Welcome to ESE and Imperial College London

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 do quite a lot of work for your degree. We encourage you to seek out the many clubs and societies that Imperial has to offer.

Emma Passmore, our Senior Tutor will be on maternity leave during 2017-2018 academic year. We wish Emma well. Ian Bastow will be the Acting Senior Tutor, and David Wilson will be a temporary Teaching Fellow.

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, or your year coordinator or any of the UG teaching staff: we will try and advise you.

Mike Streule, Director of Undergraduate Studies
August 2017

THE INFORMATION IN THIS BOOKLET IS SUBSTANTIALLY CORRECT AT THE TIME OF PRINTING. IF ANY ALTERATIONS ARE REQUIRED IN THE FUTURE, YOU WILL BE INFORMED
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Term Dates

Autumn term: 30 September - 15 December 2017
Spring term: 06 January - 23 March 2018
Summer term: 28 April - 29 June 2018

Please also see link to the College website for future term dates

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

ESE Department reading weeks are the weeks beginning 06 November, 11 December, 12 and 19 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, and some buildings round the College

Christmas/New year vacation: Closes on 22 December 2017 at 17.00
Re-opens on 02 January 2018

Easter vacation: Closes on 28 March 2018
Re-opens on 4 April 2018

Bank holidays outside College closure: Monday 07 May 2018
Monday 28 May 2018
Monday 27 August 2018

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.

http://www.imperial.ac.uk/earth-science/current-student-staff-info/
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 'red' coursework box for depositing coursework.
- 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
- 3.34 – computer room for teaching and private study
- 3.35 – computer room for teaching and private study
- Plus, the most important room of all… the café with a fresh water tap for filling your water bottle and a microwave

**Staff Offices**
Undergraduate administrative staff are located on the ground floor corridor: Gill Davies, Rob Lowther and Shilpa Madhaparia. Teaching staff offices are found on the first, second, third and fourth floors.

Mike Streule, Lizzie Day, Ian Bastow, and Emma Passmore’s (David Wilson for 2017-2018), offices are all on the first floor and Philippa Mason can be found on ground 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 Director of Undergraduate Studies (DUGS) who normally sees students between 12.00 and 14.00 or after 17.00; try and e-mail to book an appointment in advance to avoid having to call by and join the queue of students waiting outside. He does need to eat occasionally and may not always be there, so you might have a long wait, but normally sees you as soon as practical.

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 or mobile device 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.

Important notices
Notices from both the Department and other parts of the College are sent by e-mail. Remember, read your e-mail frequently.

Internal and External Mail
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 Undergraduate Teaching Office know if you change your number. Likewise, your contact details and emergency contact details for parents/guardians - 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 2018. 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 outline timetable for your chosen modules for the autumn, spring and summer term...
- Know when all of your deadlines are and when coursework return is due.
- 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 2018. Students are given considerable support, advice and guidance when choosing their modules. If you feel you need more advice, just ask the Year Coordinator or the DUGS.

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:

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 and throughout your time in the Department. 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: 06 & 07 November 2017, 09.00 to 17.00
Year 2: pre-mapping on 23 May (to be confirmed)
Year 4: 09 & 10 November 2017, 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/

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 and in mental health 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 will 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 DUGS 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 in classes by sign in sheets (it is your responsibility to find the sheet and sign it) and your academic progress throughout the year. If you do not submit coursework or attend classes, you will be invited to meet with the DUGS or UG Senior Tutor or Year Coordinator. Lack of attendance at lecture and practical classes and lack of submission on coursework 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.

**Absence**

You must inform your Senior Undergraduate Tutor or DUGS 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 contact your Senior Undergraduate Tutor on the day and provide a medical certificate within five working days.

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.

