CENTRE FOR PETROLEUM STUDIES

The Centre for Petroleum Studies is a focus for research, postgraduate teaching and professional development within the framework of petroleum sciences and engineering at Imperial College. Its main objectives are to facilitate multi-disciplinary research between geologists, geophysicists, petroleum engineers and members of other key disciplines in order to advance the state of the art in exploration, appraisal/development and reservoir management, and to plan and implement related post graduate teaching programs which reflect current best practice within the petroleum industry. The Centre has one of the largest concentrations of petroleum scientists and engineers in any UK academic institution with almost 50 members of staff providing research expertise across the complete exploration-production spectrum.

Research is mostly carried out within the Department of Earth Science and Engineering in cooperation with research groups in other science and engineering departments at the College.

Research expertise includes: seismic data processing and imaging; seismic interpretation; sequence stratigraphy; sedimentary petrology; regional tectonics and basin analysis; clastic deposition and reservoir systems; reservoir characterisation, petrophysics; petroleum geomechanics; reservoir physics; well test analysis; stochastic modelling; numerical simulation; reservoir engineering; multiphase flow; process engineering and environment engineering. Funding is largely obtained from industry.

We would like to wish the new students a very happy and successful year in the Department.

Professor Martin Blunt

Course Director
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DEPARTMENT STAFF

Academic Staff

The Director for your MSc course is Professor Martin Blunt

The Head of Department is Professor Jan Cilliers

Technical Staff

Technical services are coordinated by the Technical Services Manager, Fraser Wigley. The Technical Services Manager is also responsible for general departmental services such as lighting, heating, etc. and defects should be reported to him (46748) or to Jason Hoadley (47434).

Administrative Staff

MSc Enquiries can be made from Monday to Friday 9.30 am – 5.00 pm to:

Pet Eng Administrator, Mr Thomas Dray Room G24 Ext 47447
Pet Eng Course Manager, Miss Caroline Baugh Room G31 Ext 47338
Reception, Mrs Jackie Hughes Room G22 Ext 47333
ESE Department Operations Manager, Ms Emma Watson Room G23 Ext 46405

General Departmental Information

MSc locker room: Lower ground floor of Aston Webb (You will need to supply your own lock and clearly label your name and course on a sticker on the locker)

MSc pigeon holes: Outside RSM 1.49/50
MSc Computer room: RSM 3.34/3.35/3.36/3.37/1.49/50
MSc Lecture Theatre RSM 1.31
Course website http://webct.imperial.ac.uk
HEALTH AND WELFARE

College Tutors

Dr Anna Thomas-Betts, 546b Sherfield Building, Educational Quality Office
Tel: 020 7594 6430 email: a.thomas-bts@imperial.ac.uk
Mrs. Margaret Cunningham, Computing, Room 373, Huxley Building
Tel: 020 7594 8277, email: m.cunningham@imperial.ac.uk
Prof Paul Luckham, Chemical Engineering, Room 426, Bone Building
Tel: 020 7594 5583, email: p.luckham01@imperial.ac.uk

Registry

Our registry service deals with anything related to admissions, registration, student finance and exams. For more information please visit http://www3.imperial.ac.uk/registry.

Careers Advisory Service

Careers and further study related information, advice, and guidance services. Check the Careers website www.imperial.ac.uk/careers for full details, and subscribe to the e-vacancy Alert for an e-mail alerting service.
Richard Marshall, Information Officer, Tel: 020 7594 8025, Room 550 Sherfield
E-mail: r.l.marshall@imperial.ac.uk

Chaplaincy Centre

Chaplaincy Centre - East Basement, Beit Quad, Tel: 0207 594 9600.
E-mail: 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, email: a.willson@imperial.ac.uk
Father Miguel Desjardins – Catholic Chaplain, More House, 53 Cromwell Road,
Tel: 020 7581 2130, email: m.desjardins@imperial.ac.uk

Muslim Prayer Room

Princes Gardens (North Side). For further information please e-mail: islam@imperial.ac.uk

Disability Officer

Marilyn Garraway, Room 445, Sherfield Building, Tel: +44 (0) 20 7594 9755
E-mail: disabilities@imperial.ac.uk
Disability Advisory Service: [http://www3.imperial.ac.uk/disabilityadvisoryservice](http://www3.imperial.ac.uk/disabilityadvisoryservice)

**International Liaison Officer**

The International Office, room 164, level 1, Sherfield Building, provides a range of services to international students, including support and preparation for students before their arrival and during their studies, plus visa and immigration advice. Tel: 0207 594 8040

