DEPARTMENT OF PHYSICS
Faculty of Natural Science
MSc in Optics and Photonics
MRes in Photonics

STUDENT HANDBOOK
2016–17
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Welcome to the College

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

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years. You’re now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

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

You’ll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

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

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you’re interested in getting involved then there will be opportunities for you to do so.
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://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/). 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
Welcome from Dr Janet De Wilde, Head of Postgraduate Professional Development

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

Janet De Wilde
Welcome from the Graduate Students’ Union

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

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

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

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

Ahmed Shamso

gsu.president@imperial.ac.uk
The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been set up to support all postgraduate students at the College through:

- Training and development courses
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College

‘Masterclass’ professional skills courses

You can see the full range of free professional skills courses for postgraduate students on the Graduate School website:

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

All courses can be booked online.

Contact us

Level 3, Sherfield Building, South Kensington Campus
020 7594 1383
graduate.school@imperial.ac.uk
www.imperial.ac.uk/graduate-school

Imperial Success Guide

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

www.imperial.ac.uk/success-guide
1. Introduction to the Department

**Academic and administrative staff**
(all emails are xxx@imperial.ac.uk)

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<tr>
<th>Name</th>
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<tr>
<td>Kenny Weir</td>
<td>B900C</td>
<td>47501 k.weir</td>
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<tr>
<td>Programme Organiser</td>
<td></td>
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<tr>
<td>Stefan Maier</td>
<td>H903</td>
<td>46063 s.maier</td>
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<tr>
<td>Director of Postgraduate Studies</td>
<td></td>
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<td>Andrew Williamson</td>
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<td>47631 andrew.williamson</td>
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<tr>
<td>Postgraduate Development Office</td>
<td></td>
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<tr>
<td>Mark Neil</td>
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<td>46611 mark.neil</td>
</tr>
<tr>
<td>Head of Optics Laboratory</td>
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English language requirement
If you are not a native English speaker you must meet the College’s English language requirements.

See the Admissions website for details:
www.imperial.ac.uk/study/pg/apply/requirements/english

For information on English language support available while you’re here, see page 34.

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

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office.

Key dates 2016–17

Term dates
Autumn term: 1 October – 16 December 2016
Spring term: 7 January – 24 March 2017
Summer term: 29 April – 30 September 2017

Closure dates
Christmas/New year: 25 December 2016 – 2 January 2017
Easter holiday: 12 April – 18 April 2017
Early May bank holiday: 1 May 2017
Spring bank holiday: 29 May 2017
Summer bank holiday: 28 August 2017

Key events
Postgraduate Awards Ceremonies: 3 May 2017 (proposed)
Imperial Festival and Alumni Festival: 6–7 May 2017

Students select their optional modules at the end of the autumn term, and confirm their examination entry at the beginning of March 2017.
**Key assessment dates for the MSc/MRes**

*Imaging and Lasers*  
9 – 13 January 2017

*Optical Measurement and Devices*  
2 – 19 May 2017

All other lecture modules  
expected 2 – 19 May 2017

*Self study report submission*  
22 March 2017

*Self study presentations*  
23 – 24 March 2017

*Summer Project report submission*  
19 September 2017

Summer project presentations  
20 – 21 September 2017.

The submission dates for the assessed laboratory coursework will be given during the programme.
2. Programme information

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

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

**Overview**
Imperial has offered an advanced programme in optics for over 80 years and the current MSc in Optics and Photonics and the MRes in Photonics draws on our experience as one of the largest centres for optics-based research and application in the UK.

The programmes includes substantial laboratory and project work, often based within industry. There is also a chance to undertake a self-study project in an area of your choice. Optics MSc students finish with a four-month, full-time project, which may be in industry, an academic research group, or abroad. Photonics MRes students complete a nine month project which prepares them for their PhD.

Graduates of this programme are well qualified to apply their knowledge in a wide range of industrial contexts, as well as in a research environment. They find employment with a variety of careers in industry and many move on to doctoral studies at leading universities in the UK and abroad.

**Aims and Objectives**
The formal aim of the MSc in Optics and Photonics programme is:

"To provide a high quality education in optics that prepares students for research or technical work in industry or an academic environment."