**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 postgraduate 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**

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 Tutor & Coordinator: Dr Mike Streule, Room 1.35
- Third year Tutor & Coordinator: Dr Philippa Mason, Room G.31
- Fourth year Tutor & Coordinator: Dr Ian Bastow, Room TBC

More serious matters, such as illnesses or other events leading to absence from the College should be raised as early as possible with either the DUGS or UG Senior 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:

- Director of Undergraduate Studies: Dr Mike Streule, Room 1.35
- Undergraduate Education Manager: Ms Gill Davies, Room G.27
- Undergraduate Administrator: TBC, Room G.21
- Undergraduate Administrator: Miss Shilpa Madhaparia, Room G.21
- Rock Collection Administrator: Mr Rob Lowther, Room G.21

Note that a number of individuals take different roles: Director of Undergraduate Studies, UG Senior Tutor, Fieldwork coordinator Department Disability Officer and Departmental Careers
Advisor. If the DUGS is not available seek help from your Year Tutor or Year Coordinator in the first instance.

Director of Undergraduate Studies  
Dr Mike Streule  
Room 1.35

Admissions Tutor  
Dr Lizzie Day  
Room 1.39

Departmental Disability Officer  
Dr Lizzie Day  
Room 1.39

UG Acting Senior Tutor  
Dr Ian Bastow  
Room TBC

Departmental Careers Advisor  
Dr Philippa Mason  
Room G.31

Personal Tutor
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 after year 1, 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 writing references or 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 DUGS or UG Senior Tutor who may be able to arrange a change of tutor.

What you discuss with your personal tutor will be confidential, and if necessary they can guide you to the appropriate support.

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 any learning issue please can you send an e-mail or contact Dr Lizzie Day 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.

Departmental Disability Officers
Departmental Disability Officers (DDO) 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. Dr Elizabeth Day is the DDO for ESE.

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:  
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/

Our Principles

In 2012 the College and Imperial College Union agreed ‘Our Principles’ a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

Imperial will provide through its staff:
• A world class education embedded in a research environment
• Advice, guidance and support
• The opportunity for students to contribute to the evaluation and development of programmes and services

Imperial will provide students with:
• Clear programme information and assessment criteria
• Clear and fair academic regulations, policies and procedures
• Details of full programme costs and financial support
• An appropriate and inclusive framework for study, learning and research

Imperial students should:
• Take responsibility for managing their own learning
• Engage with the College to review and enhance provision
• Respect, and contribute to, the Imperial community

The Imperial College Students’ Union will:
• Support all students through the provision of independent academic and welfare assistance
• Encourage student participation in all aspects of the College
• Provide a range of clubs, societies, student-led projects and social activities throughout the year
• Represent the interests of students at local, national and international level
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.

4. If you feel you would like to talk to the Director of Undergraduate Studies (DUGS) make an appointment to see him.

5. Talk to your year representative and ask them to contact the 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.

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

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 the UG Senior Tutor and your Year Coordinator 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 DUGS or UG Senior Tutor explaining what has happened. The UG Senior Tutor 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 normally via the UG Senior Tutor or directly to Gill Davies.

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 UG Senior 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 DUGS. If you wish the matter to be treated as confidential, you should advise your personal tutor or the year Coordinator or the UG Senior Tutor. 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 UG Senior Tutor.

You wish to change your personal tutor
See the UG Senior Tutor.

You wish to change degree course (e.g. BSc Geology to MSci Geophysics)
Discuss with your personal tutor and arrange a meeting with DUGS to discuss your change of degree course. Following the meeting send an e-mail to m.streule@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 12th March 2018.

You wish to change a module
Make the change on ESESIS. If you cannot do this contact your Year Coordinator or the DUGS. 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 – 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.
www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:
020 7594 8011
tuition.fees@imperial.ac.uk

The website www.imperial.ac.uk/students/fees-and-funding/ provides useful information on loans, bursaries, scholarships and other matters. Remember to talk to the UG Senior Tutor if you find yourself needing to apply to one of these funds: we can write to support you.

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

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 should 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 can work no 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 Personal 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.

**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 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, will hopefully assist you in making a smooth transition from school or college to university life.

You will have ‘4th year student mentors’ who will be around to help with learning in university style and with questions about the degree scheme or about College in general. You will have meetings every two weeks with your 4th year student mentor throughout year 1.

From week 2 of term, the induction programme continues normally on a Tuesday afternoon. 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 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.

For work submitted the last week in term, students normally receive feedback at the end of the first week of teaching of the next term.

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 DUGS by e-mail.

The 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.