Web: [www.imperial.ac.uk/international](http://www.imperial.ac.uk/international) e-mail: international@imperial.ac.uk

**Health Centre**

Imperial Health Centre has doctors, nurses, psychotherapists, counsellors, psychiatrists and a sports medicine specialist. All College students can use the Health Centre. You should register under the NHS with the Health Centre if you live on campus or within its registration area - see the registration page at: [http://www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)

Address: Southside Building, Prince’s Gardens. Tel: 020 7584 6301 Tel: 020 7594 9375/6

**Accommodation**

Details of postgraduate college accommodation can be found at the link below: [http://www3.imperial.ac.uk/accommodation](http://www3.imperial.ac.uk/accommodation)

**Regulations for Students**

Details of student regulations can be found at:

[http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations#regstud](http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations#regstud)

**Health and Safety**

Our department takes the principles of Health & Safety very importantly. We expect all staff, students, contractors and visitors to share our commitment to safety by complying with our policies and procedures.

We offer training to all staff and students in safe methods of working and fosters responsible attitudes to health and safety. All of our students will be expected on their first day at Imperial College to undertake a Health & Safety induction course outlining our procedures and useful contact information for emergencies.

Details of our Health and Safety procedures can be found at:

College Safety Website: [http://www3.imperial.ac.uk/safety](http://www3.imperial.ac.uk/safety)

Department Safety website:
[http://www3.imperial.ac.uk/earthscienceandengineering/local/safety](http://www3.imperial.ac.uk/earthscienceandengineering/local/safety)

**Counseling and Advice**

There are various sources and types of advice and counselling available.

Some of the issues which can affect the quality of your learning
experience at Imperial College London are more to do with other areas of your life, such as your welfare, health and the state of your finances. Your first port of call will often be your Director of Postgraduate Studies in your department but there are other people who can help.

**Student Counseling Service**

Counselling is available to any student registered with the College, about any personal issues such as study difficulties, loneliness, anxiety, depression, relationship issues, and bereavement.

The service is based in room 446, level 4 Sherfield Building.

Tel: 020 7594 9637

E-mail: counselling@imperial.ac.uk Web: www.imperial.ac.uk/counselling

**External Support**

**The Samaritans**

Provide a 24 hour confidential emotional support to anyone in emotional distress – you can drop into your local branch to meet with a Samaritans volunteer face to face.

Central London Samaritans are located at 46 Marshall Street, London W1F 9BF. Tel: 020 7734 2800 (Emergency No: 08457 909090).

**London Nightline**

A student-run telephone helpline offering confidential listening, support and information to students in London is open every night of term from 18.00 to 08.00.

Tel: 020 7631 0101
e-mail: listening@london-nightline.org.uk
web: www.nightline.org.uk

**Student Funding Officer**

Student funding advice and administration (Access to Learning Fund, College Hardship Fund, etc.). For advice on funding, including hardship funds and hardship loans, contact the Student Support Officer: Amanda James, Registry Student Services Level 3, Sherfield Building.

Tel: 020 7594 8130 E-mail: amanda.james@imperial.ac.uk
Hello and welcome to Imperial. I’m Nida, the President of the Graduate Students’ Union for the 2015/16 academic year.

The Graduate Students' Union (GSU) is the representative body within the Imperial College Union for the postgraduate community across all Imperial campuses. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. The GSU also ensures that postgraduates' social and recreational needs are met and holds a number of events during the year.

Postgraduate students at Imperial are at the forefront of the research done and the experience they have as a student should be the best. Therefore, at the GSU we ensure that this happens. The work we do focuses on the academic, welfare and social needs of postgraduates.

If you have any questions or would like to find out more please do not hesitate in getting in touch with me at: gsu.president@imperial.ac.uk.

Nida Mahmud
As a student of Imperial College you are entitled to membership of the Student Union. Imperial College Union represents all students at Imperial College London, regardless of their level or duration of study. We provide to Postgraduate students a robust portfolio of services and opportunities that support students’ learning, welfare and personal & professional development.

