DEPARTMENT OF MEDICINE
Faculty of Medicine
MSc in the Molecular Biology and Pathology of Viruses

STUDENT HANDBOOK
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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.
Welcome
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 opportunities 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 (see page 6 for more information).

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 (see page 6).

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.

Welcome
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 your success during your time at Imperial, 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.
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
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
1. Introduction to the Department

Welcome from Programme Director

I would like to extend a very warm welcome to you all attending this year’s Imperial College London MSc in the Molecular Biology and Pathology of Viruses. I hope you enjoy your next 12 months with us. The notes in this Course Handbook are to guide and assist you in your work during the next 12 months. They are not intended to be a comprehensive account of course requirements but to cover topics which are frequently the subject of student's questions. This Course Handbook contains the general information you will need to follow the MSc course. More detailed information about individual aspects of the course will be given out throughout the course.

Please keep this booklet to hand throughout the year so that you can use it as a source of easy reference for course dates and course requirements. If you have any questions do not hesitate to contact myself (m.mcgarvey@imperial.ac.uk) or Mrs Alicja Pastuszek (a.pastuszek@imperial.ac.uk), or any of the course tutors.

Course Director,
Dr Michael J McGarvey
# Academic and administrative staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Office Details</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Michael J McGarvey</td>
<td>Course Director, Director of Postgraduate Studies</td>
<td>Room 331, Medical School, St Mary's Campus</td>
<td>0207 594 9035  <a href="mailto:m.mcgarvey@imperial.ac.uk">m.mcgarvey@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Prof Paul J Farrell</td>
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</tr>
<tr>
<td>Dr Michael Skinner</td>
<td>Reader in Virology, Deputy Course Director</td>
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</tr>
<tr>
<td>Professor Peter O’Hare</td>
<td>Chair in Virology, Course Tutor</td>
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<td>020 7594 9517  <a href="mailto:p.ohare@imperial.ac.uk">p.ohare@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Location</td>
<td>Phone</td>
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</tr>
<tr>
<td>Dr Rob White</td>
<td>Non-Clinical Lecturer in Virology</td>
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<td>Dr Goedele Maertens</td>
<td>Senior Lecturer</td>
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</tr>
<tr>
<td>Dr Wayne Mitchell</td>
<td>Teaching Fellow</td>
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<td>020 3313 2358</td>
</tr>
<tr>
<td>Mrs Alicja Pastuszek</td>
<td>Course Administrator</td>
<td>Room 333, Medical School, St. Mary’s Campus</td>
<td>020 7594 5873</td>
</tr>
</tbody>
</table>
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 52

The English Language Support Programme (ELSP) offers classes (general, writing, pronunciation and conversation) to students registered at Imperial College who are not native speakers of English and to academic staff in the College.

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

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

You must attend all lectures, laboratory practic als, and journal club sessions.

- An email needs to be sent to the Course Director for an authorised absence.

- You need to keep Course Organiser informed of any problems.

Key dates 2016–17

<table>
<thead>
<tr>
<th>Classes/Term dates</th>
<th>Thursday 6 October 2016</th>
<th>Friday 16 December 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commemoration Day</td>
<td>Wednesday 19 October 2016</td>
<td>no classes</td>
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<td>Classes/Term dates</td>
<td>Monday 9 January 2017</td>
<td>Friday 27 January 2017</td>
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<tr>
<td>Exams Paper I</td>
<td>Monday 27 February 2017</td>
<td>SAFB-MDL2, Bay D, 10.00-13.00</td>
</tr>
<tr>
<td>Exams Paper II</td>
<td>Friday 3 March 2017</td>
<td>SAFB-MDL2, Bay D, 10.00-13.00</td>
</tr>
<tr>
<td>Projects – start date</td>
<td>Monday 6 March 2017</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Projects – submission date</td>
<td>midday Friday 25 August 2017</td>
<td></td>
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</tbody>
</table>

**Closure dates**

Christmas/New year: College closes at your usual finishing time on the 23 December 2016 – 2 January 2017

Easter holiday: College closes at your usual finishing time on the 11 April 2017 – 18 April 2017

Early May bank holiday: 1 May 2017
Spring bank holiday: 29 May 2017
Summer bank holiday: 28 August 2017

**Key events**

Imperial Festival and Alumni Festival: 6–7 May 2017

UK Government and College regulations require us to monitor student attendance and we use registers which the student must sign at the start of a teaching session. Teaching staff must report any student failing to attend any session to the Programme Director.
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 course timetable, College emails and a library catalogue search tool.