For the major projects in third and fourth year you will be informed at the start of the project… and lots of times throughout… when you will get feedback and indicative marks; it is normally in week 5 of spring term for year 3; and in week 7 of spring term for year 4; if there is a delay for any reason, we will tell you.
With all coursework, you will be given indicative marks, which may change subject to the Board of Examiners meetings in June of each year. In 2016-2017 all ESE coursework was returned to students within the above stated deadlines. **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 on the course.**

**Staff Student Consultative Committee**
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 usually held once a term. Normally issues raised at the SCC meetings have been dealt with prior to the meeting. Minutes of previous SCC meetings can be found on the website.

https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/sscc/

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.

**Student surveys**

**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 to remind you) to complete an online evaluation of your courses, your induction to the Department and your project work. Replies are anonymous, and go to the individual member of staff, to the DUGS, to the Head of Department and to the Departmental 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 respond to feedback from 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, and give you suggestions on the type of language that is most appropriate to use.

**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 DUGS at any time. They should be sorted out before SOLE.

**Other surveys**
There are also 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.

The **National Student Survey (NSS)** is an annual survey for 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 Student Survey. 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:
https://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 shows you some of the changes made as a result of survey feedback:
www.imperialcollegeunion.org/you-said-we-did

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. We will tell you about all the changes in the degree at the start of the year, during the year, in modules… in short, we listen to our students.

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/ug-student-surveys/

For further information on surveys, please e-mail the Registry’s Surveys Team at:
surveys.registysupport@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
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

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 the RSM help desk, 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 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/](http://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 2017/18 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 may 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.

Also, don’t forget to check out the Library’s range of training workshops. 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](http://www.imperial.ac.uk/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 several sabbatical student positions that come up each year each. 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 DUGS 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/Programme Specifications). 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 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 Low Temperature 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.

How many hours of work does a module equate to? Single modules are assigned a weighting of 3.75 ECTS. A single module corresponds to around 24 hours of formal contact teaching which, together with practical and course work, private study, revision and examination, corresponds to about 93.75 hours of total student study time. In years 1 and 2, students study about 60 ECTS through the year; in years 3 and 4, students study about 75 ECTs 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.

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 Programme Specifications 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/

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 and attendance is mandatory. Students who do not attend are normally followed up.

**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 (Year 1), Pyrenees (Year 2) or Cyprus (Year 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 (Year 1), Scotland (Year 2),
Week 3 and 4 – Sardinia fieldtrip (Year 3) and Apennines (Year 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 a module which you realise you would like to change before the examinations registration deadline, please e-mail your year coordinator or the DUGS.

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. 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 or active learning, and are normally integrated into the ‘lectures’. You get great feedback from your staff, graduate demonstrators (GTAs) or Undergraduate Teaching Assistants (UTAs) 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 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 will also have less formal tutorials with your study mentor in year 1.

Private study may include writing reports, completing problem-sheets, or completing coursework that was not finished or is in addition to the timetabled classes. 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: [http://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 under each module.

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 of £25 per week 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 may 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 six 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 2017/18** (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 (06 Oct. 2017)</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, high visibility vest, compass-clinometer, hammer and hand lens 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. The Department can loan a compass-clinometer and hammer or you may choose to buy them.

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.

Fieldwork forms
Each student will need to complete relevant medical information and next of kin details on ESESIS when you arrive in College. This is updated annually before the spring fieldtrips.

Absences, Coursework and Submission Deadlines

| Coursework is very important. Unsatisfactory performance in coursework may be interpreted by the Board of Examiners as evidence of a lack of commitment on your part. Every year there are a small number of borderline students who do not progress because 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 will normally 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 will normally 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 should not plan to be away from the College during term time without the permission of the DUGS or UG Senior 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 DUGS or UG Senior Tutor. Failure to hand in field and project reports by given deadlines can also result in a significant loss. If you think you are going to be late with coursework contact the DUGS and UG Senior Tutor who will record the late coursework submission on ESESIS.
Late Submission Policy – new for 2017-2018
You are responsible for ensuring that you submit your coursework assessments on time and by the published deadline. Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on the Academic Governance website: www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf

The new policy permits students to submit work up 24 hours late and be awarded the pass mark. Remember that it is not a good idea to submit coursework within 23 hours and 59 minutes of the deadline and get the pass mark. We all need to learn what deadlines mean.