This includes:

- The opportunity to become one of over 500 Academic Representatives in our Academic Representation Network
- Independent, impartial and qualified advice through our dedicated Advice Center for all matters pertaining to life and learning
- Bars and shops at South Kensington, Hammersmith (Charing Cross campus) and Acton (Woodward Hall), offering discounts and best value for our students
- Over 350 Clubs, Societies & Projects for students to choose from – one of the largest student activities programmes in the UK
- Volunteering opportunities through our Community Connections program, and volunteer recognition and personal development support through our Imperial Plus scheme and our Union Awards

Members of the union can use our facilities in Beit Quad. The Union’s offices, bars and advice service are housed here and most importantly this is the place to get your Union Card. There are three bars on the ground floor, the biggest bar being Da Vinci’s Café-Bar, containing our main catering outlet. At night we also hold great club events in our 900 capacity venue with a newly installed Turbo sound system. The Union also offers a free and confidential advice service which is based in the Union Offices on the first floor. There are brochures and contact information on matters including immigration, housing, academic questions, sexual health and lots more.

Contact details for student-facing Union services include:

All general enquiries: union@imperial.ac.uk
Academic Representation Network: dpeducation@imperial.ac.uk or a.keenan@imperial.ac.uk
Advice Centre: advice@imperial.ac.uk
Social Enterprise (Bars, Shops & Dining Outlets): beittrading@imperial.ac.uk
Student Activities (Clubs, Societies & Projects): activities@imperial.ac.uk
Volunteering (Imperial Plus, Community Connections): volunteering@imperial.ac.uk

Contact details for other Union services include:

Marketing & Advertising (including website issues): unioncoms@imperial.ac.uk
Venue Hire (Beit Venues): beitvenues@imperial.ac.uk

More information can be found on the union website: imperialcollegeunion.org.

You will find 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. Union support also deals
with academic issues, such as assisting students in appealing against a decision or making a complaint.

### The Union Advisor

Nigel Cooke is located in the Union offices in the Beit Building, tel: +44 (0)20 7594 8067. He provides free and confidential advice on the following areas: academic appeals, housing, employment, international student issues, consumer rights, complaints and personal safety. The Advice Service has a comprehensive range of free leaflets on a wide variety of issues and offers a referral system to organisations in the community that students may use.

E-mail: advice@imperial.ac.uk

### Representation Network

The representation network represents the student body to College on academic, welfare, accommodation and student development issues.

For details of your Welfare Officers and Department/Faculty consultants please go to: [www.union.imperial.ac.uk](http://www.union.imperial.ac.uk) or contact:

Jennie Watson, Deputy President (Welfare) Tel: 020 7594 8060
Email: dpwelfare@imperial.ac.uk

Chun-Yin San, Deputy President (Education) Tel: 020 7594 5646
Email: dpeducation@imperial.ac.uk

Lucinda Sandon-Allum, President Tel: 020 7594 8060
Email: union.president@imperial.ac.uk

Ben Howitt, Deputy President (Clubs & Societies) Tel: 020 7594 8060
Email: dpcs@imperial.ac.uk

Chris Kaye, Deputy President (Finance & Services) Tel: 020 7594 8060
Email: dpfs@imperial.ac.uk

### The Student Hub

The Student Hub has brought all your key student support to one central place. The Student hub is designed to help with a range of student queries including:

- accommodation
- finance and tuition fees
- exams
- student financial support and bursaries
- student records
- admissions
- International Office and UROP Office
Resources available at the Student Hub include:

- computers available for you to find information, check your details or register online
- private interview rooms for you to discuss more personal matters with staff
- staff who can check your accommodation contracts and ensure they are accurate
- produce Council Tax Exemption forms, Statements of Attendance and other documents
- advice on Transport for London discount applications
- help you to find the right person to speak to if you have a question and make an appointment to speak to a specialist about your query if necessary

E-mail: student.hub@imperial.ac.uk, web: http://www3.imperial.ac.uk/studenthub

Visit them: Level 3, Sherfield Building, South Kensington Campus.

Alumni Services

Our Alumni Services helps Imperial graduates stay in touch and receive the latest news about the College through our magazine and annual e-bulletins. Exciting events are organised throughout the year, and you can enjoy discounts at our sports centre and accommodation. Please visit http://www3.imperial.ac.uk/alumni to find out more.

New Students Website

The following website contains useful information for all new students:

http://www3.imperial.ac.uk/students/newstudents

Principles

The Principles define the guiding principles of the College community and cover all students, both undergraduate and postgraduate. They are not a legal contract but rather an easily accessible, concise source of information and a clear display of staff, student and ICU collaboration.

Please visit the Principles link here: http://www3.imperial.ac.uk/students/ourprinciples

Student Surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of means to give your feedback on your Imperial experience, the following College-wide surveys give you regular opportunities to make your voice heard:

- PG SOLE lecturer/module Survey
- Student Experience Survey (SES)
- Postgraduate Taught Experience Survey (PTES)

The PG SOLE lecturer/module survey runs at the end of the Autumn and Spring Terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them
For **PG SOLE** your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please refrain from using offensive language or making personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. Whist this survey is anonymous, you are also cautioned to avoid self-identification by referring to personal or other identifying information in your free text comments.