This aim is fulfilled via the following formal objectives. MSc graduates will be able to:

- describe the essentials of optical phenomena and its applications, beyond the undergraduate level,
- appraise the specialized topics in optics at the forefront of current knowledge;
- design and construct an experiment and critically evaluate the results, including a numerical estimation of the errors,
- construct a computational model of an optical system and apply the model to ‘real-world’ problems,
- complete an extended, supervised independent project,
- communicate the results of their work, both orally and in writing to a specialist and non-specialist audience,
• contribute to a team and manage their time effectively.

The aim of the MRes in Photonics is to provide training in photonics prior to the start of PhD studies.

MRes in Photonics graduates will be able to:

• describe the essentials of optical phenomena and its applications, beyond the undergraduate level,
• appraise the specialized topics in optics at the forefront of current knowledge;
• design and construct an experiment and critically evaluate the results, including a numerical estimation of the errors,
• construct a computational model of an optical system and apply the model to ‘real-world’ problems,
• complete an extended, supervised independent project,
• communicate the results of their work, both orally and in writing to a specialist and non-specialist audience,
• contribute to a team and manage their time effectively,
• undertake further academic study at Doctoral level in photonics and in subjects where photonics is an important enabling science.

Part time studies
As the part time programme requires the student to gain some practical experience in optics and to complete an optics-related project outside College the part time programme is only available to students currently employed in an organisation in the optics community.

The MSc in Optics and Photonics is available as a part time programme over two years. In the first year students complete two of the four compulsory lecture modules, half of the optional modules, a selection of laboratory experiments and their self study project. In the second year students complete the remaining modules and their project.

Competency statement
The competency statement for the postgraduate taught programmes in the Physics Department may be found at

https://www.imperial.ac.uk/natural-sciences/departments/physics/students/current-students/taught-postgraduates/.

Description of the Programmes
The general structure of the programmes is as follows:

Term 1 (Both programmes): Lectures and Laboratory Work

Compulsory modules:

• Laboratory - 7 ECTS;
• Imaging (Török/Dunsby) - 6 ECTS;
• Lasers (Dunsby/Damzen) - 6 ECTS;
• Optical Measurement and Devices (Weir/Paterson) – 6 ECTS;
and either:
• Optical Communications Physics (Oulton/Giannini) - 3 ECTS and 3 ECTS; or
• Plasmonics and Metamaterials (Maier/Hess) – 6 ECTS.

If an MRes in Photonics student has taken one of these modules as an undergraduate they may replace the module with the appropriate number of optional modules. To balance the work, the self study project will be completed in the first term.

**Term 2 (Optics and Photonics): Lectures, Laboratory Work and Self Study Project;**

Compulsory modules:
• Laboratory – 5 ECTS;
• Self Study Project – 2 ECTS.

Optional lecture modules (students choose 24 ECTS from the list below):
• Advanced Topics in Nanophotonics (Hess/McCall/Oulton) – 6 ECTS;
• Biomedical Optics (McGinty) – 3 ECTS;
• Fibre Optic Technology (Popov) – 3 ECTS;
• Laser Optics (tba) – 3 ECTS;
• Laser Technology (Tisch) – 3 ECTS;
• Nonlinear Optics (Weir) – 3 ECTS;
• Optical Design (Török) – 6 ECTS;
• Optical Design Laboratory (Middleton/Neil) – 6 ECTS;
• Optical Displays (tba) – 3 ECTS;
• Optoelectronic Components and Devices (Ekins-Daukes) – 3 ECTS;
• Photonic Structures (McCall) – 3 ECTS.

**Term 2 (Photonics MRes): Lectures, Laboratory Work and Self Study Project;**

Compulsory modules:
• Literature review and project plan – 10 ECTS.

Optional lecture modules (students may choose up to 12 ECTS from the list above in lieu of their project work, with the agreement of their project supervisor):

**Term 3 and summer period (Optics and Photonics): Project Work**
• Full time project work - 28 ECTS.
Projects are offered by academic staff based on their current research, and may be offered by other research organisations or by industrial companies, so the projects available will not be known until the students select their project in the spring term. The list below shows some of the projects undertaken by MSc students in 2015-16.