🔗 www.imperial.ac.uk/imperialmobile
2.1 Aims of the MSc in Molecular Biology and Pathology of Viruses

MSc in the Molecular Biology and Pathology of viruses is a full-time course leading to the degree of MSc. The course is comprised of two parts, a taught element which is given over the first half of the course and a research element given over the remainder of the session. The taught element includes lectures, laboratory practicals, tutorials and student presentations. It is divided into 6 modules each of which is based on a particular theme (see course structure). Laboratory based practicals are held throughout the first part of the course. A written report of each practical is required and these will each be assigned a mark. A full-time laboratory based research project is carried out in one of the Departments associated with the MSc course from the beginning of March until the end of August (approximately 6 months). On completion of the project a written report or dissertation (also known as a thesis) has to be produced and submitted for examination and this is followed by an oral or “viva voce” in September carried out by Internal and External Examiners.

Objectives of the Course:

Students should achieve an in-depth understanding of:

- The molecular processes involved in the infection of cells by viruses.
- The different strategies for the regulation of virus gene expression, genome replication, virion assembly and the use of cellular machinery during virus replication.
- The responses of host cells and organisms to virus infections.
- The role of animal viruses in the causation of acute and chronic diseases and cancer.
- Current techniques for the diagnosis, prevention and treatment of human viral diseases.
- Mechanisms for the transmission, evolution and emergence of viruses.

Students should become proficient in:

- A wide range of scientific research techniques.
- Critical analysis of research data.
- Writing scientific reports and reviews.
- Giving oral presentations on research topics.
- Completing a research project and writing a detailed report on their findings.

Learning outcome:
The programme aims to:

- Produce graduates equipped to pursue careers in academic or industrial research.
- Provide a solid foundation for those who intend to go on to study for a PhD.
- Develop understanding of processes at the molecular level.
- Provide training in laboratory and research skills.
- Provide a supportive learning environment.
- Attract highly motivated students, both from within the UK and from overseas.
- Develop new areas of teaching in response to the advance of scholarship and the needs of vocational training.

Programme Structure
The MSc course employs several different teaching methods, namely:

- Lectures
- Practicals
- Tutorials
- Seminars and Journal Clubs
- Private Study
- Project Work
- Student Project Presentations
- Dissertation

Lectures
The lectures provide an overview of a subject, and also give the basic facts that the students can use as a basis for further learning. Most lecturers use Powerpoint presentations and often supply summaries of their lectures. These summaries are usually included on the Course Intranet. They may also indicate the relevant literature. Apart from lecturers from different Departments, Divisional or Faculties at Imperial College, there are also lectures given by experts from outside Imperial College. Since there are around 25 students, lectures can be informal and interactive.

Practicals
The practicals are designed to provide students with examples of major research procedures used in a molecular biology / virology research laboratories.

The practicals are prepared and run by the course technician in conjunction with an academic member of staff. The lab manager, who works in conjunction with other staff required for the
practical, is in overall charge of the practical sessions and is present throughout. Students are provided with the instructions on how to carry out the practical in a safe way. Any particular hazards are highlighted in the practical protocols and are also discussed with the students.

A full programme of laboratory work is included in the course and has been designed to train you in the major techniques used in immunological research and to support the lecture programme.

You will be provided with laboratory protocols outlining the practicals you will do. Please read each protocol available on https://bb.imperial.ac.uk/ in advance of the actual practical so that you know what you are doing. Only in this way will you get the full benefit from this important part of the course. It is important to understand what you are doing, and more importantly why you are doing the various techniques. It is not adequate just to follow the protocol! All the practical protocols are on the Web and can be accessed via Blackboard Learn.

**Seminars and Journal Clubs**

Students attend and actively participate in the course tutorials and journal club sessions. Students are also strongly encouraged to attend research seminars. All tutors and teachers are asked to encourage attendance and point out particularly interesting or relevant seminars.

**Private Study**

All students are expected to engage in private study on average 20-25 hours a week. All teachers support and encourage private study, e.g. by giving references to research papers and reviews with their lectures.

Students are encouraged to read widely, using textbooks and journals (for reviews and original articles). The library stocks a wide range of books and journals. Tuition in the correct use of the library facilities is given by a library staff (a formal session is arranged for week 1 of the course) and students are expected to be able to perform literature searches.

**Project work**

The research project is central to the MSc. An integral part of the project is the oral presentation and the preparation of the dissertation. These are discussed below.

The individual, full-time research project begins the week after the final examinations and lasts for approximately six months (from the beginning of March until end of August). The projects are conducted at the St Mary’s Campus (most projects) or other Campuses at Imperial College or at external research institutions and companies in the UK. On completion of the project a written report has to be produced and submitted for examination. Three printed copies and an electronic version (as a single document) have to be submitted by the deadline. All students have a viva on their project which is carried out by two examiners, one of whom is external to Imperial College. This is then followed by the meeting of the MSc Examination Board.
**Oral Presentation**

As part of the project all students must give an oral presentation at a Project Progress Seminar usually at the beginning of June. A concise overview of the aims of the project, relevant background material and a plan of the work to be carried out and the progress that has been achieved so far has to be presented. This is designed to give the students the experience of giving a talk and answering questions on their work. It also has the secondary objective of providing feedback on student progress. All project supervisors and others involved in the project are welcome to attend.