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

The **Postgraduate Taught Experience Survey (PTES)** is the only national survey of Master’s level (MSc, MRes, MBA and MPH) students we do and so the only way for us to compare how we are doing against the national average and to make changes that will improve our Master's students’ experience in future. PTES covers topics such as motivations for taking the programme, depth of learning, organisation, dissertation and professional development. During the spring term you will receive an email in your Imperial College account with a link to the survey.

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

As a result of feedback to previous surveys, we have implemented several improvements to ensure the continuous smooth running of the MSc Petroleum Engineering course.

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

If you would like to know more about any of these surveys or see the results from previous surveys, please visit: [http://www3.imperial.ac.uk/registry/proceduresandregulations/surveys](http://www3.imperial.ac.uk/registry/proceduresandregulations/surveys)

For further information on surveys please contact the Registry’s Surveys Team on [surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
GENERAL INFORMATION AND GROUND RULES

This section outlines some basic DO’S and DON’TS, which are mostly common sense. We want the Department to be an informal and friendly place, without long sets of rules, but would ask you to take note of the following points so that everyone can continue to enjoy the School’s facilities in the most pleasant and productive way.

Plagiarism

The college has policies in place deal with alleged cases of student plagiarism and the penalties can be the student not being allowed to take any further examinations under the college’s jurisdiction. Further details on the college’s plagiarism policy can be found at:

Cheating Offences Policy and Procedures


Maintenance

Please try to look after the tables and chairs and other furniture. If these are damaged, or breakages occur, please let Jackie Hughes in the Reception know as soon as possible so that we can put matters right. It is also helpful if you let us know of any other maintenance problems as a whole - for example, lights that don’t work properly, windows that don’t shut.

Use of Imperial College Notepaper

Students are not allowed to use Imperial College notepaper or envelopes for their own correspondence. Students should consult the Administrator before approaching outside organisations in writing - when doing so Caroline Baugh or Liz Swift can provide you with a letter confirming that you are an MSc student studying in the department.

Stationery

All students must provide their own stationery and writing materials. The Department provides computer paper, as necessary, for students to carry out the computing part of their course work. Paper for the printers can be obtained from Caroline Baugh.

Communication with the Press

Any letter to the press written by students must have the student’s home address on the letter, not the departments address. If the student is writing on a clearly student-related matter, they should see the Student Union, as they may be able to use Student Union notepaper. On no account is Imperial College notepaper to be used to express personal opinions.
Illness

Please notify Caroline Baugh or Thomas Dray if you are ill and unable to attend lectures. This is a College requirement if you are away for over three days and if you are away for more than a week you should obtain a doctor’s certificate and bring this to Caroline Baugh in room G31, Royal School of Mines.

Key Dates

13th - 18th October: Wessex Basin Field Trip
17th/18th December: Reservoir Characterisation Group Project Presentations. Term ends
11th/12th January: Term begins with two exams
29th February: Simulation/Optimisation Presentations
4th March: Canary Wharf Capistan Exercise
9th March: Library Workshop
23rd March: Field Project Presentations
24th March: Term ends
25th - 28th April: Exams
2nd - 10th May: SPE Junior Chapter MSc Overseas Trip
31st May: Individual Project Outline Presentations
3rd June: Board of Examiners Meeting
31st August: Deadline for submitting Thesis
13th/14th September: Research Project Presentations to Industry
15th September: Board of Examiners Meeting
30th September: Deadline for submitting corrected Thesis
May 2017: Graduation

Bicycles

Bicycles are not allowed in the building and must not be chained to the railings. Bicycle racks are located outside the RSM building and a bike cage is provided under the Faculty building. For access to the bike cage please fill in the form at the link http://www3.imperial.ac.uk/facilitiesmanagement/security/services/onlineforms/bicycleregistrationform

Security

All students will be issued with a College Identity Card shortly after Registration. This is a necessary feature of your life in College as it acts as your Students’ Union membership card, allowing you access to the all the sports and union facilities, as well as a security pass allowing you access to appropriate parts of the College and a Library Card. Any loss must be reported to Security. Please be particularly vigilant about your own security and that of your belongings. Please remember to keep any valuables locked up and never leave your belongings unattended.