- Optical design of a navigation lens for a fluorescence microscope;
- Electrical characterisation of textured Germanium for solar cells;
- Nonlinear optics with metal nano particles;
- A comparison of methods for rejecting scattered or out-of-focus light in light sheet microscopy;
- Digistain; a new imaging technology for cancer detection;
- Nanophotonic Light Trapping for High Efficiency Solar Cells;
- Quantitative phase imaging;
- Brillouin Scattering Microscopy coupled with fluorescence;
- Optical trapping of micro targets for high power laser experiments;
- Future lighting concepts for high-speed optical sorting;
- A comparison of wide-field time- and spectral-domain optical coherence tomography with a short coherence length white light source;
- Laser stabilization for acousto-optic imaging in thick biological media;
- Self-organising lasers;
- Simulating atmospheric turbulence with spatial light modulators;
- Online detection of hazardous objects in cereal grains;
- Simpler ultrashort pulse characterisation with a new type of frequency-resolved optical gating;

**Term 3 and summer period (Photonics MRes): Project Work**

- Full time project work - 50 ECTS.

Your project and supervisor will have been agreed prior to beginning the MRes.

Students will also be expected to take relevant professional skills development courses offered by the Graduate School. These are usually offered in terms 1 and 2.

The timetable for the programme will be distributed using iCalendar.

**Professional Skills**

These programmes will develop professional skills valued in a working environment, such as team working, problem solving and presentation skills.

These activities are supported by the Graduate School courses. Details can be found at [http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsmasters](http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsmasters).

**Module Descriptions**

Information on the modules will be available in Blackboard and at the start of each module.
Teaching
The College standard working day is used, with 50-minute lectures commencing on the hour, starting at 09:00 at the earliest. Most are in the Blackett Laboratory, Room 630 with some lectures in Lecture Theatres 2 and 3. Room 630 is used for other teaching activities within College, though if it is not being used it is generally available for PGT students. The laboratory work is carried out in the dedicated MSc laboratory space in room 418. The optical design laboratory is a computational module and is held in room 630.

Project Selection
MSc in Optics and Photonics
Self study projects are selected early in the second term. A list of projects with supervisors is presented, and students can approach the supervisor and both may agree on the project. If the student has their own idea for a project they can approach the Programme Organiser and, if it is agreed the student may approach potential supervisors (with help from the Programme Organiser if needed). If a student has difficulty finding a project, they should speak to the Programme Organiser.

The process is similar for summer projects. In February a list of project with supervisors is presented and students may select a project as above. Several projects may be offered by industrial companies or external research organisations; if a student is interested in these projects then a visit and interview are usually arranged prior to either party agreeing to the project – please note the company is not obliged to accept a student.

If you wish to arrange your own project you must speak to the Programme Organiser as soon as possible, and by the end of February at the latest. The Department needs to ensure that supervisory, health and safety and intellectual property issues are agreed before the project is approved. It is expected that most projects will have been arranged by the end of the second term, and all should be in place by the start of the examinations.

MRes in Photonics
The self study project will be chosen in discussion with the Supervisor and the Programme Organiser. The summer project will be based on the research to be undertaken during the PhD.

The projects are assessed by a final report (maximum of 30,000 words), which must be submitted by the date specified, and a final oral presentation (of 20 minutes duration). Students must submit two copies of the MSc (which do not need to be hard bound) and an electronic copy (in PDF format) which will be added to the Optics Section archive of Masters reports.

Where projects are pursued in industry, it is important that industrial supervisors ensure that confidentiality considerations will not prevent students from adequately reporting their work. If there is concern of commercial sensitivity, this must be raised at the outset of the project, so that the College can consider the issue at an early stage.

Students are also required to make a short oral presentation on their project work approximately six weeks into the project. This is not formally assessed but provides useful comment and advice on the project plan.
3. Assessment

Requirements for Programme Completion
The MSc in Optics and Photonics consists of three elements:

1) Lecture modules (40% of the total programme mark), consisting of the components:
   a) Core module examinations (20% of the total programme mark); and
   b) Option module examinations (20% of the total programme mark).

2) Project (35% of the total programme mark), consisting of the components:
   a) Self Study Project (5% of the total programme mark); and
   b) Dissertation (30% of the total programme mark).

3) Laboratory (25% of the total programme mark); the laboratory element consists of a single component.

The MRes in Photonics consists of two elements:

1) Core Skills (35% of the total programme mark), consisting of the components:
   a) Core module examinations (20% of the total programme mark); and
   b) Laboratory work (15% of the total programme mark).

2) Project (65% of the total programme mark), consisting of the components:
   a) Literature review (5% of the total programme mark); and
   b) Optional modules (up to 10% of the total programme mark).
   c) Project work (up to 60% of the total programme mark);

To pass the programme, the candidate must achieve an aggregate mark of 50% or higher in each element. In addition, they must have passed each component with a mark of 40% or higher.