**Project Dissertation**

All students have to write a dissertation (also known as the project report or thesis) which will be awarded a Mark and also examined, as part of the *viva voce*. This tests their ability to master a subject and present it in a written format, also to defend and discuss their thesis orally.

**Course Committee**

The course is run by the MSc Director/Course Organiser, Dr Michael McGarvey under the general supervision of the Head of Department, Prof Paul Farrell. Various tasks are also delegated to members of academic and non-academic staff in the Department.

There is an MSc committee that meets once a term. The composition of this committee is outlined below. This provides a strategic overview of the course by those involved and a forum for student feedback and major initiatives in the course are discussed by this committee.

The MSc Committee oversees the MSc. It contains representatives from the teaching and support staff, the student body and an external staff representative. The Committee meets 3 times a year.

**Composition of MSc Committee:**

- Course co-ordinator (Chair)
- Course administrator
- Members of academic staff or those involved in teaching
- Student representative
- An external staff representative
Remit of the Committee:

- to receive feedback from students on the course
- to look at any problems with the course that arise
- to develop new teaching initiatives
- to provide a forum to discuss the MSc course
2.2 Course Content Overview

The taught part (element) of the course is comprised of lectures, laboratory practicals, journal clubs, tutorials and student presentations and it is given over the first half of the course. It is divided into 6 modules based on particular themes:

- MSc Core Curriculum
- Virus Architecture and Virus Interactions with Cells
- Virus Genomes, Gene Expression and Replication
- Virus Disease
- Diagnosis, Vaccines and Therapies
- Transmission, Emergence and Evolution of Viruses

Laboratory based practicals are held throughout taught part of the course and a written report of each practical is required.

There are two, three hour, written papers based on the taught part of the course. Paper 1 – Main theme: Molecular Biology of Viruses, Paper 2 – Main theme: Viral Pathogenesis. The written examinations are held at the end of February.

Laboratory based research projects start at the beginning of March and continue until end of August (approx. seven months) when the written project dissertation has to be submitted. The length of the project dissertation is around 10,000 words. The projects are conducted at the St Mary’s Campus (most projects) or other Campuses at Imperial College’ or, at external research institutions and companies in the UK. All students attend a viva examination based on their project and other aspects of the course with a Internal and External Examiners towards the end of September.

On-line timetable is available on the course Blackboard, written copies are distributed to the students on the first day of the course. Programme Specification can be found on:

http://www3.imperial.ac.uk/registry/proceduresandregulations/qualityassurance/programmespecs/pg and the link to the Course Webpage is:

http://www1.imperial.ac.uk/medicine/teaching/postgraduate/mscmbpv/
2.3 Regulations and Requirements

All registered students of the College are subject to the provisions of the Regulations for Students, the College Academic Regulations, as appropriate and such other Regulations and Instructions for Students approved by the College.

Postgraduate students must inform their Tutor if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately.

An email needs to be sent to the Course Director for an authorised absence.

Students need to keep Course Organiser informed of any problems.

Any student whose fees or residence charges have not been paid in full when a student enters for the last examination necessary to qualify for the award of a degree/diploma, will not have the award or certificate in respect of the award issued to them until the debt has been paid in full.

Any student wishing to occupy residential accommodation provided by, or on behalf of, Imperial College will be required to abide by the terms and conditions of the Licence. Acceptance of an offer of accommodation will signify acceptance of such terms and conditions.

Every registered student of the College is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, a student has formally opted out of student union membership by recording that decision with the Academic Registrar in the manner prescribed.

Student disciplinary offences of a non academic nature are dealt with under a code of procedure agreed by Imperial College Union and approved by the Governing Body. In the case of serious offences, this may involve the suspension and/or expulsion of the student from the College. Students must not engage in any conduct which causes harm or unreasonable disturbance to students, staff, neighbours or visitors to the College or damage to any property of the College or its students, staff, neighbours or visitors, or engage in any activity or behaviour which is likely to bring the College into disrepute. Illegal acts on or near College may also constitute offences under these College Regulations for students.
Candidates for the PhD or MPhil degrees are required by the University regulations to give conditional authority for their thesis or dissertation to be made available for public reference. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of their supervisor and the appropriate College Graduate School Committee. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.

A student who contracts an infectious or contagious disease may be required to present a medical certificate acceptable to the College Health Service, indicating freedom from infection, before resuming attendance at the College.

The College may require a student to be assessed by the College Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student’s state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to him/herself or others. If the medical assessment confirms that it is not in the interests of the student or the College that the student should continue his/her programme of study the Head of Department shall consult the College Tutors and, taking into account their advice, may suspend the student until he/she is fit to continue his/her studies or require the student to withdraw from the College. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the College has assessed the student and confirmed in writing that the student is fit to resume study.

