Third year & fieldwork Coordinator  Dr Mike Streule  Room 1.35
- Careers  Dr Philippa Mason  Room 2.48

More serious matters, such as illnesses or other events leading to absence from the College should be raised as early as possible with Dr Lorraine Craig, the Academic Tutor.
Professor Mark Sephton, the Head of Department, may also be consulted through his assistant, Daphne Salazar. Other people you may need to contact are:

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<tr>
<th>Role</th>
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<tr>
<td>Academic Tutor</td>
<td>Dr Lorraine Craig</td>
<td>Room 1.32B</td>
</tr>
<tr>
<td>Undergraduate Administrator</td>
<td>Ms Gill Davies</td>
<td>Room G.27</td>
</tr>
<tr>
<td>Academic Administrator</td>
<td>Mrs Randalle Roberts</td>
<td>Room G.21</td>
</tr>
<tr>
<td>Undergraduate Assistant Administrator</td>
<td>Miss Shilpa Madhaparia</td>
<td>Room G.21</td>
</tr>
<tr>
<td>Rock Collection Administrator</td>
<td>Mr Rob Lowther</td>
<td>Room G.21</td>
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Note that the Academic Tutor, Dr Lorraine Craig undertakes the roles of Senior Tutor, Director of Undergraduate Studies, Department Disability Officer and Departmental Careers Advisor. If Lorraine is not available over an extended time period (don't worry, she will tell you when she is off) seek help from your Year Tutor or Year Coordinator in the first instance. Lorraine’s deputies are:

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<th>Role</th>
<th>Name</th>
<th>Room</th>
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<tr>
<td>Deputy Disability Officer</td>
<td>Dr Lizzie Day</td>
<td>Room 1.39</td>
</tr>
<tr>
<td>Deputy Director of Undergraduate Studies</td>
<td>Dr Mike Streule</td>
<td>Room 1.35</td>
</tr>
<tr>
<td>Deputy Senior Tutor</td>
<td>Dr Emma Passmore</td>
<td>Room 1.37</td>
</tr>
<tr>
<td>Deputy Careers Advisor</td>
<td>Dr Philippa Mason</td>
<td>Room 2.48</td>
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**Personal Tutors**

Every student will have a personal tutor allocated, with whom you should keep in regular contact over the three or four years of your course, even if (s) he is not one of your lecturers. In your first year you will meet with your personal tutor every second week and your tutor may ask you to prepare work in advance. Your personal tutor will also supervise your first and second year independent projects - for details of this see the relevant course notes for courses ESE2.15 and ESE3.12 (Tutorials 1 and 2).

Apart from your independent project work your personal tutor will need to contact you from time to time but it is up to you to make sure that you **meet at least twice a term.** The information that your personal tutor can supply about your general progress throughout your time here, and any special difficulties you might have experienced can be of invaluable advantage to you when decisions affecting your future have to be made, such as at Board of Examiners’ meetings. Ideally, the personal tutor should have the role of a friend or relative. They may also write you a reference when you graduate. If, for whatever reason, you are unable to contact or establish a good rapport with your personal tutor, please talk to the Academic Tutor who may be able to arrange a change of tutor.

**Learning Difficulties**

We recognise that a number of students come to us with pre-existing conditions, and some with Specific Learning Difficulties that have never been formally identified. If you have dyslexia or any other learning issue please can you send an e-mail or contact Lorraine Craig (Academic Tutor/Senior Tutor) as soon as you can, either before you arrive or after arrival in College. We will aim to support you as much as we can. Elizabeth Day will also support students, and if you wish, you may talk to her. See also page 26.

**College Regulations**

As a student, you have a two-way contract with the College. The standard to which you are treated by the College is regulated, but there are also expectations of you as a student. This guide outlines most of these, but full details can be found at: [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/)

**What to do if you have an issue to sort out**

Normally life ticks along without any issues appearing. However, sometimes life does not go so smoothly with your classes but there are a lot of routes that you can use to get help.
You have a problem with your lectures or tutorials
1. Talk to the lecturer who is teaching the module.
2. Next step is to talk to your personal tutor, maybe sending them an e-mail.
3. Next step is to contact your year coordinator or the Academic Tutor who will act as the Director of Undergraduate Studies (DUGS).
4. Talk to your year representative and ask them to contact the Academic Tutor/DUGS to discuss the issue. Your year reps may then decide if the matter is taken to the SSCC (staff student consultative committee) meeting or not.

The College has a formal complaints procedure, outlined at www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/ which states that, where possible, complaints should be raised promptly with the person in question. We can normally sort out issues very speedily, provided you tell us about them.

You are absent from College and have mitigating circumstances (mitigating circumstances mean that you have been unwell, a close family member has been seriously unwell etc.)

E-mail Gill Davies and the Academic Tutor as soon as possible. For medical absences of more than one week you will need a doctor’s certificate. It is important to get this medical certificate and to report the illness at the time that it happened. If you are unsure, contact us, we would rather know than not know…

You are about to miss a deadline and you have mitigating circumstances
E-mail the Academic Tutor explaining what has happened. Lorraine or Gill Davies will provide a link to mitigation circumstances form: www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/.

Complete and submit the form in an envelope addressed to Gill Davies, Room G.27 or G.21. For medical absences of more than one week you will need a doctor’s certificate.

You have a pastoral issue that is affecting your academic performance
Notify your personal tutor, preferably in person, but otherwise by e-mail. Your personal tutor will make a record of the problem. You should also notify your Year Coordinator and the Academic Tutor who will keep a central record of mitigating circumstances, and place a note in your personal file. In serious cases you or your personal tutor will also notify the Academic Tutor. If you wish the matter to be treated as confidential, you should advise your tutor or the Academic Tutor at the time. Remember it is important to tell us early if there is an issue… don’t sit in silence.

You have serious issues and/or are thinking of interrupting your studies
See the Academic Tutor.

You wish to change your personal tutor
See the Academic Tutor.

You wish to change degree course (e.g. BSc Geology to MSci Geophysics)
Discuss with your personal tutor and arrange a meeting with Academic Tutor to discuss your change of degree course. Following the meeting send an e-mail to l.craig@imperial.ac.uk to confirm your wish in writing. There are additional steps that you will need to follow if you are an International student on a Tier 4 visa, so do come and talk to us early about this decision.
The deadline for students wishing to change degrees in their third year is 13th March 2017.

You wish to change a module
Make the change on ESESIS. If you cannot do this contact your Year Coordinator or the Academic Tutor. The deadline for students wishing to change modules is normally early November for modules with examinations in January and normally early February for modules with summer term examinations. You will be advised of the dates by email and yes, we will remind you to sign off your modules.

You have financial issues that are affecting your ability to study –
The website www.imperial.ac.uk/students/fees-and-funding/ provides useful information on loans, bursaries, scholarships and other matters. The College advises against paid employment during term time, and in particular recommends that this should not exceed 10 hours per week because of the impact it will have on your studies. The College policy on student employment can be found here: www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/
Remember to talk to the Academic Tutor if you find yourself needing to apply to one of these funds: we can write in your support.