A candidate can be considered for a Merit if the candidate has achieved an aggregate mark of ≥60%; and a mark of ≥60% for at least two of the elements and ≥55% for the other element.

A candidate can be considered for a Distinction if the candidate has achieved an aggregate mark of ≥70%; and a mark of ≥70% for at least two of the elements and ≥65% for the other element.

The Examiners nevertheless reserve the right to make adjustments to the procedures given in this section in exceptional circumstances.

Formal feedback to the students in each activity is by way of a letter grade indicating the percentage band of their attainment. The definition of the letter grades is

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<td>80.0 - 100%</td>
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<td>Grade</td>
<td>Percentage</td>
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<tr>
<td>A</td>
<td>70.0 – 79.9%</td>
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<tr>
<td>B</td>
<td>60.0 – 69.9%</td>
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<td>C</td>
<td>50.0 – 59.9%</td>
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<td>D</td>
<td>40.0 – 49.9%</td>
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<td>F</td>
<td>0 – 39.9%</td>
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**DEADLINES:** Deadlines are absolute. The Board of Assessors reserve the right not to mark reports submitted late. Computer difficulties will not be accepted as excuses for late submission. Any extenuating circumstances (e.g. illness) should be discussed with the Programme Organiser immediately.

Resits for the written examinations may be held either late in the academic year (if offered) or at the next available opportunity, usually the following academic year. Students can select on which occasion they wish to resit the examinations (but College regulations allow only one resit, otherwise the student is deemed to have failed the programme). Students will retake the examinations for the specific subjects they have failed.

**Assessment**

The procedures for the examinations and the criteria for completing the programme are governed by the College’s Academic and Examination arrangements, [http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations](http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations). The College’s policy on religious obligations in assessments may be found at [http://www3.imperial.ac.uk/registry/exams](http://www3.imperial.ac.uk/registry/exams).

**Written Examinations**

Assessment of the lecture modules is by written examinations, the examination questions being set by the lecturers delivering the module. One or more of the modules may include questions that require the use of a college provided computer – if so the structure and regulations of the examination will be made clear prior to the start of the module.

For the examinations, each examination question is marked out of 20 by the module lecturer, the mark being moderated by a second marker. The total mark for each paper is converted to a percentage, the corresponding letter grade being fed back to the student. When the examination is managed by the undergraduate programme, the mark for each question is usually different (it is clearly printed on the examination paper).

Draft examination papers are prepared by the lecturer, moderated by a second member of staff and sent in advance to the External Examiner who reviews them and suggests changes. After discussion with the module lecturers, these changes are usually incorporated into the final papers.

**Core lecture courses:**

*Candidates must sit the examinations appropriate to the course(s) they have taken.*

- **Imaging** (2.0 hours; two compulsory questions);
- **Lasers** (2.0 hours, two compulsory questions);
- **Optical Measurement and Devices** (2.0 hours, two compulsory questions).
The **Optical Communications Physics and Plasmonics and Metamaterials** examinations will follow the same rubric as the undergraduate examination.

Optional lecture courses:

The examinations of the optional lecture courses is subdivided into separate examinations for each lecture course. Some of these examinations may be held serially.

- **Laser Technology** (45 minutes, two questions, of which the candidate answers one);
- **Laser Optics** (45 minutes, two questions, of which the candidate answers one);
- **Nonlinear Optics** (45 minutes, two questions, of which the candidate answers one);
- **Optical Fibre Technology** (45 minutes, two questions, of which the candidate answers one);
- **Biomedical Optics** (45 minutes, two questions, of which the candidate answers one);
- **Photonic Structures** (45 minutes, two questions, of which the candidate answers one);
- **Optoelectronic Components and Devices** (45 minutes, two questions, of which the candidate answers one);
- **Optical Displays** (45 minutes, two questions, of which the candidate answers one);
- **Advanced Topics in Nanophotonics** (1.5 hours, three questions, of which the candidate answers two);

The assessment of the Optical design course is 2/3 examination and 1/3 assessed problem sheet. The examination is 1.5 hours, three questions, of which the candidate answers two.

The assessment of the Optical Design Laboratory is based upon exercises submitted during and at the end of the course. The mark for Optical Design Laboratory count the same as two examination questions.