A student who is required to withdraw has the right to appeal against the withdrawal decision but not against the results of the medical assessment on which the decision is based. The student may, however, request that a second medical assessment be obtained from a medical practitioner approved by the College Health Service. The responsibility for hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to Appeal Committees, whose decisions are final.

A student who is suspended will be regarded as having taken an interruption of studies, and will be required to provide medical evidence as to fitness to return to study in accordance with the conditions attached to the granting of interruption of studies.

No work involving ionising radiation may be carried out in any part of the College except in accordance with the current edition of the Imperial College Local Rules for Safe Working Practices with Ionising Radiation (Second Edition Spring 1991).
Students who make use of University or College Computing facilities are required to familiarise themselves with and to abide by the current edition of the Imperial College Information Systems Security Policy and Codes of Practice and Guidelines.

Computer misuse will be regarded as a serious offence and will be dealt with under the College Disciplinary Procedure or, where appropriate, under the provisions of the Computer Misuse Act 1990.

Students who are authorised, as part of their studies, to make use of ‘data’ and ‘personal data’ as defined under the Data Protection Act 1998 are required to familiarise themselves with, and to observe the provisions of, the Act. Further details are available from the College Data Protection Officer.

All students must familiarise themselves and comply with the College Policy on Student Derived Intellectual Policy Rights.

Students must notify the Academic Registrar of any change in their home or lodgings address.
2.4 Important Links and Appendices

Appendix 1: Programme Specification

PLEASE NOTE. This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. This specification provides a source of information for students and prospective students seeking an understanding of the nature of the programme and may be used by the College for review purposes and sent to external examiners.

Please find the full programme specification here: http://www.imperial.ac.uk/media/imperial-college/medicine/study/postgraduate/MSc-Molecular-Biology-and-Pathology-of-Viruses-programme-specification.pdf
3. Assessment

3.1 Examinations and Assessment

Testing of the knowledge acquired is through a combination of written examinations, assessed coursework in the form of laboratory write-ups and essays (Element 2), and the individual research project dissertation and viva (Element 2).

Element 1: Written Examination & Coursework

The components of the Written Examination & Coursework Element and the proportion of the marks attributed to them are:

- Paper I: Molecular Biology of Viruses (36%)
- Paper II: Viral Pathogenesis, Host Responses and Virus Evolution (36%)
- Two Written Assignments (14%)
- Three Assessed Experimental Practicals (14%)

There are two, three hour, written papers based on the taught component of the course. The written examinations are held at the dates below:

<table>
<thead>
<tr>
<th>Exams Paper I</th>
<th>Monday 27 February 2017</th>
<th>SAFB-MDL2, Bay D, 10.00-13.00</th>
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</thead>
<tbody>
<tr>
<td>Exams Paper II</td>
<td>Friday 3 March 2017</td>
<td>SAFB-MDL2, Bay D, 10.00-13.00</td>
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Continuous assessment is based on written assignments, reports of the practical classes. Timely feedback is provided to the students as soon as possible after the students have completed the assessments.

Past Examination papers can be found on the course’s Blackboard Learn. Also students have a revision session with the Course Director on Friday 27 January 2017.

The curriculum teaching is linked to opportunities for students to show what they have learnt through completing the assessment. The adequate time is given to complete the assignments. The deadlines for the assignments are available on the course’s Blackboard Learn and also advised by email by the Course Administrator.

European Credit Transfer and Allocation Scheme (ECTS) allocation: 30 ECTS

Element 2: Project Dissertation & Viva, ECTS allocation: 60 ECTS
Project reports are submitted by the end of August. An oral, viva exam based on the project and other course work is normally held towards the end of September to decide the final mark.
### 3.2 Marking of Written Assignments

**MARKING CRITERIA for PROJECT REPORT**

Percent figures in column 2 should be used.

<table>
<thead>
<tr>
<th>Mark %</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>100</strong></td>
<td><strong>Exceptional</strong> The Report is an exceptionally well presented exposition of the project, showing: (i) command of the relevant concepts and facts, (ii) a high level of analysis, (iii) originality in thought and experimental design, and (iv) mastery of the relevant literature. The Report should be written to a publishable standard.</td>
</tr>
<tr>
<td>95</td>
<td><strong>Excellent</strong> Answer is a very well presented exposition of the subject, showing many of the above features, but falling short in one or two of them. The Report should be written to a publishable standard with only minor revisions required.</td>
</tr>
<tr>
<td>90</td>
<td><strong>Very Good to Good</strong> The Report is a well presented exposition of the project, showing (i) a clear grasp of the relevant concepts or facts, (ii) appropriate, though not highly sophisticated analysis, and (iii) a sound knowledge of the relevant literature. The Report may contain potentially publishable material but needs revision of the text and further research.</td>
</tr>
<tr>
<td>85</td>
<td><strong>Adequate</strong> The Report is an adequately presented exposition of the project, showing: (i) a grasp of the basic concepts and facts, (ii) an adequate use of statistics in its analyses where relevant, and (iii) sufficient knowledge of the relevant literature to set its results in a scientific context. The Project Report is not written to a publishable standard and requires major revisions of the text and further research.</td>
</tr>
<tr>
<td><strong>49</strong></td>
<td><strong>Unsatisfactory</strong></td>
</tr>
</tbody>
</table>
### MARKING CRITERIA for EXAMS and COURSEWORK