Student Support Fund: Before submitting an application, undergraduate students must have applied for their maximum student loan entitlement and have received the first instalment. A Summer Fund is available for continuing students experiencing financial hardship during the summer months; please see the College Hardship Fund for guidance notes and an application form: www3.imperial.ac.uk/studentfinance/currentstudents/supportfund.

In addition to covering the cost of fieldwork, the Department provides limited additional financial assistance for students, normally in receipt of the ALF or College Student Support Fund support. You will be notified of how to apply and the deadlines by e-mail.

Induction programme
No matter which organisation you join, such as a part-time job, you will have an induction programme. Coming to university is no different, nor indeed is returning to university each academic year. Week 1 of the autumn term is an induction week, or Start of Session or Welcome week. This programme, together with the extended programme in the autumn term, and the support of your personal tutor and others around the Department, we hope will assist you in making a smooth transition from school or college to university life.

You will have ‘4th year mentors’ ‘mums and dads’ or ‘buddies’ [you may get a combination of the three... if you are lucky] who will be around to help with questions about the degree scheme or about College in general. There are a number of events held during your first year to allow you to get together with your mentors and buddies. Mentors are more formal meetings that are timetabled

From week 2 of term, the induction programme continues normally on a Friday. See your timetable or look on ESESIS, module 2.15. We shall start to explore the skills that you may need to develop for a successful, university career. ESE staff, together with colleagues from the Library, and the Careers Service, will indicate what is expected of you and what you can expect from us.

Student and staff feedback
ESE is well known around the College for its lively student and staff feedback. Feedback is ongoing; it happens during practical classes, in workshops, in lectures, in tutorials and in almost any part of your learning. You often do not notice you are getting feedback. During
fieldwork you are getting feedback up to 12 hours each day, there are other areas where students and staff provide feedback. Feedback is intended to extend your knowledge, skills and learning in a variety of ways. Each module will have details of the nature of the feedback given on ESESIS, together with the dates for submission of written coursework, and you will be informed of this at the start of the module.

If there is written feedback on submitted coursework, it is provided to you within two weeks of submission of coursework. Some staff chose to give verbal feedback on coursework at the start of the next teaching session, others give written feedback. Not every course will be the same. If you find that you are not getting feedback from staff within two weeks of submitting written work then inform your year rep about this or notify the Academic Tutor by e-mail. The one exception to the feedback rule is coursework in the summer term: we normally return this after the end of term due to exam regulations. Where practical, and in some cases this will not be practical, staff will give feedback to the entire student group on the examinations assessment.

University is about learning, and it is not just about assessment. You will be asked to submit coursework that will not be assessed. We find each year that students who do not submit coursework do not do well in the course.

Additionally there are two formal mechanisms for students to raising issues in the Department.

At the start of each academic year you will be invited to elect two Year Representatives who will liaise with you before and after the Staff Student Consultative Committee meetings which are held once a term. Normally issues raised at the SSCC meetings have been dealt with prior to the meeting. Minutes of previous SSCC meetings can be found on the website. You will also get feedback through your year reps. Remember we are all members of one community and aim to provide feedback to one another throughout the academic year.

SOLE (Student On-Line Evaluation)
Towards the end of the autumn, spring and summer terms you will be invited (or rather sent masses of e-mails until you complete it) to complete an online evaluation of your courses, your induction to the Department and your tutorials. Replies are anonymous, and go to the individual member of staff, to the Academic Tutor, to the Head of Department and to the Department Teaching Committee. There is competition between departments to see who gets the highest response rate from students and ESE has normally the highest percentage return rate of any department. Students from ESE respond because they know that staff will provide feedback to them. We listen and where appropriate we take action. Before the first SOLE survey, we will give you examples of how feedback from SOLE has worked in previous years,

Action point: When you complete SOLE do think if you would like to hear the same things said to you! Try and be constructive.

Remember: don’t dwell on issues; we encourage you to sort issues out quickly by raising them with staff or the Academic Tutor at any time. They should be sorted out before SOLE.

Other surveys
There are also separate surveys for your BPES and Imperial Horizons Co-Curriculum modules, should you take them. Run at the same time as the autumn Term UG SOLE lecturer/module survey is the Union’s Student Experience Survey (SES). This survey will cover your induction, welfare, pastoral and support services experience. During December you will receive an e-mail in your Imperial College account with links to all your relevant the surveys.
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: [unistats.direct.gov.uk/](http://unistats.direct.gov.uk/)

All our surveys are anonymous and the more students that take part the more representative and useful the results, so please take a few minutes to give your views. The Union’s “You Said, We Did” Campaign at [www.imperialcollegeunion.org/you-said-we-did](http://www.imperialcollegeunion.org/you-said-we-did) shows you some of the changes made as a result of survey feedback. In ESE we communicate the outcome of SOLE; other surveys are less specific and we are not always able to communicate the outcome in the same way. The answer to this is straightforward: if there is an issue to do with your course, tell us in the Department about it and we will see what can be done to solve it. Don’t wait for the survey to tell us.

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/](http://www.imperial.ac.uk/students/academic-support/student-surveys/).

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

**Student facilities and activities**

**Lockers**

Lockers for undergraduate students are in Room G.36 (blue ones) and the lower ground corridor (red ones). Should you wish to use one, you will need to purchase a padlock. **You must ensure there is a label with your name and department and year of study clearly marked on the locker.** Lockers are emptied at the end of each academic year. We will let you know the date by when this will happen and graduating students must remove all items by that date. Anything left by that date is recycled or donated to a charity shop.

**Photocopying (Carl Jurczuk)**

Most students use the printers in Rooms G.36 (ground floor) 3.35 and 3.38 (third floor) and these printers can also be used as photocopiers and scanners. For communal printers and the printers in Rooms G.36 (ground floor), 3.35 and 3.38 (third floor) are part of the College wide printing system. Printing, copying and scanning is paid for through your printing account which is accessed when you swipe your College ID card in the printer. You may pay money into your account at various locations around College including the library.

The costs of printing in these rooms and in the library are as follows:

- Black and white printing, 3p per A4 side/ 6p per A3 side
- Colour printing, 12p per A4 side/ 24p per A3 side

There are three dedicated photocopiers in the Department which are located on the second floor of the RSM in Room 2.44. The Department offers black and white and colour photocopying facilities. Please contact Carl Jurczuk, E-mail: carl.jurczuk@imperial.ac.uk, if you wish to use the photocopiers. Also available in Room 2.44 are comb binding facilities, laminating machine, staplers and guillotines. Carl offers a limited A0/A1/A2 poster service. Pre-payment cards for use with the photocopiers in Room 2.44 ONLY may be bought from Carl Jurczuk in Room 2.44. These cards are rechargeable but a £2.00 deposit is required for each card purchased, these cards are ONLY for use on the photocopiers in room 2.44.
General costs are detailed below:

- Black and white printing, 4p per A4 side
- Black & White copies, 4p per A4 side, 6p per A3 side and transparencies cost 25p plus the price of the copy. Double sided available.
- Colour copies, 20p per A4 side, 40p per A3 side and transparencies cost 80p (not self service). Double sided available.
- Laminating is 30p for A4 and 60p for A3 (not self service).
- A ream of A4 paper costs £4.00 and A3 costs £8.00.
- Comb binding costs vary from 80p to £1.50 per binding (not self service).
- Tracing paper for copiers is sold at 10p for A4 and 20p for A3.