Fire doors - please make sure that all fire doors are always shut after you - do not wedge them open.
Internal and External Mail
The College Security Officers deliver and collect mail twice a day. The MSc pigeonholes are located outside room 1.49/50

Outgoing mail to the College (including Silwood Park & Wye) should be put in the “Internal Mail Only” tray in Reception. Outgoing external mail should be taken direct to the Post Office.

Photocopying/Printing

There are three photocopiers in the Department. They are located in 2.43 (including a colour copier). Also available in room 2.43 is comb binding facilities, laminating machine, staplers and guillotines. The department also offers ON-LINE black and white photocopying facilities - please contact Carl Jurczuk if you wish to use the photocopiers ON-LINE. Photocopy cards can be bought from Carl. Copier cards are rechargeable, but a £2.00 deposit is required for each card purchased. Your card will have £50 credited to it by the department which should last you one year. If you require more please top up your card yourself at the central library.

General costs are detailed below:

- Black & White copies, up to 1000 sheets 4p per A4 copy, 4p after. 6p per A3 copy and transparencies cost 30p including the copy.
- Colour copies, 20p per A4, 40p per A3 and transparencies cost 80p including the copy (not self service).
- Laminating is 30p for A4 and 60p for A3 (not self service).
- A ream of A4 paper costs £4.00 and A3 costs £8.00.
- Comb binding costs vary from 80p to £1.50 per binding (not self service).
- Tracing paper for copiers is sold at 7p for A4 and 10p for A3.

Your ID card will contain printer credit when you receive it. This can be topped up by using the machines located in the library. Black and white printing costs 3p per A4 page in the department and the library, while colour printing costs 12p per A4 page in the department and the library.

Fax

You can send personal faxes at a charge from Reception which is room G.22, Royal School of Mines or from the Union.

Computer Rooms

You are rules relating to taking food and drink into computer rooms in order to minimise accidents and any damage to hardware.

- Room G36 undergraduate study room - food and drink will be allowed but not at the desks on which PC’s are installed.
- Room 1.49/1.50, MSc computing and teaching room - food and drink will be allowed but not at the desks on which PC’s are installed.
- Rooms 3.34 through 3.38 - no food and drink allowed except a bottle of water
The Graduate School

Welcome from Professor Sue Gibson, Director of the Graduate School

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional skills development courses and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional skills courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills (http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsmasters/masterclassprogramme). All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show and the 3 minute thesis competition. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you.

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

Sue Gibson
I would like to welcome you to the graduate school courses for postgraduate professional development. The team of tutors here come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers. We are continually working to develop and innovate the courses we offer and over this year you will see many new offerings both face to face and online. I encourage you to explore and engage with the diverse range of opportunities on offer from the team at the graduate school and I wish you well in your studies.

Janet De Wilde
Online Plagiarism Course

Following requests from academic Departments, the Graduate School has now developed a Master’s version of the online Plagiarism Awareness course which has been approved by the Master’s Quality Committees.

The course is designed to provide students with guidance and information about proper citation and attribution in writing and is customised to suit the different Faculties.

This course is compulsory - All Master’s students must complete it.

Access to the course

All Master’s students will be required to self-enrol onto the course which is available via Blackboard. Instructions on how to enrol onto the course can be found on the Graduate School’s Plagiarism Awareness Online Course webpage:

http://www3.imperial.ac.uk/graduateschool/plagiarismawarenesscourse

The course will take approximately 1.5 hours to complete but can be saved and returned to at a later date. There is no limit to the amount of times you can take the course – it can be accessed anytime, so there will always be an opportunity to refresh understanding.

Library

The Imperial College London and Science Museum Libraries are near the Queen’s Lawn.

The College’s Central Library has information on all subjects taught by the College, although it specialises in undergraduate and interdisciplinary material. There are a number of specialist collections as well as recreational reading matter, newspapers & magazines, music CDs and film DVDs. The Science Museum Library specialises in the history of science and technology and the public understanding of science. The two libraries share some collections and services.

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 and report collection as well as books & journals. There are also several libraries based in the departments and you are welcome to use all of these (e.g. one of the department libraries includes the Civil Engineering Library which is located in the Skempton Building).

The Digital Library provides online access to the library catalogue as well as a large collection of databases (e.g. GeoRef), electronic journals, electronic books and other online resources. Please see the library website at http://www.imperial.ac.uk/library for further details.
The Central Library opening hours for 2015-2016 are as follows:

During term time the Library is open 24 hours a day (except Friday 11 pm to Saturday 10 am). The Issue desk will be staffed between 08.30 and 21.00 Mondays to Fridays, 10.00 to 18.00 on Saturdays & 11.00 to 19.00 on Sundays.