The following criteria should be used to mark exam answers and coursework essays and practicals.

**NB** Mark must take account of what is reasonably achievable under exam conditions.

<table>
<thead>
<tr>
<th>Mark %</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td><strong>Exceptional</strong> Answer is an exceptionally well presented exposition of the subject, showing: (i) command of the relevant concepts and facts, (ii) a high critical or analytical ability**, (iii) originality, and (iv) evidence of substantial outside reading (where applicable).</td>
</tr>
<tr>
<td>95</td>
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<td>90</td>
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<td>85</td>
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<td>Score</td>
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<tr>
<td>80</td>
<td><strong>Excellent</strong></td>
</tr>
<tr>
<td>69</td>
<td><strong>Very Good to Good</strong></td>
</tr>
<tr>
<td>59</td>
<td><strong>Adequate</strong></td>
</tr>
<tr>
<td>49</td>
<td><strong>Unsatisfactory</strong></td>
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</table>
**Analytical** = assessing a hypothesis or statement by breaking it down into its elements and examining their inter-relationships and contribution to the whole; cf, **Critical** = judging a hypothesis or conclusion by examining the validity of the evidence adduced for it.

**Assessment rules & degree classification**

- Minimum pass mark is 50% for each examination Element.
- To qualify for the award of MSc students must complete all the course requirements and must achieve an overall pass mark in the 2 course elements above detailed.
- The marks are classified as follows:
  - **Pass**, 50% to 59.9% in both elements of the examination;
  - **Merit**, 60% to 69.9% in both elements of the examination; a candidate must obtain an aggregate mark of 60% or greater in both elements,
  - **Distinction**, 70% or better in both elements of the examination; a result of distinction requires an aggregate mark of 70% or greater also in both elements.

MSc oral examination will be held in the last two weeks of September in the year you submit your project. You should use your time between submission and examination to read your dissertation and read generally in the relevant areas. Arrange a time with your supervisor for a 'mock' viva. Your oral Examination will be conducted by 2 examiners, (1 internal and 1 external). The Board of Examiners is not anonymous. The examination will be approximately 30 minutes long, and you will be examined on the technical and academic aspects of your research project and dissertation.

Examination Board

The Board of Examiners meets after the student oral vivas have been completed. The written examinations are marked and moderated anonymously. However, due to the nature of the oral viva examination of the student research projects, it is felt that it is not possible to consider the marks awarded at the Exam Board anonymously. The Board is made up of the Course Director (Chair of the Board), all of the External Examiners and Examiner. The same two examiners will perform the viva voce as read the dissertation. The decisions of Board of Examiners are recorded onto the electronic file and sent to the Registry as soon as possible after the meeting. The external and internal examiners constitute to the Board of Examiners. The official results are released online to the students by the Registry.

What happens if you do not pass both elements of the programme first time?
A candidate who does not pass all of the elements of the programme at the first attempt can retake the examination(s)/element(s) on one occasion only. Please note that the maximum mark awarded to any resit element is 50% and any student who has to resit any part of the degree assessments can only be awarded a Pass overall, they are ineligible to achieve a Merit or Distinction grade. Such a student would be expected to retake the examination(s)/element(s) the following year.

A candidate who is registered for the exams but is not able to take one or more of them because of illness or because of some other serious matter (e.g. the death of a close relative) should notify the Course Organiser and the School Registry immediately. The candidate must bring a medical certificate or other statement confirming the circumstances of the absence to the School Registry immediately. The School Registry will send this to the Academic Registrar who must receive it within seven days of the last examination. A student, who unexpectedly finds that he/she is unable to sit the examinations after having completed the course, must inform the Course Organiser and the School Registry immediately. The candidate must also inform the Academic Registrar in writing of his/her withdrawal from the exams. The Academic Registrar must be informed at least seven days before the first examination otherwise the University will count this as his/her first attempt even though he/she did not take the exam. Any such deferral must be approved by the appropriate College Committee, and that approval is only agreed in exceptional circumstances.