Computing facilities

General information about computing at the College can be found on the website: www.imperial.ac.uk/students/online-services/

Here you will find information on e-mail, passwords, security issues etc. Our ICT staff in the RSM will be available to help you out during the induction week.

The main ICT help desk is found on the fourth floor of the Sherfield Building. There is also a dedicated RSM help desk each day from 12.00 to 13.00 in the basement of the RSM building. To find our helpful folks, go through the double doors in front of you when you enter the RSM by the ‘pink canopy’. Walk down one level to the basement and you will see the ICT room directly ahead of you.

Library facilities

You will be introduced to the Central Library in week 1 of term, and then to other library facilities later in term 1.

The Central Library, next to the Queen's Lawn, has information on all subjects taught by the College, including copies of undergraduate and postgraduate textbooks, maps, and research-level material. There are also a number of specialist collections, together with a fiction collection, newspapers, magazines, CD and DVD collections. The Science Museum Library specialises in the history of science and technology and the public understanding of science.

The ESE collection is located mainly on the 4th floor of the Central Library, with engineering material on the 2nd floor. The 4th floor collection contains a large map collection (flat and folded), geological reports, as well as books and journals.

You should also take a look at the Digital Library. It provides you with online access to the library catalogue as well as a large collection of databases (e.g. GeoRef), electronic journals, electronic books and other useful online resources. To access the Digital Library, please see the library website at www.imperial.ac.uk/admin-services/library/use-the-library/.

The Central Library will be open 24 hours, six days per week during term time of the 2016/17 academic year. The only time it is closed is for an 11-hour period between Friday at 23.00 and Saturday at 10.00. During this period the Library undergoes essential maintenance work.

The other times the Central Library will be closed include the Christmas/New Year & Easter breaks; just check online for opening times when planning your study time.
PLEASE NOTE: Opening hours may be subject to change at short notice so please take a look at the Library website for further details: www.imperial.ac.uk/admin-services/library/use-the-library/our-libraries/central-library/.

Enquiries or requests to the liaison librarian, Nicole Urquhart at n.urquhart@imperial.ac.uk.

The DLB, the Geophysics Society, the RSM Union
The presidents of the three undergraduate societies have all got lots of activities planned for the coming year; they will e-mail you, regularly, and try and persuade you to come to their events. Enjoy. Remember to put the DLB day into your diary now... it's in the middle of spring term, and then there may be the junior DLB in the summer term once all the exams are over.

Students are encouraged to take advantage of the social and sporting opportunities afforded by the Students' Union. There are a number of sabbatical student positions that together run the Union each session. If you are considering standing for election to one of these positions then before allowing your name to go forward you are strongly recommended to discuss with the Academic Tutor the possible effect on your academic studies and, where appropriate, how best to prepare to resume your studies in the event that you are elected.

Learning and Teaching

If we were to state a single, succinct, central objective for our undergraduate students, it would be:

"to ensure that every student reaches a high level of competency in applying mathematics and physical science to understanding the Earth, while simultaneously maintaining a long tradition of excellence in observational field geology".

Course variants, course structure and progression
The programme leads to the award of a BSc degree after three years of study, or to an MSci degree after four years of study. An additional quality threshold exists for students on the MSci programme (see Scheme for the Award of Honours). The majority of students now opt for the four-year programme, although the three-year BSc continues to offer a useful route for those students who would like to follow their undergraduate studies with a masters course on a more specialist industrially-focussed MSc programme.

www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/

Variants

The present programmes on which you will be enrolled on at entry lead to the award of the following possible degrees:

- BSc Geology
- MSci Geology
- MSci Geology with a year abroad
- BSc Geophysics
- MSci Geophysics
- MSci Geophysics with a year abroad
- MSci Petroleum Geoscience
- MSci Geology and Geophysics

The two Geoscience degree streams provide the opportunity for a significant level of specialisation within the programme, especially within the final year. In contrast, the Geology and Geophysics stream provides the opportunity for study across a broad field that encompasses both the higher-level numerical requirements of geophysics and the high-level observational field skills required within geology.
The year-abroad streams provide the opportunity for our most-able students to spend their third year studying within a partner university overseas.

Alternatively, for students on the Geology programmes it is also possible to transfer onto a different degree scheme during your first or second year:

BSc Earth Science  
MSci Earth Science

These degree schemes offer less fieldwork, and more Earth Science, environmental and geochemistry focused modules, with a major, non-fieldwork year 3 project focussing on Earth Science issues. Both three and four year degrees in Earth Science are available.

**Structure and progression**

Students enter the geoscience programme from fairly diverse backgrounds. We have therefore formulated a course that is highly modularised and semi-flexible within its first two years, in which each module has carefully designed formal prerequisites, and in which all foundation and core material is ultimately compulsory.

Students progress through the programme in an individual sequence, structured to match your pre-existing knowledge. Thus, for example, a student with strong maths and physics on entry will take subjects such as Physical Processes ahead of a contemporary who may have entered with strong geology, chemistry and biology, and who will in turn take subjects such as Solid Earth Geochemistry relatively early in their degree. Both students however, if studying for the same degree title, will ultimately study the same set of core materials, and will reach the same academic standards in those core areas.

This approach is facilitated by a structured timetable, by course regulations that ensure a coherent progression through the programme, and by management implemented through our online course-management system – ESESIS.

Modules within the programme are assigned to one of five levels which might be categorised broadly as preparatory, fundamental, intermediate, advanced and specialist. Preparatory, level 1, modules in chemistry, physics, and mathematics are designed to be taken only by those students who do not have a pre-existing advanced-level qualification in that subject. Each module will have specific learning outcomes.

Modules are assigned a weighting of one or more SMEs (single-module equivalents). An SME corresponds to around 25 hours of formal contact teaching which, together with practical and course work, private study, revision and examination, corresponds to about 100 hours of total student study time. In years 1 and 2, students study about 16 SMEs through the year; in years 3 and 4, students study about 20 SMEs per year which include a third-year independent field project and a fourth-year MSci project. The independent project starts in the summer term of year 2, and is submitted at the end of autumn term in year 3. The fourth year MSci project normally starts in the summer vacation between year 3 and year 4.

The degree scheme considers 1 SME or around 25 hours of teaching as 3.75 ECTS. ECTS are European Credit Transfers.