Our vacation opening hours are expected to be the same as they are currently: http://www3.imperial.ac.uk/library/usethelibrary/openinghours/centrallibrary

Please forward any enquiries or requests regarding the Library and its resources to Mr. David Beales 0207 594 0730 d.beales@imperial.ac.uk

### Eating and Drinking

Imperial College London offers a fantastic variety of food and drink to be enjoyed in various restaurants and cafes across South Kensington Campus.

Catering for all tastes and dietary requirements, we offer a wide range of vegetarian and Halal products within outlets. Imperial College London has been recently awarded University Fair-trade accreditation to improve social and cultural awareness amongst staff and students.

You can start your day with a delicious fully cooked breakfast or choose from our large selection of pastries, fresh fruit and fresh-ground coffee.

At lunchtime, choose from our delicious range with two and three course options, salad bars, international cuisine, stone baked pizzas, freshly made Panini’s and baguettes, soups and southern fried chicken.

If your schedule only allows you the chance to take 10 minutes out of your busy day, then why not relax in one of our cafes with a cup of tea or freshly brewed coffee and a slice of cake. You will find a great variety of teas, coffees and cakes in our different outlets.

A world of wonderful food and indulgence awaits you:

Café Outlets – Offering fresh ground coffee, freshly made Panini’s, hot wraps, jacket potatoes with a choice of fillings, pizza, pasta, pastries, freshly made baguettes, wraps and sandwiches, cakes, confectionary and cold drinks.

SCR Coffee Bar – Senior Common Room, Sherfield Building (08:00 – 19:00)

Huxley Café & Common Room – Level 5, Huxley Building (08:30 – 17:00)

Electrical Engineering Café – Ground Floor, Electrical Engineering (08:30 – 17:00)

Tanaka Café – Lower Ground Floor, Tanaka Business School (08:30 – 18:00)

SAF Café – Ground Floor, Sir Alexander Fleming Building (08:30 – 19:00)
Mechanical Engineering Café & Common Room – Level 7, Mech Eng (08:30 – 17:00)

Ethos Café – Sports Centre (Mon to Fri 08:30 – 21:00 Sat & Sun 10:00 – 18:00)

Library Café – Ground Floor, Central Library (Mon to Thurs 08:30 – 23:00 Fri 08:30 – 21:00 Sat & Sun 10:00 – 16:00)

RSM Café – Level 3, Royal School of Mines (08:30 – 17:00)

JCR Coffee Bar – Junior Common Room, Sherfield Building (08:00 – 17:00)

The Deli & QT – Junior Common Room, Sherfield Building (Deli 10:00 – 15:00) (QT 08:00 – 18:00)

Charing Cross Café & Common Room – Ground Floor, Reynolds Building, Charing Cross Hospital Campus (08:30 – 16:30)

Ex Libris Café & Common Room – 1st Floor, Commonwealth Building, Hammersmith Hospital Campus (08:30 – 18:30)

Restaurant Outlets – Offering a wide range of options to choose from, freshly cooked on campus by our award winning chefs from 2007 University Chef of the Year contest.

SCR Restaurant (note: SCR facilities are available for exclusive use of its members – Staff and PHD students only – This facility is not to be used by MSC and undergraduate students) – Senior Common Room, Sherfield Building (08:00 – 10:00 & 11:30 – 14:30)

Main Dining Hall – Ground Floor, Sherfield Building (11:30 – 14:00)

Fast Food – Junior Common Room, Sherfield Building (10:30 – 18:00)

In addition to restaurants and cafes across the campus, there are also a small number of shops selling small grocery items. The Imperial College Union also offers hot and cold food, as well as a bar.

**Information About English Classes At Imperial College**

The English Language Support Programme (ELSP) offers classes to students and members of the College who are not native speakers of English. The majority of these classes are free of charge.

If you are interested in joining a class or have been told by your department that you must attend English classes, the first step is to do an English test and fill in a registration form. There are several test sessions at the beginning of the academic year in October. Please see the test and registration poster for times and places of the tests. If you arrive during the academic year, you should contact ELSP individually to arrange a test. Information is on the English notice board in Humanities and displayed in each department and on the ELSP
The test and registration session takes about 2 hours. You will be given information about the different types of classes and the other language support services we offer. On your registration form you will be asked to choose whether you want a General class, a Writing class or a Pronunciation class. You can take more than one class if you want to (subject to available space).