**EXTENUATING CIRCUMSTANCES AFFECTING ACADEMIC PERFORMANCE:**

**POLICY AND PROCEDURES** are available on:

http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/examinationassessment

Link to Academic and Examination regulations:

http://www3.imperial.ac.uk/registry/proceduresandregulations/regulations

Complaints and Appeals procedures:

http://www3.imperial.ac.uk/registry/proceduresandregulations/policiesandprocedures/complaintsappeals

**Penalties for Late Submission of Assessed Work:**

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

College policy on exams and religious obligation:
3.3 Guidelines for Dissertation

**WARNING:** This always takes much longer than you think it will, so you should start well in advance of the submission date. You will need to prepare 3 spirally bound copies.

**Structure:**
The dissertation should not exceed 10,000 words. It should be divided into the following sections:

- Title Page
- Acknowledgements
- Table of Contents
- Abbreviations
- Abstract (approximately 1/2 to 1 page)
- Introduction (approximately 10 to 20 pages)
- Materials and Methods (approximately 10 pages)
- Results (approximately 10 pages)
- Discussion (approximately 10 pages)
- References (approximately 10 pages)

The thesis should be typed, with lines double spaced and with suitable margins to permit binding. Each major section (Introduction, Material and Methods etc.) should start at the top of a new page. Paragraphs should be made clearly visible either by indenting the first line (by 5 spaces) or by leaving an additional blank line between paragraphs.

Before you start writing your thesis, it is a good idea to look at some previous theses to see what the finished ones look like. Ask your supervisor to recommend the best examples.

**Abbreviations**
You should list on a separate page all the abbreviations that you have used in your thesis. Many of these are standard, e.g.

- PBS - phosphate buffered saline
- Ig - immunoglobulin
- FITC - fluorescein isothiocyanate
Try not to invent too many abbreviations of your own, as it can make it hard work for your examiner to read. In addition, the first time that you use an abbreviation in the main text, you must define it, e.g.

Antibodies were diluted in phosphate buffered saline (PBS)

The next time you can simply use the abbreviation, e.g.

Sections were rinsed three times in PBS

You must be consistent. Once you have defined an abbreviation, always use the same abbreviation and do not revert to the original words.

Abstract
This should give a brief summary of the purpose of your study, the techniques that you used, the major findings and a discussion of the significance of the work.

Introduction
This should provide the background literature to the area in which you did your research, together with a discussion of the specific work, published and unpublished, that led to your own research project.

Aims and Objectives
A paragraph, normally at the end of the Introduction, should specify the hypothesis (es) being tested and the specific aims and objectives of the project

Materials and Methods
This section should describe the reagents, including biological materials (cells etc.) that you used and the experimental procedures and protocols. This should give sufficient detail so that someone else could read the protocols you used and then repeat the experiment themselves.

The source of commercial reagents should be stated (i.e. the company and country) in brackets after they are mentioned for the first time, e.g. Monoclonal antibody LP34 (Dakopatts, Denmark) was used to detect epithelium. Epithelial cells in the thymic medulla labelled more strongly with LP34 than those in the cortex.

However, the country should only be given the first time a company is mentioned. On subsequent occasions the name of the company is sufficient, e.g.

Monoclonal antibody T2 (Dakopatts)

Results
Obviously the exact way in which you present your data will depend upon the nature of your data. However, the following general rules apply to all studies. Your data should be concisely
described in the text. Details should be presented as Figures (e.g. graphs, photomicrographs) and Tables. Figures and Tables should each be numbered (e.g. Fig. 1, Fig. 2 etc., Table 1, Table 2 etc.) and should be referred to in the appropriate position in the text, e.g.

Monoclonal antibody MR6 gave weak labelling of the epidermis in normal skin (Fig. 1) but strong staining of most Basal Cell Carcinomas (Fig. 2; Table 1).

It is also a good idea to present your data in 2 ways - as basic raw data in a Table or photographs, etc and collated/analysed, e.g. graphs, histograms etc. In this way your examiner can judge both the data and your analysis of it.

For numerical data, you should apply statistical analysis where appropriate. For photographic data, remember that you will need 4 copies of each figure (1 for each copy of your thesis). Photography can be very expensive so ask staff for advice on the most economical method.

**Discussion**

The Discussion should have two parts in which there is an analysis of, the technical approaches used and the significance of the project findings.

For the first part you should discuss the advantages and disadvantages of the techniques that you used. You should also discuss the problems (there are always some!) that you encountered, why you think these arose and how you tried to solve them.

For the second part you should summarise the major findings of your research data, and then discuss your interpretation of these data and what you feel is their significance in the context of work that has been published in the literature. Finally, you should discuss future work that could be done to resolve the unanswered questions that remain at the end of your work, and the direction in which you think this research might lead.

**References**

When you write your thesis you will be using information that already exists, due to the work of other scientists. When you make a major statement that is based on previous work you should quote the relevant publication; this may be an original article, a review or possibly a book. In the text, a reference should be quoted in brackets at the end of the relevant sentence, by giving author(s) and date; where there are 3 or more authors, only the first author followed by "*et al.*" is given, e.g.:

1 author paper:

B cells develop within the mammalian bone marrow (Smith, 1992).