Year 1 – a student is normally required to take at least 60 ECTS
Year 2 – a student is normally required to take at least 60 ECTS
Year 3 – a student is normally required to take at least 75 ECTS
Year 4 – a student is normally required to take in at least 75 ECTS
The Scheme for the Award of Honours, and the Degree Schemes document define the details of each degree schemes. A list of Core Competencies required for the degree schemes is also available.

Up to date versions are always available on the website: [www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/](http://www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/)

All students are required to attend an academic briefing at least twice per year where the key points about this document explained in addition to any changes. You will be informed of the dates in advance; attendance lists are taken.

**When does teaching take place?**

There are three academic terms and each term has a different structure.

**Autumn term**

There are 11 teaching weeks with the term structured as follows:

- Week 1 – induction
- Weeks 2 – 5 – teaching
- Week 6 – reading week
- Weeks 7-10 teaching
- Week 11 – reading week

**Spring term**

There are 11 teaching weeks with the term structured as follows:

- Week 1 – examinations
- Weeks 2 – 9 – teaching
- Weeks 10 – 11 – reading week, including fieldtrips Dorset (Yr 1), Pyrenees (Yr 2) or Cyprus (Yr 2 geophysics)

**Summer term**

There are 9 teaching weeks with the term structures as follows:

- Week 1 – examinations years 1 to 4
- Week 2 – examinations, year 3 and 4
- Weeks 2 – 3 – fieldwork in Spain (Rio Tinto Yr 1), Scotland (Anglo-American Yr 2),
- Week 3 and 4 – Sardinia fieldtrip (Yr 3) and Apennines (Yr 4)
- Weeks 3, 4, 5, 6, 7 – taught summer term modules
- Week 8 – keep it free just in case or ask….
- Week 9 – last week of term; poster presentation for year 4 projects and end of term

**How do you change or stop a module?**

If you register for an optional module which you realise you would like to change before the examinations registration deadline, please e-mail your year coordinator or the Academic Tutor.

**How is the day structured?**

**Lectures** are the formal part of teaching. Lectures, normally starting at 09.00 or 14.00 are the most formal part of learning. Why should you go to lectures? Well, 96% of students told us they go to all lectures. You could prepare for the lecture in advance, but in reality some students do not do this. To get the most out of lectures try and be an active learner and ask questions, follow the lines of reasoning. Build up your file of notes and try and relate different parts, and maybe transform the material into a version you understand, question the material and make it your own. Keep on top of this and you will have no difficulties when it comes to revision.

**Practical classes** are the informal part of teaching and you get great feedback from your staff, graduate demonstrators (GTAs) and from peers for two hours. You can explore your
understanding of the course during a dialogue with others; and you will learn practical skills that you may use in your career. Remember to ask when you need assistance from others. Some modules (e.g. maths modules) have 2-hour workshop sessions associated with them. Workshops are there to provide you with additional feedback. Go to practical classes; don’t just slope off after coffee, you may miss feedback from your staff if you do.

**Tutorials** take place in groups of 4 or 5 students in the first and second years. They encourage active learning, exchange of ideas, self-expression and enhance your communication skills in a small group setting. In the first year you stay with the same tutor for approximately 8 sessions through the year. Your tutor will also guide you through your first year independent project. In the second year, you will normally keep the same personal tutor, having 4 tutorials, and move between different tutors for four other tutorials, preparing a new topic each session. You may also have less formal tutorials with your study mentor.

**Private study** may include writing reports, completing problem-sheets, or completing coursework that was not finished or is in addition to the timetabled 2-hour practical class. The timetable allows time to be spent completing this private study perhaps in the evenings during term, in reading weeks or in the vacation time.

**Time management.** You should appreciate that attendance at courses is only one aspect of the general need to manage your time efficiently, possibly a new responsibility for you. You will need to watch out against frittering away too much time on long coffee breaks and so forth, as well as making your working day too short. You should also guard against working too many hours as this is known to adversely affect performance. Most students should spend an average of 40-50 hours per week on academic work. Some weeks you will need to spend more time than this, some weeks less time. However, **do not allow less than 40 hours per week to become the norm**, as this may lead to difficulties passing modules.

For more assistance on how to study at university level see the Imperial Success Guide:

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

**Fieldwork**

Fieldwork is the ultimate component of each degree course. Some information about fieldwork is given in this handbook but remember to be aware of any changes: remember we will e-mail you, but you also need to be proactive. Fieldwork is structured so that there are specific tasks to complete to a high standard and submitted for assessment. Some work will be completed as an individual, others as a group, and they are very useful transferrable skills to build up. Many students find fieldwork as the most enjoyable part of their degree course. We will train you in fieldwork safety, building on skills year-on-year through your degree to allow mapping in pairs, or to undertake fieldwork in small groups. The provisional fieldwork timetable is on ESESIS.

Fieldwork is treated as an integral part of your training in Geoscience. It is most important to take field safety matters seriously and to this end the Department arranges field safety courses at various stages in your course. Please note it is essential that you attend all of these. **You will not be allowed to go on fieldwork unless you attend the safety course; the times of these courses are listed on page 6.**

For students who enter the College from 2013, the Department will pay for taught fieldwork in year 1, and in year 2 but not for the independent mapping project between year 2 and year 3. Students will be asked to make a small contribution to the cost of food on fieldwork, with the amount reducing to zero if the fieldtrip is self-catered.

If you sign up for taught fieldwork and do not attend the whole course, note that field
expenses incurred by the Department will have to be recovered from you. There is no
College insurance that will cover you against such losses, and it is your responsibility to
arrange the necessary insurance cover. Students will not be permitted to graduate from the
College until they have cleared all outstanding debts.

Visas and Passports
Overseas students are advised to check whether they require a visa for fieldtrips outside the
U.K. and to apply to the Embassy at least ten weeks in advance of the fieldtrip.

Overseas students must also check that they have a valid passport, and visa for the
UK that extends six calendar months beyond the date of return of the fieldtrip. If you
have any queries about a visa for fieldwork please contact the Fieldwork Coordinator,
Rob Lowther as soon as possible

Year 1 Fieldwork Programme for 2016/17 (depending on degree followed). Please note
that dates may change depending on availability of flights; please see the current fieldwork
dates on ESESIS. The fieldwork programme is being redesigned and trips beyond the
second year may be subject to change.

<table>
<thead>
<tr>
<th>Year</th>
<th>Module</th>
<th>Term</th>
<th>Location</th>
<th>Time spent in the field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Ice breaker</td>
<td>Autumn</td>
<td>Leicestershire</td>
<td>1 day – Week 1, Term 1 (07 Oct. 2016)</td>
</tr>
<tr>
<td>Year 1</td>
<td>ESE 2.05</td>
<td>Spring</td>
<td>Dorset</td>
<td>3 days – Week 11, Term 2</td>
</tr>
<tr>
<td>Year 1</td>
<td>ESE 2.14</td>
<td>Summer</td>
<td>Rio Tinto, Spain</td>
<td>14 days – Weeks 2-3, Term 3</td>
</tr>
</tbody>
</table>

Fieldwork equipment
You will be issued with a hard hat and high visibility vest for use in the field. It is your
responsibility to bring this equipment to the fieldtrip. We will take a small deposit for these, to
be paid back when you return your equipment.