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 the DUGS and UG Senior 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 DUGS and UG Senior 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 DUGS.

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 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 DUGS or UG Senior 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.
• It is not sensible to be 23 hours and 59 minutes late and aim to get 40%. This is not good use of your time, and you need to learn to get work submitted before the deadline.

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 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 of the staff member for example).
• You will get your provisional mark through EESIS; remember that this mark is provisional until it is ratified by the Board of Examiners in June each year.

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
• All coursework return boxes are emptied at the end of each academic year: Remember to collect your feedback; it is amazing how much coursework is left at the end of each term.
• By e-mail or through EESIS – 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 Swanson Criteria Scheme. The current copy is found below and on the Departmental website; there are more detailed criteria for major projects, especially in year 3 and 4 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
### Swanson Criteria for coursework marking

<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

#### Provisional Marks Guidance
Please also note the College Policy on Provisional marks.

Provisional marks are agreed marks that have yet to be ratified by the Board of Examiners. These results are provisional and are subject to change by the Board of Examiners. The release of provisional marks is permitted except in certain circumstances. Further information can be found in the Guidelines for Issuing Provisional Marks to Students on Taught Programmes:

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 fair, 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 and the Programme Specifications, 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 DUGS also covers this information at least twice per year in academic briefings that you must attend, with all presentations available on ESESIS. You should familiarise yourself with the official documents as it contains much useful information.

workspace.imperial.ac.uk/earthscienceandengineering/Internal/UG%20Documents/Years/Scheme%20for%20the%20Award%20of%20Honours%20October%202014%20vers%2004.pdf

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

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College’s Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations. Instructions for exam candidates can be found here:


If you have any questions regarding the assessment and examination process that cannot be answered by the DUGS 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.

For both January and April examinations 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: 

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 department 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/Programme Specifications](http://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/exams/) 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: [https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/exams/](https://www.imperial.ac.uk/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/legalservicesoffice/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)

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.

Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse.

Plagiarism is considered a cheating offence and must be avoided, with particular care on coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

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.
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 this session; 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.


For further information, please refer to the Academic Misconduct Policy and Procedures or the Colleges Plagiarism, Academic Integrity & Exam Offences site: www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/

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 College website: www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences

Academic Misconduct 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 Misconduct Policy and Procedures. www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline


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:
**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:
- Introduction to Field Geology
- Spain Field Trip (Field Geology 1)

Mitigating Circumstances: It is the responsibility of the student to inform the UG Senior 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/](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 UG Senior Tutor or Year Coordinator or DUGS. Mitigating Circumstances may be considered in the year that they occur or at the end of a student’s degree or both. The UG Senior Tutor or Year Coordinator 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, EESIS.

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 Monday, Tuesday and Thursday during Welcome Week, 13.00 in S303A, Centre for Co-Curricular Studies.
- Registration for Imperial Horizons for 1st year students opens on Monday 4 September and ends 14.00 on 9 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 early in 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 MSci 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 Elizabeth Day is your first point of contact within the Department and is there to help you with arranging any departmental support that you need. Lizzie 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.