In the General and Writing classes we divide the classes into the following four categories for teaching purposes:

1. Academic visitors
2. PhD Students
3. MSc
4. Undergraduate courses and Erasmus/Socrates students.

Students are placed in groups according to level, although Pronunciation groups can be according to language. If the test indicates your level is very high, it is possible that we will not be able to offer you a class.

**General English Classes**

These classes offer:
- Practice in listening and speaking, including giving a short presentation
- Revision of grammar
- Vocabulary of everyday English, idioms, slang, and some general academic/technical vocabulary
- Listening activities such as listening to the radio and watching short video items ranging from TV comedy shows to science documentary programmes
- Materials are taken from many sources including English course books, newspapers, and College publications such as the student newspaper, Félix, and popular science journals.

Most of the General classes take place in the evenings at the end of the College day timetable, from 6 - 8 pm. Depending on the type of course and attendance, classes can run for one, two or three terms.

**Writing Classes**

There are three kinds of writing classes available:

1. Writing a Research Paper (research students only). This course runs for twenty weeks at two hours per week and focuses on the language of writing a research paper. Language is collected from the Abstract, Introduction, Results, Discussion and Conclusion sections of research papers across many fields and then taught and practiced. There are usually 3 or 4 parallel groups with a max, group size of 15. If the groups are full in the autumn term a new course will start in the spring term and continue into the summer term. These classes take
place in the daytime or late afternoons rather than evenings. This course is at a high language level and students may be asked to take a general writing course and/or writing practice classes to improve their written fluency and accuracy before being allowed to join it.

2. General Academic Writing Course (Research/UG). This course provides input and practice in general academic writing. It offers a balance of activities with some writing practice in class and as homework. The main focus is on language structures, vocabulary, and style, in formal academic writing as typically needed in science, engineering, and medicine. These classes take place mainly in the late afternoons or evenings.

3. Writing Practice. This is not a course as such but a weekly opportunity to write about a general science/technology/medicine topic in response to a presentation. Writing time each week is 30 - 40 minutes in class and the scripts are corrected and returned with feedback the following week. The presentations use video and audio recorded material and the class therefore involves quite a lot of listening. This class usually runs in the evenings for a ten week cycle and then starts again.

**Pronunciation**

Students wanting to do pronunciation work are usually organised according to first language. Classes are usually at lunchtime for 1 hour, if possible in a language lab. Work is done on individual sounds, stress patterns and intonation, and covers everyday language and common core academic and technical terms. Some students in general and writing classes may be advised to take a pronunciation class.

**Writing Clinic**

Students may make an appointment to see an English teacher individually for up to an hour a week for consultation on a specific current writing project. These meetings usually involve the student giving us a copy of a paper or section of a project report beforehand and then discussing language problems arising out of the corrected version. To arrange writing clinic please bring your work to the English office and fill in an application form. This is not a correction service nor a proof reading service, but an opportunity for the student to go through sections of a paper and identify his/her typical language problems. For straightforward correction work students have to make a private arrangement with one of the ELSP teachers.

**Seminar/Conference Presentations**

Students can also do practice runs of presentations using PowerPoint, whiteboard, OHP slides etc, with specific attention being paid to pronunciation and grammatical accuracy. These talks can be recorded and lists of problem terms/structures then put on cassette for the student to practice. A class on presentations usually runs in the spring term, subject to demand.
Digital Language Laboratory

Some digital recordings, CDs and videos are available with texts for listening practice, structure drills and pronunciation. Students attending English classes will be given an introduction to the lab for which they should contact the Humanities administrator on 48757. The language lab introductions usually take place at 2pm on Wednesdays.

Other Classes

- Grammar

Depending on numbers and language levels, there will be a short remedial Grammar-for-Writing course, lasting 6 - 8 weeks in the spring term.

- Cambridge First Certificate (FCE) Cambridge Advanced (CAE) Cambridge Advanced Exam

Depending on numbers and appropriate language level there is a class preparing for the CAE. If there are sufficient numbers at higher or lower levels the other exams may be offered. Each class meets once a week beginning the autumn term until the summer term. The exam is in June. We started these classes in response to student interest but they are not part of the main responsibility of ELSP and we therefore make a charge (of around £140 – tbc) to join the class for the year, which includes the text book. If you want to take the exam in June Cambridge exam registration charge is (around) £88 for CAE. These classes usually run in the evenings.