You will be advised when you are accepted into the College of the specification for other
items required for fieldwork: sturdy boots, waterproof jacket, small rucksack, notebook and
pens. The department can loan a compass-clinometer and hammer or you may choose to
buy them.

Fieldwork forms
Each student will need to complete a fieldwork form which asks for relevant medical
information and next of kin details. We will ask you to complete this when you arrive in
College. The form can be found on the website.

Absences, Coursework and Submission Deadlines

Coursework is very important. Unsatisfactory performance in coursework
may be interpreted by the Examiners as evidence of a lack of commitment
on your part. Every year there are a small number of borderline students
who fail as a result of not having submitted items of coursework.

University is about learning, and it is not just about assessment. The Department has a clear
policy on coursework. Deadlines, what is expected from you and the nature of the feedback
for each item of coursework are given on ESESIS for each module. You may be sent a
reminder before an item of coursework is due to be submitted: if ESESIS fails and that
reminder does not appear, look on ESESIS as your coursework could still be due on the day
that your lecturer told you.

Policy on coursework
Coursework is set as an integral part of some undergraduate modules in ESE. It is an
important part of the learning experience as well as in the assessment and monitoring of
progress. Coursework that is undertaken as part of the learning process (which is not
assessed) is called formative assessment and should provide valuable feedback to you. Assessment carried out for testing is summative assessment and will count towards your coursework marks. So how do you know what counts and what doesn’t count? Everything counts: coursework is set to help you learn and understand the module.

The importance of attendance at lectures and submission of coursework cannot be over-emphasized. It is very easy to lose out on continuity of the course if you do not attend regularly and our past experience shows that there is a strong correlation between failures in the examinations and poor attendance, and low submission of coursework. You might also like to note that your sponsors (e.g. various companies, organisations) ask to be reassured regularly that your attendance record is satisfactory. You are expected to be available for lectures or meetings with academic staff during term time. **You should not plan to be away from the College during term time** without the permission of the Academic Tutor.

All your course modules contain elements of lectures, practical work, fieldwork, tutorials or project reports. It is in your own interest to attend all the lectures, tutorials, practical sessions and fieldwork unless there is good reason why you are unable to do so, and you have explained your non-attendance to the lecturer in charge and the Academic Tutor. Failure to hand in field and project reports by given deadlines can also result in a significant loss.

The Faculty of Engineering have agreed a policy of zero marks for any coursework items that are submitted late. If you think you are going to be late with coursework contact the Academic Tutor who will record the late coursework submission on ESESIS.

If you are unable to attend College due to illness you must either provide a medical certificate for periods longer than one week or e-mail Gill Davies and the Academic Tutor for absences of less than one week.

If because of illness or other mitigating circumstances you cannot hand in coursework by the set deadline, you may be allowed an extension without penalty. In such cases the academic tutor must be informed and failure to hand in by the extended deadline will result in zero marks. If the absence from College extends for more than a week (with appropriate medical certification) then an average mark may be given if circumstances warrant it. Please note that if there is more than an occasional absence, even if due to illness, it may not be possible to give “average” marks.

Normally students should receive prompt assessment and feedback on coursework with clear statements about the quality, strengths and weaknesses, and how to improve the work. If this is unclear in the coursework that has been returned, talk to the member of staff or your personal tutor or the Academic Tutor.

**Timing of coursework and deadlines for submission**

- Coursework will be given throughout the autumn and spring terms during your classes (usually with guidance from staff and/or demonstrators). It may comprise practical work, problem sheets, projects, group work or presentations, etc. and will need you to work in your own time.
- Coursework deadlines will be distributed as evenly as possible during the academic term but, since students follow different degree strands, homogenous coursework loading may not be achieved.
- Coursework deadlines will be given on the ESESIS page and will remain green until you miss a deadline. If you miss a deadline the section of ESESIS will turn red. Occasionally module coordinators need to modify a deadline: if this is the case they will normally change on ESESIS. If not, remind the staff member that it has not been done.
You will be normally be reminded by e-mail a week before a deadline: but don’t rely on this working every time. It is your responsibility if your coursework is submitted late.

All coursework must be submitted by the deadline. It may be online via ESESIS or if in hard copy, together with a covering sheet. Normally this is submitted to the Undergraduate office, Room G.21. If the office is closed for whatever reason or you wish to submit work early, drop it into the coursework drop box in G.36.

Remember: extensions for late coursework must be agreed with the Academic Tutor before the deadline.

Do not leave coursework until the last minute. Deadlines are normally 09.00 on a Monday morning: if the tube gets stuck or the bus breaks down on your way in: this is not a valid excuse.

Assessment and return of coursework
Assessment will be carried out by either:

- The staff member who teaches the course or
- By an appropriately trained Teaching Assistant who marks the script according to a marking scheme and assigns a mark that is moderated and approved by the staff member before being returned to you.

You will be given a mark or a letter grade for assessed coursework.

- Staff will return coursework normally within 2 weeks. We will notify you if this is not the case or if circumstances prevent this happening (such as illness for example).

- Where coursework forms more than 50% of the total marks of the course, marks may not normally be given to students prior to the final examinations board meeting in June, but you will be informed if this is the case by the lecturer in charge of the module.

After assessment coursework will be returned to you in one of the following ways:

- In class.
- By an e-mail reminder to collect from G.21 (normally only for restricted items of coursework).
- By an e-mail reminder to collect from G.36. All coursework return boxes are emptied at the end of each term: uncollected coursework is retained by the Undergraduate office and may be returned to the Academic Tutor. Remember to collect your feedback; it is amazing how much coursework is left in the undergraduate room at the end of each term…..
- Or by e-mail through ESESIS – this means you can refer to the e-mail content at any time during the year to assist you with your learning.