2. **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. 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>Position</th>
<th>Room</th>
<th>Ext.</th>
<th>e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>G.30</td>
<td>46500</td>
<td>m.septon</td>
</tr>
<tr>
<td><em>Professor Mark Sephton</em></td>
<td></td>
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</tr>
<tr>
<td>First year Tutor &amp; Coordinator</td>
<td>1.39</td>
<td>46529</td>
<td>e.day</td>
</tr>
<tr>
<td><em>Dr Lizzie Day</em></td>
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<tr>
<td>Senior Tutor &amp; Second year Coordinator</td>
<td>1.37</td>
<td>46429</td>
<td>e.passmore</td>
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<tr>
<td><em>Dr Emma Passmore AWAY IN 2017-2018</em></td>
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<tr>
<td>Acting Senior Tutor</td>
<td>TBC</td>
<td>TBC</td>
<td>i.bastow</td>
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<tr>
<td>Fourth year Tutor &amp; Coordinator</td>
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<tr>
<td><em>Dr Ian Bastow</em></td>
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<tr>
<td>Temporary Teaching Fellow, Maternity Cover</td>
<td>1.37</td>
<td>46429</td>
<td>d.wilson1</td>
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<tr>
<td><em>Dr David Wilson</em></td>
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<tr>
<td>Third year Coordinator &amp; Careers</td>
<td>G.31</td>
<td>46528</td>
<td>p.j.mason</td>
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<tr>
<td>Fieldwork Coordinator</td>
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<tr>
<td><em>Dr Philippa Mason</em></td>
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<tr>
<td>Director of Undergraduate Studies (DUGS)</td>
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<tr>
<td>Second Year Coordinator</td>
<td>1.35</td>
<td>42972</td>
<td>m.streule</td>
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<tr>
<td><em>Dr Mike Streule</em></td>
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<tr>
<td>Undergraduate Education Manager</td>
<td>G.27</td>
<td>46444</td>
<td>gill.davies</td>
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<tr>
<td><em>Ms Gill Davies</em></td>
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<tr>
<td>Enquiries, Undergraduate Administrator</td>
<td>G.21</td>
<td>46478</td>
<td>TBC</td>
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<td><em>TBC</em></td>
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<tr>
<td>Enquiries, Undergraduate Administrator</td>
<td>G.21</td>
<td>47337</td>
<td>s.madhaparia</td>
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<tr>
<td><em>Shilpa Madhaparia</em></td>
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<tr>
<td>Rock Administrator</td>
<td>G.21</td>
<td>47428</td>
<td>r.lowther</td>
</tr>
<tr>
<td><em>Rob Lowther</em></td>
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<tr>
<td>ESE Reception</td>
<td>G.22</td>
<td>47333</td>
<td>j.hughes</td>
</tr>
<tr>
<td><em>Ms Jackie Hughes</em></td>
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</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
Well-being and support

Who’s here to help you?

**Within departments**
Personal Tutor; Year Tutor; UG Senior Tutor; DUGS

**Outside departments**

Faculty Senior Tutor
Dr Lorraine Craig, Tel. 46436, l.craig@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

The Careers Service has strong links to ESE 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 Building, where the Careers Service is based.

Richard Carruthers is the named ESE Careers contact, r.carruthers@imperial.ac.uk

Visit the Career Service’s website to:
- Book a careers appointment
- Find resources and advice on successful career planning
www.imperial.ac.uk/careers

**Centre for Academic English: 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

**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 Willson – 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 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
Disabilities Officer
Room 445, Sherfield Building, +44(0)20 7594 8935

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

Hall Wardens (Please refer to your Warden’s welcome letter.)
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 (in 2017/18).
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.

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

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:
www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

There is the Imperial College 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.
www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the Imperial College Health Centre)
Imperial College Dental Centre offers a full range of NHS and private treatment options.
www.imperial.ac.uk/student-space/here-for-you/dentist

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

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

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 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. The Student Records and Data Team 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.

Student records and examinations
+44 (0)20 7594 7268
records@imperial.ac.uk

Student Counselling Service: Counselling and mental health
Level 4, Sherfield Building
Reception (Room 446), +44 (0)20 7594 9637
counselling@imperial.ac.uk and www.imperial.ac.uk/counselling
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential.
www.imperial.ac.uk/counselling

Student Funding Officer & Financial well-being
Student Finance (Registry), Level 3, Sherfield Building
Student.funding@imperial.ac.uk

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.

www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:
020 7594 8011
tuition.fees@imperial.ac.uk

**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
Hello and Welcome to Imperial!

This marks the next chapter in your learning and you've made a fantastic choice by choosing Imperial. Nestled in West London, Imperial offers a diverse experience for all our students. We really do have something for everyone! Imperial College Union is here for all your needs during your studies and beyond.

Imperial College Union is led by students, for students. We have five Officer Trustees who are all students taking time out of their studies to represent you. You too can get involved by standing in our autumn elections for one of our volunteer roles or joining a club, society or project.

We have over 375 clubs and societies for you to get involved in- this is your opportunity to try something new. We run your academic and wellbeing representative networks as well as help with student-led campaigns on issues that matter to you. We offer a wide range of volunteering opportunities and have an entire team dedicated to your development.