Staff – English Language Office is Room 319 Sherfield Building Level 3
Tel No. 020 7594 8758

John Hughes - ELSP Coocoordinator (full time member of staff)
j.m.hughes@imperial.ac.uk
Julie Hartill – Coordinator of BSc/MSc classes (full time)
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Roy Clements – UG Writing/Hammersmith classes (part time)
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Sharon Smith - academic Visitors/Partners classes/PhD General
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Hilary Glasman-Deal - PhD/MSc Writing /PhD General / Writing Clinic
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Brett Harmony, UG General & Writing/MSc Writing
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Liz Chiu, Pronunciation, Presentation/MSc English
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English Classes for Overseas Students and Staff

English classes are offered free of charge to students and members of academic staff of Imperial College of Science, Technology and Medicine.

The classes start in mid-October and most run until the end of the spring term. Some
classes also run into the summer term. Most classes are for 2 hours a week, Monday to Friday, 6.00 to 8.00 pm, and also on Wednesday afternoons. We try to hold all classes in the Humanities Programme rooms on the third floor of the Sherfield building but some classes take place elsewhere on campus.

Most classes come under three headings: General classes - offering speaking and listening practice & grammar and vocabulary, Pronunciation classes and Writing. We also have a permanent Writing Clinic to give students individual help with written work. There are other types of classes available and you should visit our website for more information: http://www3.imperial.ac.uk/humanities/englishlanguagesupport

All assessment and registration sessions, with dates and venues, will be posted on our website as soon as they are booked:

http://www3.imperial.ac.uk/humanities/englishlanguagesupport

*A list of classes and the students assigned to those classes will be put up on the English notice board outside the Humanities Office on level 3 at the end of the second week of term. Please check this notice board for latest information.

Website: http://www.hu.ic.ac.uk/english

Transferable Skills Programme

The Graduate School of Engineering and Physical Sciences (GSEPS) offers a range of transferable skills courses to all postgraduate students in the Faculty.

http://www3.imperial.ac.uk/gseps/transferableskillscourses

GSEPS Course

GSEPS offers courses on transferable skills. Some of the courses are compulsory for some first year research students. All students are welcome to attend the courses on an optional basis. New courses are added to the programme all the time but popular topics include:

- Personal Organisation & Effectiveness
- Negotiation Skills
- Technical Writing
- Presentation Skills
- Information Retrieval
- Myers Briggs
- Interview Practice
- Statistics
- EndNote and Reference Manager

For a full list of courses and how to apply please go online to:

http://www3.imperial.ac.uk/gseps/transferableskillscourses/completelistofcourses
GSEPS WEBSITE

Current Imperial College students can obtain an application form, timetable and full details of all the courses by visiting the GSEPS Blackboard site at: http://learn.imperial.ac.uk To log on to the GSEPS Blackboard site enter your usual College username and password. Current students who are having difficulty logging into the GSEPS Blackboard sites should e-mail graduate.schools@imperial.ac.uk with their current username so that access can be granted.

The Blackboard and Imperial College account log on IDs are synchronised. This means that if you ever change your Imperial College password, your Blackboard password will automatically change accordingly.

Careers

The College Careers Service is located on Level 3 of the Sherfield Building. It has a Careers Library and three full-time and one part time Careers Advisers who are available by appointment to talk to you about career possibilities. To make an appointment, you can visit the Careers Service or call ext 48024, weekdays between 10.00 and 17.15 hrs. During each term there will be drop in sessions everyday between 11.00 and 12.00 and 14.00 and 16.00 hrs.

The Careers Service organise careers talks and workshops throughout the Autumn and Spring Terms both on general topics, such as interviewing techniques and filling out application forms, and specific aspects, such as careers in particular industries. Details are available on the careers web site http://www.careers.ic.ac.uk

Postgraduate Careers Events

Ms. Shashi Luther, the Postgraduate Careers Coordinator (Room: G33, Ext 46445, s.luther@imperial.ac.uk), is the first contact for students, employers and staff and operates an ‘open door’ policy for students, normally Monday to Friday between 9:30 and 17:30 hrs.

Shashi Luther, in conjunction with Ms Daphne Salazar, the Postgraduate Careers Organiser (Room: G28, Ext 47401), organises career events, talks and presentations given by an extensive array of world class employers from the oil industry that take place within the department. The careers events concentrate on the disciplines within the department, in other words such companies recruit Petroleum Geologists and/or Petroleum Engineers. This programme of events develops over the year, so you should regularly check the careers notice board which is located on the 1st floor outside the 1.49/1.50 lecture theatre. This notice board contains details of College and Departmental careers provision, lists of College and Departmental arranged company visits, latest relevant job advertisements and summer placements opportunities.