How you will be assessed
Coursework and examinations are assessed according to the scheme, the Swanson criteria. The current copy is found below and on the Departmental website; there are more detailed criteria for major projects and you will normally be given these at the start of the project. The following are the key items to be considered:

- Relevance of the answer to the question that has been set
- Evidence of understanding
- Ability to synthesise and critically analyse
- Structure and organisation
- Evidence and relevance of productive supplementary reading
- Level of independent enquiry or creative ability
- Correctly referenced
- Presentation, spelling and grammar
<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-90%</td>
<td>First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and evidence of productive reading supplementing lectures.</td>
<td>Outstanding work and presentation; substantial level of independent enquiry, of critical thought or creative ability; near-perfect recall, reasoning and accuracy; considerable innovation regarding interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.</td>
</tr>
<tr>
<td>89-70%</td>
<td>First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and evidence of productive reading supplementing lectures.</td>
<td>Showing the required qualities but occasionally falling below a general level of excellence. Excellent work and presentation; substantial level of independent enquiry, of critical thought or creative ability; near-perfect recall, reasoning and accuracy; considerable innovation regarding interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.</td>
</tr>
<tr>
<td>69-60%</td>
<td>A good grasp of the subject and some evidence of ability to synthesise and criticise, but falling short on excellence in one or both of these aspects.</td>
<td>Well organised; clearly presented; logical and sufficiently detailed; thorough grasp of relevant principles; some evidence of independent enquiry, of critical thought or creative ability; interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.</td>
</tr>
<tr>
<td>59-50%</td>
<td>Satisfactory, but lacking in distinction or with marked lapses.</td>
<td>Essential elements of solutions correct; basic understanding of relevant principles; little evidence of independent enquiry; solutions or arguments followed to reasonable (if not entirely correct) conclusions; competent (but not imaginative) mapping/design work; adequately presented; adequate level of consistent effort.</td>
</tr>
<tr>
<td>49-40%</td>
<td>Adequate knowledge but with poor appreciation of the subject. Pass</td>
<td>Sufficient factual recall; limited understanding of relevant principles; some competence in routine tasks; somewhat lacking in presentation or in the application of consistent effort.</td>
</tr>
<tr>
<td>39-0%</td>
<td>Fail mark</td>
<td>Work basically incorrect; defective recall of basic facts; little or no understanding of the relevant principles; failure to develop an approach that would achieve the desired outcome; unacceptable brevity or inadequate presentation.</td>
</tr>
</tbody>
</table>

Specific marking criteria apply to the major projects: read carefully

Examinations

All aspects of assessment and examination are handled within the Department through the Board of Examiners in Geoscience, but many of the working practices are prescribed by College regulations. These regulations aim to ensure that the entire examination process is transparent and auditable, and that — as far as is practicable — errors do not occur. Furthermore, the regulations rigorously ensure that no student either gains an unfair advantage or is disadvantaged by the process. As a result, you can be assured that the results you obtain are correct and unbiased.

The rigour with which the examination process is conducted means that you must precisely follow those parts of the procedures that apply directly to you. Some of these are outlined below; others will be transmitted to you by the Registry during the course of the year.

The definitive requirements for the various degrees are formally specified in the Scheme for the Award of Honours, which can be found on the ESE web pages. This document also provides information on how mitigation is carried out, and what you need to do to progress. The Academic Tutor also covers this information at least twice per year in academic briefings that you must attend, with all presentations available on EESIS. You should familiarise
yourself with this official document the Scheme for the Award of Honours, as it contains much useful information.

workspace.imperial.ac.uk/earthscienceandengineering/Internal/UG%20Documents/Years/Scheme%20for%20the%20Award%20of%20Honours%20October%202014%20vers%204.pdf

Other useful information on examinations is available at
www3.imperial.ac.uk/registry/exams/ and
www.imperial.ac.uk/about/governance/academic-governance/regulations/

If you have any questions regarding the assessment and examination process that cannot be answered by the Academic Tutor or your personal tutor or Year Coordinator, you should contact Gill Davies, the Examinations Administrator, for clarification.

Confirmation of module choices
After you have made your initial module selection, it is critical that you update ESESIS with any subsequent changes. You are solely responsible for this.

To be entered for examinations/modules you must confirm your degree and module registrations via ESESIS for both January and April examinations; for summer term modules you will be asked to inform us if you are not taking a module registered on ESESIS. You will be entered for examinations according to the information provided on ESESIS, so it is very important that you check it carefully. You will be advised by email of the date by which you must register for examinations.

If you do not sit an examination that you have selected on ESESIS, you will be recorded as having failed the module and this failure may appear on your transcript. If you subsequently decide to take the examination at a later date, this will then be classified as a re-sit and any mark obtained capped at the pass mark for the module.

If you have not selected a particular module on ESESIS, you will not be entered for that examination, and will not be permitted into the examination room.

Examination Timetable
For first and second year students, examinations take place during the first week of the spring term and the first week of the summer term.

The examination timetable, information of exam format, past papers and other useful information is posted on the Undergraduate Examinations Website: www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/exams/

It is your responsibility to check the timetable and come to the correct examination room at the correct time.

Examination Procedures
A few weeks before the start of the examinations, the Registry will send you a sheet of general instructions. Your candidate number is your College identification (CID) registration number.

All examination scripts and major elements of coursework are marked by at least two members of staff within the department in accordance with a previously developed marking scheme. The use of candidate numbers on examination scripts means that a candidate’s identity is not known to anybody marking a script.
The various meetings of the Board of Examiners occur towards the end of the summer term. The normal procedure for these requires that some students in their final year of study are interviewed by the Visiting External Examiners, and so it is important that final year students are in attendance until the last day of the summer term. Indeed, it is on the final day of the summer term that summary results are released, but only to the students themselves (note that results are neither made public nor released to friends, family or sponsoring bodies). Detailed results are released on-line by the Registry in July.

The Board of Examiners can reach one of several conclusions about a candidate’s performance. These are: pass the year; decision deferred (usually because some modules have been marginally failed and are required to be retaken in early September); repeat the year; or fail and withdraw.

In addition, if the level of performance is not sufficiently high, [see Scheme for the Award of Honours] there may be a requirement to change from a four-year to a three-year degree course or to one that does not involve a year abroad. In the event that you are required to re-sit an examination, you will be told about this at the same time that the results are released. Re-sit examinations always take place at the College in late August or early September.

Past Examination Papers

Past and sample examinations papers are available on the departmental website: www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/exams/

Access to Examination Scripts

Although our experience shows that students may wish to see a script when the mark they obtain for some part of the course is less than they thought they would gain, we are also aware that there is little — if anything — to be gained from doing so. The reason for this is that comments are limited to noting what was correct and what was incorrect in the student’s work. You should also be aware that the procedures we follow when marking examination scripts (described above) means that the likelihood of an error occurring during the marking process is slight.

In the event that you do feel dissatisfied about the mark you obtain for any part of the course, the best approach is for you to discuss your performance with the relevant module coordinator. This is the only way that you will obtain constructive feedback that will help you improve your future performance. Your personal tutor can arrange this for you.

College guidelines on Data Protection are given on the website:

www3.imperial.ac.uk/legal/servicesoffice/dataprotection/codesofpractice/cop3

Plagiarism or Copying

"The action or practice of plagiarizing; the wrongful appropriation or purloining and publication as one’s own, of ideas, or the expression of ideas, of another." (Simpson & Weiner 1989)

The College regards plagiarism as a grave misconduct, as it is a fundamental tenet of scholarship that one does not plagiarize. In a university, the definition quoted above needs some qualification; "publication" is taken to mean all forms of presentation including project reports, dissertations, theses etc. An "idea" will include observation of facts, opinions, conclusions etc. Adherence to a few simple rules will avoid plagiarism.
If, in a piece of work, you wish to include an idea which was first pronounced by someone else, then there are two choices.