No matter what problems you have or opportunities you are looking for, Imperial College Union is here to help. We're located on Level 2 in Beit Quadrangle or you can check out our website for more information.

Have a wonderful year!

Alex Chippy Compton

*Imperial College Union President 2017-18*

union.president@imperial.ac.uk
imperialcollegeunion.org

**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/
Wellbeing Representation

Imperial College Union operates two networks of over 600 elected student representatives – the Academic Rep Network and the Wellbeing Rep Network. The Wellbeing Rep Network is a new initiative launching this academic year, 2017/18. Wellbeing Reps will operate with all Undergraduate programs.

The two Networks are responsible for identifying issues affecting students’ learning and wellbeing within their departments and to work with College staff to address them. As well as identifying issues affecting students’ wellbeing, the teams of Wellbeing Reps within your department will also run campaigns, spreading messages about positive wellbeing and ways to stay healthy in the high-performing, pressurised and fast-paced environment at Imperial College London.

The Wellbeing Rep Network, led by the Deputy President (Welfare), consists of one student representative per year and another student representative for the entire department.

Find out who your representatives are by visiting www.imperialcollegeunion.org/representation
Welcome to the Department of Earth Science and Engineering at Imperial College London! First and foremost, congratulations on your results! Your hard work over the past few months will be worth it as you join this world-renowned department.

My name is Beth and I have been elected as this year’s Departmental Representative. I am currently heading into my fourth and final year studying geology so it wasn’t that long ago that I was in your position! I understand that starting university, and moving to London is exciting, although it may seem a little daunting right now. My role focuses on your academic welfare and I’m here to help make settling in during the first few weeks as easy as possible.

In order to help everyone get to know each other, the department has a well-established ‘Mums and Dads’ scheme, whereby two older students will become your ‘parents’. You will meet your parents over lunch on the first day of Welcome Week and they will be around to help you get to know students from across the year groups and to offer you any advice or answer any questions you may have throughout the year. To help us match you to the best possible parents, you will be emailed a short list of questions about your personal interests to ensure that your ‘family’ will be best suited to each other.

The Department of Earth Science and Engineering (or ESE, as it is known) is widely regarded as one of the most social departments at Imperial, and from the Welcome Week onwards there will be a wide range of events, from Bar Nights and Freshers’ Dinner to RSM Olympics, the highly acclaimed Bottle Match, and many more. The Department also hosts several student-run societies, including the De La Beche Club and the Geophysics Society. These clubs run field trips, symposiums, and other events throughout the year. The Department is also home to a number of our own sports teams – a great way to pick up a new sport or carry on playing at a competitive level.

Although throughout Welcome Week our Departmental events will be competing for your attention alongside events hosted by your Halls of Residence, I’d encourage you to come along to as many of ours as possible. RSM events are well known as some of the best at Imperial and if you don’t believe me just ask the older years when you arrive! Our events are a great way to meet your fellow year group as well as everyone else in the Department.

The Tuesday of the first week will host the Freshers’ Fair, showcasing the hundreds of other busy societies at Imperial. Imperial has an astonishing number of student run societies, from the ones you might expect like traditional sports, arts, music and faith societies, to the ones you won’t (including cheese, circus, assassins and acappella). Expect to have a busy first term whilst you try out as much as possible.

I’m sure that Welcome Week will be a great experience for all of you, and if it feels a little overwhelming, just remember that everyone else is in the same situation. My advice would be to get involved in everything you can, sign up to a few societies at Freshers’ Fair and to try and go to all of the RSM events you can. You only get one Freshers’ week so it’s best to make the most of it!

Before you get started there will also be a Facebook group where you can meet your fellow students, simply search ‘RSMU Freshers’ 2017/2018’. The group is always busy throughout the year and is definitely worth joining! We also have Twitter and Instagram accounts, run by the Department which may give you a flavour of what life here will be like; search @union_rsm on Twitter and rsm_imperial on Instagram.

On behalf of the whole Department, enjoy summer and I look forward to meeting you in October! If you have any questions or worries before term begins I would love to hear from you; just send an email to my address below.

See you soon,

Beth Holman, Earth Science and Engineering Departmental Representative 2017/2018
beth.holman14@imperial.ac.uk