Past examination papers are available on the Blackboard. Copies of the past undergraduate examination papers (for **Optical Communications Physics and Plasmonics and Metamaterials**) may be found at the ‘Examinations’ tab at [https://www.imperial.ac.uk/natural-sciences/departments/physics/students/current-students/undergraduates/lecture-courses/](https://www.imperial.ac.uk/natural-sciences/departments/physics/students/current-students/undergraduates/lecture-courses/) (login required).

**Laboratory**

Each subsection that follows details the assessment procedure for each laboratory activity. The percentage in each subsection heading indicates the weighting used in determining the laboratory mark; this weighting is based on the time spent on each activity. The percentage for the MRes in Photonics is shown in blue.

- **Demonstration Experiments** (42/162 hrs = 26%; 42/102hrs = 40%)
  
  Assessment for the demonstration experiments is via the student’s laboratory notebook. Written comments are made on the notebook by the assessor. The resultant letter grade is written in the laboratory notebook.

- **Standard Experiments** (60/162 hrs = 37%; 60/102hrs = 60%)
  
  Assessment for the standard experiments is via the report submitted by 2.00pm on the Thursday following the completion of the experiment. Written comments are made on the report by the assessor. The resultant letter grades are written on the report.
**System Design (60/162 hrs = 37%; Photonics MRes students do not perform this experiment)**

Assessment for the System Design is via the report written by the student during the assigned period for the experiment. Written comments are made on the report by the assessor. The corresponding letter grades are written on the report.

Each percentage mark attained in the laboratory subsections is combined to compute the overall mark for the laboratory element.

**Self-study Project**

The self-study module is assessed via oral presentation and a report.

The self-study report is marked by the supervisor.

The final mark for the self-study component is the weighted average of the oral presentation and the written report (weighting 1:4). The letter grade corresponding to this mark is formally fed back to the students.

**Project**

The project is assessed via an oral presentation and a report.

The final mark for the project is the weighted average of the oral presentation and the written report (weighting 1:4).

**The MRes in Photonics is assessed by:**

A written report (60% of the project element mark), a viva (20% of the mark), a continuous assessment by the supervisor (10% of the mark) and a presentation (10% of the mark).

**Assessment of the MSc/MRes**

The examination marks are reviewed by meetings of the internal assessors (staff involved in the modules). The College requires that individual students cannot be identified by staff present at Examiners meeting and they will be identified only when the results are presented after the External Examiners meeting and when the results are communicated to Registry.

The marks are then forwarded to the External Examiner for information. The Board of Examiners meet soon after the completion of the programme to review all the marks and make final recommendations to the College. It is traditional to send a copy of a selection of the project reports to the External Examiner in advance of this meeting, to provide additional information that might assist the decision process.

A separate meeting will consider any claims for mitigating circumstances and their recommendations will be reviewed by the appropriate Examiners meeting.

All candidates within 2.5% of a boundary will be considered for promotion by the Board of Examiners.

**Plagiarism**

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.

For further information, please refer to the Cheating Offences Policy and Procedures section on page 27 of this handbook.

**Mitigation and Extenuating Circumstances**
The College will consider requests for mitigating and extenuating circumstances that may have affected a student’s performance in examinations or other areas of their programme. Please note that claims for mitigating or extenuating circumstances should be made before, or no later than five days after, the examination or assessment and should be supported by documented evidence, if that is available.

To apply for mitigating circumstances please complete the appropriate form:

http://www.imperial.ac.uk/workspace/registry/public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Major.docx

for examinations and project reports and

http://www.imperial.ac.uk/workspace/registry/public/Procedures%20and%20Regulations/Policies%20and%20Procedures/Minor.docx

for laboratory reports.

Please note that the information regarding your claim for mitigation or extenuation will remain confidential and will only be viewed by the advisory panel which will make a recommendation to the Board of Examiners about your request. You may indicate if there is any information which you DO NOT wish to be released to the Board of Examiners but bear in mind that the more information that is received by the Board the better able they will be to reach an informed decision.

Please contact the Programme Organiser or your personal tutor for further information.

**College policy on exams and religious obligations**
The College policy on exams and religious obligations may be found at:


**Penalties for Late Submission of Assessed Work**
The College policy on the late submission of assessed work may be found at:

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

**Academic Feedback Policy**
The students will receive feedback from problem classes, laboratory reports and project work.
The feedback policy will follow the guidelines of the Department of Physics, where feedback should be provided to the student within two weeks of the work being submitted.
4. Board of examiners

**Board of Examiners**

Dr Kenny Weir (Chairman);
Prof Michael Damzen;
Prof Myungshik Kim;
Prof Stefan Maier;
Prof Mark Neil.