- Rewrite the idea in your own words and follow it by a short reference to a bibliography (or list of references).
- Quote the original words within quotation marks and follow it by a reference.

Illustrations can cause problems.

- If you redraw a diagram etc. which is substantially the same as that published by someone else then it should be referenced as "after Bloggs 1995".
- If you include a photocopy of an illustration, it must be referenced "from Bloggs 1995". In both cases the full reference must be included in the bibliography (or List of References).

If you wish to include an idea from a colleague in your report, then you should reference it as, for example "Jones, personal communication 1995".

Downloading from the website without acknowledgement is an instance of plagiarism.

The College regards plagiarism as an 'examination offence' and has strict procedures for dealing with it. All suspected cases will be reported to the College Registry. Minor cases may be referred to the Board of Examiners for consideration. All other cases will be referred to the College and may be heard by a panel of senior members of staff from outside the College.

The penalties for plagiarism, and allowing others to plagiarise your own work, can include:

- Reduced or zero marks for that piece of work or for the whole module.
- A re-submission of the work after a specified time (typically two years) in the case of projects and dissertations.
- A repeat of an entire year
- Exclusion from future examinations of the University.
- Degrees already awarded may be withdrawn.

It is surprisingly easy to spot plagiarism in coursework submissions, and every year students are found both plagiarising and allowing their work to be plagiarised. If you were to talk to one of these students, they will attest to the fact that we do not shy away from following the University's procedures and applying the penalties set out in the paragraph above.

During the first term you are required to attend an induction session which will include training in how to avoid plagiarism. You must attend these sessions; a list of those students who attend is retained; failure to attend may be taken into account should you subsequently find yourself under investigation for plagiarism.


You are advised to read the College Policy and Procedures document on 'Cheating Offences' and Academic Integrity on the Registry Examinations Website:


and on religious obligations in assessments:

Examinations in Year 1

Information on examinations is posted on the undergraduate website; www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/

Assessment for Year 1 has four equal elements: Part 1 Theory 1 examination, Part 1 Theory 2 examination; Part 1 Practical examination, Part 1 Coursework. To pass the year, candidates must pass all four elements at 40%. You do not have to pass individual questions, modules or other sub-elements – it is your mean mark that must exceed 40%. The structure of the exams in Year 1 is shown below:

<table>
<thead>
<tr>
<th>Element</th>
<th>Theory 1</th>
<th>Theory 2</th>
<th>Practical</th>
<th>Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.75 ECTS</td>
<td>Introductory Maths. or</td>
<td>Introductory Chemistry.</td>
<td>Optical Min &amp; Pot. or Numerical</td>
<td>Graphics &amp; Statistics for Geoscientists</td>
</tr>
<tr>
<td></td>
<td>Maths methods 1</td>
<td>or Solid Earth geochemistry</td>
<td>Methods 1</td>
<td></td>
</tr>
<tr>
<td>3.75 ECTS</td>
<td>Introductory Physics.</td>
<td>Palaeontology 1. or</td>
<td>Programming for Geoscientists</td>
<td>Introduction to Field Geology</td>
</tr>
<tr>
<td></td>
<td>or Physical Processes</td>
<td>Maths methods 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.75 ECTS</td>
<td>Dynamic Earth 1</td>
<td>Surface Processes</td>
<td>Structural 1</td>
<td>Field Geology 1</td>
</tr>
<tr>
<td>3.75 ECTS</td>
<td>Stratigraphy</td>
<td>Igneous and metamorphic</td>
<td>Earth Materials</td>
<td>Coursework from all other taught courses: Projects, Tutorials and workshops</td>
</tr>
</tbody>
</table>

15 ECTS       15 ECTS  15 ECTS  15 ECTS

60 ECTS total

Part 1, Theory 1 Examination (P1T1)
One 3-hour paper, taken in Week 1, Term 2 (January)

Part 1, Theory 2 Examination (P1T2)
One 3-hour paper, taken in Week 1, Term 3 (April)

Part 1, Practical Examination (P1PR)
Four hours total, normally run as separate papers

Part 1 Coursework
The sum of everything else including major pieces from:
Stratigraphy
Earth Materials
Introduction to Field Geology
Rio Tinto Spain Field Trip (Field Geology 1)

Mitigating Circumstances: It is the responsibility of the student to inform the Academic Tutor of any circumstances that may affect examination or coursework performance. You will be required to complete a form which can be downloaded from the departmental website. www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/

If you are unwell for more than 5 days, a medical certificate or a letter from the Student Health Centre or doctor must be obtained. The Board of Examiners may consider mitigating circumstances only when a student's difficulties are brought to the attention of the Academic Tutor. Mitigating Circumstances may be considered in the year that they occur or at the end
of a student's degree or both. The Academic Tutor will explain the procedures that are followed to ensure that all students are treated equally when you meet to submit your Mitigating Circumstances paperwork.

Further information on mitigating circumstances can be found here:

Making your module choices

On entry to the BSc/MSci programme, your module choices in Year 1 are largely predetermined by your choice of A-level subjects (or equivalent). There is considerable overlap between the degree programmes providing opportunities for students to switch degree programmes in the first and into the second year of the degree. You will make your module choices during the first week of term and this is done on the electronic system, ESEISIS.

Details of the modules available for you to choose are on the Degree Schemes documents at:
www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/

Imperial Horizons

Broaden your education. Enhance your potential.

Looking to get the most out of your degree? Imperial Horizons is a not-for-credit programme for all first year undergraduates. It is designed to broaden your education, inspire your creativity and enhance your professional impact. You can choose from more than 20 different course options, ranging from languages to business chosen from one of four sections:

- Business & professional skills
- Global Challenges
- Science, Culture and Society
- Languages and Global Citizenship

All our courses are free and will be included on your degree transcript as a selling point for future employers.
- Introductory talks will take place Mon, Tues and Thurs during Welcome Week, 13.00 in S303A, Centre for Co-Curricular Studies
- Registration for Imperial Horizons for 1st year students opens on Monday 5 September and ends 14.00 on 10 October.

Find out more at www.imperial.ac.uk/horizons.

Your third year independent project and your MSci fourth year project

In the summer term and into the summer vacation between your second and third year each student will undertake their independent project. For geophysics students this is analysing a dataset, geology students this is mapping, and for Earth Science students this may be a desk or lab-based project. You are told about the project at the start of your second year, and are expected to attend regular meetings throughout year 2 to keep you informed of the learning outcomes.

In the spring term of year three you will be given more details about your MSci project, how to apply for the project, what happens if you are on the year abroad scheme and what is
expected from each student. We encourage all students from the start of year 3 to start talking to potential MSc project supervisors about the MSci topics they may offer. Each year, there are more topics than there are students, so don’t think you will get left behind.

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 give 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:

1. Your Disability Liaison Officer

Dr Lorraine Craig is your first point of contact within the Department and is there to help you with arranging any departmental support that you need. Lorraine is also the person who will initiate an application 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.