2 author paper:

T cells develop within the thymus (Smith and Jones, 1992).
T and B cells develop from a common haemopoietic stem cell (Smith et al., 1992).

[**NB** *et al.* is the abbreviated form of *et alia* meaning, in Latin, 'and others'. *Et al.* (and all other Latin phrases such as *in vivo*, *in vitro*) should be written in italics.

Where 2 or more papers are quoted together at the end of a sentence they should be in chronological order, separated by a semi colon, e.g.:


Where the same author has published 2 papers in the same year they should be called a. and b., according to the alphabetical order of the second author, e.g.:

Jones, *et al.*, 1988a (for Jones, Bishop and Smith, 1988)


All the references quoted should then be collected together at the end of the thesis arranged in alphabetical order. Here, all the details (including all authors, full title, volume number and first and last page numbers) should be given as follows:


Each journal has a standard abbreviation, e.g.:

Nature - Nature


Science - Science

Cell - Cell

EMBO J. - EMBO Journal

J.Virol - Journal of Virology


Virol - Virology

A reference to a chapter in a book should be given in the format:

A reference to a chapter in a book should be given in the format:


Do not quote a reference that you have not read; reading the abstract is not sufficient. If there is an important article in a journal which is not available at either the St Mary or South Kensington libraries, talk to your supervisor about it as it may be possible to obtain an inter-library loan or photocopy. Do not put a reference in the Reference section of your dissertation unless you have quoted it in the text.

**Timetable**

This is very important.

The following timetable is intended to help you plan your time efficiently and effectively during your research project:

- **March** – Reading background literature. Also organise data as you obtain.
- **June** – Project Progress Seminar, continue Project and write draft of Introduction.
- **End of June** (at the latest) – Submit a draft of Introduction to your supervisor.
- **End of June** – Write draft Materials and Methods. Submit to supervisor. Discuss Introduction with supervisor.
- **End of July/beginning of August** - Write draft of Discussion and submit to supervisor. Discuss Materials and Methods and Results with supervisor.
- **First week of August** – Finish project dissertation. Discuss the Results and Discussion with supervisor. Do all corrections to thesis.
- **Middle of August** - Show and discuss final version with your supervisor, including all Figures. Write figure legends.

3 spirally bound copies of the thesis must be submitted to the Course Director (Dr Michael McGarvey) and an electronic copy as a PDF single file submitted onto Blackboard Learn on the day advised by midday 12.00.

**IT IS ESSENTIAL THAT THE THESIS IS SUBMITTED ON TIME. IF YOU SUBMIT LATE YOUR THESIS WILL NOT BE EXAMINED UNTIL THE FOLLOWING YEAR! (UNIVERSITY REGULATIONS).**
**Binding your Thesis**
The preferred format is clear (acetate) front cover with a dark coloured card backing. The type of binding (plastic spiral, wiro, heat sealed) is your choice but plastic spiral and wiro binding tend to be more robust than heat sealed binding.

You can bind your thesis yourself using the plastic spiral punch binder in the St Mary’s Library (*N.B.* The library sells the covers, card backing and spirals but tend to run out at thesis binding time – therefore buy these items in advance if you choose to bind in the library). Libraries on other Imperial College London campuses also have binding machines, as do a few select Departments and Divisions. Find out locations and availability of binding machines well in advance of the submission date (see below for a list of some local binders). Alternatively you can pay for it to be done at local shops. A few suggestions of places students have used in the past are given overleaf (all are also printers as well as binders). Prices vary widely from place to place so please check in advance.

Please note that the cost of the preparation of a thesis (including paper and printing) is carried by the student - not the Division or laboratory (i.e. you should not print on College printers without permission from your supervisor).

- Prontaprint ([www.prontaprint.co.uk/services.asp](http://www.prontaprint.co.uk/services.asp))
  114 Chiswick high Road [www.chiswick.prontaprint.com](http://www.chiswick.prontaprint.com)
- ColorMax
  12 the Broadway Ealing [www.colormax.uk.com](http://www.colormax.uk.com)
- Blissetts Bookbinders
  Roslin Road Acton [www.blissetts.com](http://www.blissetts.com)
- Office Depot
  South Kensington Campus mailto: imperial.college@officedepot.co.uk

**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 63 of this handbook.
4. Board of examiners

**Board of Examiners**

**Internal examiners**

- Dr Michael McGarvey, Course Director
- Dr Mike Skinner, Course Tutor

**External examiners**

- Prof Jonathan Heeney, University of Cambridge
- Prof James Stewart, University of Liverpool

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 locations of study will be:

St Mary’s Campus:
Norfolk Place,
London W2 1PG
Tel +44 (0)20 7589 5111

Hammersmith Campus:
The Commonwealth Building,
The Hammersmith Hospital,
Du Cane Road,
London W12 0NN
For Imperial staff please use +44 (0)20 7589 5111

Facilities

Computer access and printing is available for student use in the Commonwealth building: 3rd floor computer lab & 1st / ground floor library training facility. The Hammersmith Campus library is located on the 1st floor, Commonwealth Building. The library holds books and an excellent range of periodicals covering all of the themes of the MRes programme. Wireless access is current available throughout the Commonwealth Building and in the Wolfson Education Centre.