**For external examiners**

External Examiner: Dr John Walker (Nottingham University)

It is common for Master’s level students to have some form of academic or social interaction with their external examiners at some point during or after their studies as well as during the assessment process itself.

It is inappropriate for you to submit complaints or representations direct to external examiners or to seek to influence your external examiners. Inappropriate communication towards an examiner would make you liable for disciplinary action.

External examiners reports can be found here:

5. Location and facilities

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

Your main location of study will be:
Blackett Laboratory
South Kensington Campus, London SW7 2AZ

Facilities

Computer access and printing is available at Blackett level 3 computer lab and the Central Library on level 2. The Department’s postgraduate office is located at Blackett 316 and open Monday – Friday 9:00 – 17:00.

Maps

Campus maps and travel directions are available at:

🌐  www.imperial.ac.uk/visit/campuses

Accessibility

Information about the accessibility of our South Kensington Campus is available online through the DisabledGo access guides:

🌐  www.disabledgo.com/organisations/imperial-college-london-2
6. Placements

The College defines a placement as:

"work experience, assessed project work, a period of course-based study or a period of
research (for which academic credit is awarded and/or where the student remains subject to
College student regulations during the relevant period) and where there is a transfer of direct
supervision of the student to a third party (i.e. where a member of staff at the third party acts
as the day-to-day supervisor/manager) for a period of two weeks or more."

Academic departments are responsible for managing any study or work placement which
forms part of your degree programme. It is expected that you will contribute to the process of
planning your placement.

For guidance on this, see the College's Placement and Learning Policy and associated good
practice:

www.imperial.ac.uk/about/governance/academic-governance/academic-
policy/placement-learning

Your Departmental Placement Manager:

Andrew Williamson
Blackett 316
020 759 47631
andrew.williamson@imperial.ac.uk

For more information on placements visit the Placements website:

www.imperial.ac.uk/placements

If you are considering/planning a placement outside the UK you should also refer to the
Placement Abroad Handbook:

www.imperial.ac.uk/placements/information-for-imperial-college-students
7. 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 supervisor or Postgraduate Tutor. If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

Please refer to our policy on working while studying:

8. Health and safety

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

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

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


Your Departmental safety contact(s) is/are:

- Simon Johnson (Optics Safety Officer)
  - Blackett 617
  - 020 7594 7722
  - simon.johnson

- Brian Willey (Laser Safety Officer)
  - Huxley 6M78/Blackett 107
  - 020 7594 7787
  - b.willey

You may be required to complete inductions and attend training sessions to safely complete this programme. These include:

- General Safety briefing (October 5 @14:00 in Blackett Lecture Theatre 2)
- Laboratory Safety briefing (October 12 @ 12:00 in Blackett Lecture Theatre 1)
The College Safety Department

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

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

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

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

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

www.imperial.ac.uk/safety

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

https://www.imperial.ac.uk/natural-sciences/about-us/health-and-safety/

Occupational Health requirements

The College Occupational Health Service provides services to:

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

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

www.imperial.ac.uk/occupational-health
9. College policies and procedures

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

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

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

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

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


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

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

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

www.imperial.ac.uk/research-and-innovation/research-office/ip
Use of IT facilities
View the Conditions of Use of IT Facilities:


MRes Code of Practice
The Code of Practice for MRes programmes is available here:

10. Well-being and advice

Student Space
The Student Space website is the central point for information on health and well-being.
www.imperial.ac.uk/student-space

Director of Student Support
The Director of Student Support has overall responsibility for all matters relating to student support and well-being.
www.imperial.ac.uk/people/d.wright

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

Postgraduate tutor
The Department's postgraduate tutor can offer pastoral support and advice. You can arrange to have a meeting with him/her at any time during your studies – what you discuss will be completely confidential.

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

The Postgraduate tutor in the Physics Department is Dr Arnaud Czaja (a.czaja@imperial.ac.uk – ext. 41789), who is available to discuss any matter, personal and academic, in confidence. In addition, the Department’s Senior Tutor Prof Jing Zhang (ph.stutor@imperial.ac.uk) may also be able to assist.
Every MSc in Optics and Photonics student is assigned a member of the academic staff as Personal Tutor early in the programme. The role of the Personal Tutor is primarily to be the first point of contact for any issues or difficulties that may arise throughout the programme. He or she will be able to advise students on selection of modules, career matters, writing recommendation letters, and also any matters of a non-academic nature.