Dr Lizzie Day is the Deputy Disability Liaison Officer who can be contacted in Lorraine’s absence.

2. Disability Advisory Service

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

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

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

- Being an advocate on your behalf with others in the College such as your departmental liaison officer senior tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up-to-date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with arranging extra library support
- Supporting applications for continuing accommodation for your second or later years

**Departmental Technical Support Services**
Technical services are provided by Jason Hoadley and Chris Woodsford and they are responsible for general departmental services such as lighting, heating, etc. and defects should be reported to Jason (Tel. 59744).

**Useful Contact Details**
If sending personal or confidential information by e-mail, take extra care that you send it to the correct e-mail address; at one time there were three people with the name “Jonathan Carter” in the College.

<table>
<thead>
<tr>
<th>Room</th>
<th>Ext.</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.30</td>
<td>46500</td>
<td>m.septon</td>
</tr>
<tr>
<td>1.32B</td>
<td>46436</td>
<td>l.craig</td>
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<td>m.streule</td>
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<tr>
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<td>46528</td>
<td>p.j.mason</td>
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<tr>
<td>G.27</td>
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<td>gill.davies</td>
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<td>G.21</td>
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<td>G.21</td>
<td>47428</td>
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</tr>
<tr>
<td>G.22</td>
<td>47333</td>
<td>j.hughes</td>
</tr>
</tbody>
</table>

*These e-mail addresses are followed with the suffix:*  @imperial.ac.uk

The Registry websites below contain very useful information:
www.imperial.ac.uk/newstudents  www.imperial.ac.uk/registry
Student Support Facilities

Who’s here to help you?

Within departments
Personal Tutor; Year Tutor; Academic Tutor; Postgraduate Tutor

Outside departments

College Tutors
Dr Simon Archer,
+44 (0)20 7594 5368
s.archer@imperial.ac.uk

Dr Mick Jones
+44 (0)20 8383 1643
m.d.jones@imperial.ac.uk

Mr Colin Kerr
+44 (0)20 7594 6044
c.j.kerr@imperial.ac.uk

Dr Lynda White
+44 (0)20 7594 8527
l.white@imperial.ac.uk

College-wide facilities – listed in alphabetical order

Careers Advisory Service
Richard Marshall, Information Manager, +44 (0)20 7594 8025
r.l.marshall@imperial.ac.uk
Careers and further study related information, advice, and guidance services. Check the Careers website www.imperial.ac.uk/careers for full details, and subscribe to the e-vacancy Alert! for an e-mail alerting service. All students should register for Jobslive! when they start to seek employment.

Centre for Academic English
Level 3, Sherfield Building, +44 (0)20 7594 8748
english@imperial.ac.uk
The aim of the Centre for Academic English is to help international students and staff at Imperial College London participate effectively and confidently in the academic community. www.imperial.ac.uk/academic-english

Chaplaincy Centre
East Basement, Beit Quad, +44 (0)20 7594 9600
chaplaincy@imperial.ac.uk and www.imperial.ac.uk/chaplaincy/ is a resource for people of faith on campus and home to a group of chaplains:
Revd Andrew Wilson – Anglican Chaplain, a.willson@imperial.ac.uk
Karuna Priya – Buddhist Chaplain, k.priya@imperial.ac.uk
More House, 53 Cromwell Road, telephone +44 (0)20 7581 2130
The Chaplaincy website has contact details for many other London chaplains of a variety of faiths. The Imperial College Union Student Handbook contains details of societies for specific faith groups.
Disabilities Officer
Room 445, Sherfield Building, +44(0)20 7594 8935
Disabilities@imperial.ac.uk

Hall Wardens (Please refer to your Warden’s welcome letter.)

Health Centre
Southside, Watts Way, 40 Prince’s Gardens, London SW7 1LY
Tel. Reception: 46301
External telephone number +44 (0)20 7584 6301
healthcentre@imperial.ac.uk and www.imperial.ac.uk/healthcentre
Doctors, nurses, psychotherapists, counsellors, psychiatrist, sports medicine specialist, physiotherapy, acupuncture, Alexander Technique, homeopathy, reflexology, aromatherapy.

Imperial College Union
Beit Quadrangle
Tel: +44(0)20 7594 8060
www.imperialcollegeunion.org/

International Office
Level 3, Sherfield Building, close to the student hub
international@imperial.ac.uk; Immigration advice and student visa extension service.
www.imperial.ac.uk/study/international-students/

London Nightline
+44 (0)20 7631 0101
A telephone helpline offering confidential listening, support and information to students in London. It is open every night of term from 18.00 to 08.00. It is run by students of affiliated higher education institutions in the London area.
Contact Nightline by phone or e-mail listening@london-nightline.org.uk

Prayer Room
9 Prince’s Gardens, islam@imperial.ac.uk

Registry
Level 3, Sherfield Building
The Registry is responsible for the administration of all academic matters, including the coordination of the admission of students, scholarships, registration of students, the approval of new programmes of study, quality assurance, examinations, medals, prizes, student surveys, student records and statistics.
www.imperial.ac.uk/admin-services/registry

Student Counselling Service
Level 4, Sherfield Building
Reception (Room 446), +44 (0)20 7594 9637
counselling@imperial.ac.uk and www.imperial.ac.uk/counselling
Counselling is available to any student registered with the College, about any personal issue. To arrange an appointment, phone or e-mail the above contact details.

Student Funding Officer
Student Finance (Registry), Level 3, Sherfield Building
Student.funding@imperial.ac.uk
Advice and administration for hardship funds (Tel: 48122), scholarships (www.imperial.ac.uk/fees-and-funding) and Study Support Bursaries (Tel: 45889).

Student Hub
Level 3, Sherfield Building
+44 (0) 20 7594 9444
The Student Hub is the one stop shop for all information and support that students need. All the supporting departments are brought together here, so that you can get answers to your most frequent queries in one place! The Hub provides comprehensive information, run by knowledgeable staff, about university services available to students.

**UROP Office**  
Adrian Hawksworth  
Level 3, Sherfield Building, +44 (0)20 7594 8044  
a.hawksworth@imperial.ac.uk and www.imperial.ac.uk/urop

The UROP scheme organises research-based work placements during the summer vacation – an excellent addition to your CV.

**Union Support**  
**Student Adviser**  
Imperial College Union, Beit Quad, +44 (0)20 7594 8067  
advice@imperial.ac.uk

Confidential, impartial and independent advice on welfare issues including housing, money and debt advice, sexual, mental and general health awareness, drugs and alcohol, employment and consumer rights, and personal safety.

Also deals with academic issues, such as assisting students in appealing against a decision or making a complaint.

**Representation Network**  
A team of 100 students elected across departments and years to represent the student body to college on academic, welfare, accommodation and student development issues. For details of your Welfare Officers and Departmental or Faculty Representatives visit:  
www.imperial.ac.uk/students/student-support/