Shuttle bus

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. Download the timetable at:

www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

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:

윈도우 부트 실리콘 www.disabledgo.com/organisations/imperial-college-london-2
6. Working while studying

If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which 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:

7. Health and safety

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

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

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

![link]

Your Departmental safety contact are:

Heather Combe  
Charing Cross, Hammersmith [Burlington Danes & Commonwealth Buildings], White City  
h.combe@imperial.ac.uk  
+44 (0)7714 051 504 (mobile)

Diane Thomason  
St. Mary’s,  
diane.thomason@imperial.ac.uk  
+44 (0)20 7594 3821

Sukwinder Singh  
Hammersmith [all areas except Burlington Danes & Commonwealth Buildings], White City  
sukwinder.singh@imperial.ac.uk  
+44 (0)7714 051 213 (mobile)

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

- Day One Health and Safety Induction
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.

Ms Lesley Rawlinson, Section safety coordinator, lesley.rawlinson@imperial.ac.uk

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
8. College policies and procedures

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

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:

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

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

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

9. Well-being and advice

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

- [www.imperial.ac.uk/student-space](http://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](http://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.
**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](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](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](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
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](http://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](http://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](http://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
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.

Departmental Disability Officer: Dr Michael McGarvey

More information on Departmental Disability Officers is available at:

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

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


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

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

- Being an advocate on your behalf with others in the College such as your departmental liaison officer senior tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up-to-date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment
- Help with your application for the Disabled Students Allowance (DSA) see below
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
- Help with arranging extra Library support
Library and IT

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

📞 020 7594 9000
🚀 www.imperial.ac.uk/ict/service-desk

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

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

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:

🚀 www.imperial.ac.uk/library

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

🚀 www.imperial.ac.uk/chaplaincy

Support for international students

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

[www.imperial.ac.uk/academic-english](www.imperial.ac.uk/academic-english)

**International Student Support team**

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

[www.imperial.ac.uk/study/international-students](www.imperial.ac.uk/study/international-students)
10. Student Records and Data

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

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

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

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

**Student records and examinations**

📞 +44 (0)20 7594 7268

✉️ records@imperial.ac.uk

**Degree certificates**

📞 +44 (0)20 7594 8037

✉️ certificates@imperial.ac.uk
11. Work-life balance

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

**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)
Formal and informal feedback is provided to you or obtained by us, at various stages of the course.

**Feedback to students**
You will receive feedback on your progress in several ways.

Your tutor should be able to inform you of your general progress.

Your tutor will give you feedback on the marked coursework tasks.

During the project you will obtain advice on your progress from your supervisor.

The project presentation in June 2017 will also give you an opportunity to see how you are performing in relation to your peer group. Students are provided with the feedback as a result of their comments during face to face discussions with the Course Director, teaching staff.

**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.

It is important that the members of staff listen to student feedback and concerns. This is done informally by lecturers, tutors and supervisors. However, there are also formal mechanisms for this. These include the MSc Course Committee.

Feedback from students is gathered by written end of the course questionnaire, students’ comments on the contents and quality of the taught material. Also verbal feedback during the tutorials, laboratory practicals and informal meetings. Finally, you can contact the course director and your tutor with any suggestions or comments that you have.

Feedback on individual lecturers can be incorporated in the course feedback questionnaire.

**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.

[www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)
Staff-Student Committee
The Staff-Student Committee is designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

Currently the members of the Course Committee are as follows:

Dr Michael McGarvey, Dr Mike Skinner, Prof Myra McClure, Dr Wayne Mitchell, Mrs Alicja Pastuszek and a student representative.
13. Student surveys

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

- Student Experience Survey (SES)
- Postgraduate Taught Experience Survey (PTES) – next due to run in spring 2018

The Student Experience Survey (SES) is an 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: introduced an evening event in the first term where students have the opportunity to meet interact with each other and developed opportunities for students to directly feedback on their experience through staff-student liaison groups.

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

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

- [surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
Alumni services
When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including:

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free Wifi, 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 MSc in the Molecular Biology and Pathology of Viruses, you may proceed to PhD study or other research. As well as scientific training, the programme expands students’ knowledge of transferable skills, so that you can to enter a variety of other careers including, industry, finance, management and various types of consultancy.