Students on the MRes in Photonics will have the same welfare arrangements as other PhD students in the Photonics group. These will be explained during the Group induction.

**College tutors**

College tutors operate outside of any department. They provide guidance and assistance to students in regard to welfare issues and are also involved in College disciplinary matters involving students. For more information see:

[www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support](http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support)

**Advice services**

The tutor system is complemented by a College-wide network of advice and support. This includes a number of specialist services.

**Careers Service**

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

Visit the Career Service’s website to:

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

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

**Counselling and Mental Health**

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

[www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)
Financial support and tuition fees

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/student-support-fund

For tuition fees queries, contact the Tuition Fees team:

📞 020 7594 8011
✉️ tuition.fees@imperial.ac.uk

Imperial College Union (ICU) Advice Centre

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

🌐 www.imperialcollegeunion.org/advice

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
Health services

NHS Health Centre and finding a doctor

Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

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

There is an NHS Health Centre on our South Kensington Campus which you may visit during clinic hours if you’re feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

www.imperialcollegehealthcentre.co.uk

NHS Dentist (based in the 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

Disability support

Disability Advisory Service

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

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

Room 566, Level 5, Sherfield Building, South Kensington Campus

020 7594 9755
disabilities@imperial.ac.uk
www.imperial.ac.uk/disability-advisory-service

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

**Your Departmental postgraduate Disability Officer is:**

- Andrew Williamson
- Blackett 316
- 020 7594 7631
- andrew.williamson

More information on Departmental Disability Officers is available at:

- [www.imperial.ac.uk/disability-advisory-service/support/ddos](http://www.imperial.ac.uk/disability-advisory-service/support/ddos)

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


**Library and IT**

**Information and Communications Technologies (ICT)**

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

- 020 7594 9000
- [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk)

**Software shop**

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

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

**Library services**

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

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

Support for international students

English language support

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

International Student Support team

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

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

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

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

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

**Student records and examinations**

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

**Degree certificates**

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

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

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

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

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

- [www.union.ic.ac.uk/presidents/gsu](http://www.union.ic.ac.uk/presidents/gsu)

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

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

- [www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)
13. Student feedback and representation

Feedback from students
The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.

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

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

Staff-Student Committee

Postgraduate Masters Committee (PMC)
The membership of the PMC consists of the Programme Organisers, the student representatives for each masters programme and the Directors of Postgraduate Studies and of Undergraduate Studies. The PMC typically meets twice a year. Each Masters programme must elected a student representative early in the autumn term to serve on the PMC. Their role is to inform the PMC of the concerns of the students and to assist in implementing any changes proposed.

As well as the formal monitoring system, students are encouraged to raise any concerns with the Programme Organiser as they arise.

Optics Masters Programme Committee
The MSc in Optics and Photonics/MRes in Photonics has a Programme Committee, which meets twice a year to monitor the programmes and discuss concerns raised by the student representatives (the MRes students should discuss issues concerning their research using the procedures for their research group). These representatives are elected by the students on the programmes and serve on the committee (and the Postgraduate Masters Committee).
14. Student surveys

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

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

- PG SOLE lecturer/module Survey
- Student Experience Survey (SES)
- Postgraduate Taught Experience Survey (PTES) – next due to run in spring 2018

The PG SOLE lecturer/module survey runs at the end of the autumn and spring term. 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 do not use offensive language or make personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. Whilst this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

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

The Postgraduate Taught Experience Survey (PTES) is the only national survey of Master’s level (MSc, MRes, MBA and MPH) students we take part in. This is 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. PTES last ran in spring term 2016 and will run again in spring 2018.

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

- Increased the time available for the core module examinations;
- Changed the deadline for submitting laboratory reports;
- Given Photonics MRes students more options if they had already taken a core module at undergraduate level.

The Union’s “You Said, We Did” campaign shows you some of the changes made as a result of survey feedback:

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

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

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

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

Alumni services
When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including:

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

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

www.imperial.ac.uk/alumni

Opportunities for further study
After you have completed the MSc in Optics and Photonics or the MRes in Photonics, you may choose to progress to PhD studies in the Department or College. Previous graduates have gone on to PhD studies at Imperial College and other major universities in Europe and elsewhere (such as Oxford, UCL, MIT and ETH Zurich) and employment in optics related businesses (such as NPL, BAE Systems and Zemax).