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Section one

Initial information
1. Welcome from the Director of Postgraduate Studies (Research)

Welcome to the Department of Bioengineering at Imperial College and congratulations on the start of your MRes degree!

Research at postgraduate level is not for the faint-hearted; it is a journey that ranges from being enthralling to frustrating. It can be invigorating, yet at times it will challenge or irritate you. It can really be a roller-coaster ride.

Completing your degree requires not only research skills, but also organisational ones. Many people in the Department and College are here to help you navigate your way through these obstacles; this handbook is designed to guide you. You should make yourself aware of its contents at the start of your programme, keep it, and refer to it throughout your studies.

I wish you enjoyment in your research and a successful conclusion to your endeavours, and I look forward to meeting you in person.

Dr Anil Anthony Bharath
Director of Postgraduate Studies (Research)
2. Welcome from the Director of the MRes Neurotechnology programme

Congratulations on securing your place on the MRes in Neurotechnology at Imperial College London. On behalf of our department, I extend a very warm welcome to you! Neurotechnology is a rapidly evolving discipline and our course is designed to provide the knowledge and the skills to enable you to make your mark in this exciting field.

The MRes is a one-year full-time programme that is structured in two sections: the first is an intensive taught element which will enrich your knowledge of relevant subjects such as neuroscience and ethics, enhance your skills in critical evaluation of scientific literature, writing and presentation, and develop your abilities in programming and statistical analysis. The second part of the programme is an extended research module: here you will become embedded in one or more research groups, as part of a multidisciplinary team, and you will develop and lead an independent project.

Imperial is home to so much world-leading research, and offers a unique opportunity for collaborative work, with students and staff who come from all over the world. We hope you take all of the opportunities available to you to perform outstanding multidisciplinary research here and to enjoy the diversity and vibrancy of our College and our city.

Research is always challenging, but can be deeply rewarding. I hope that you find your studies with us exciting, and truly encourage you to excel and push the boundaries of the field. Your research journey starts here...I wish you good fortune!

Paul Chadderton
Director of the MRes Neurotechnology
3. Welcome from the Departmental Representative

You’ve probably heard this one too many times now, but: **CONGRATULATIONS ON MAKING IT TO IMPERIAL, AND WELCOME TO THE DEPARTMENT OF BIOENGINEERING!**

I’m Navidu and my role as Departmental Representative, in short, is to make sure each and every one of us, has a say in how things are run, and has the best possible time at Imperial.

I won’t be working alone – you will soon elect a Year Representative who will liaise on your behalf with staff as well as external examiners; and most importantly participate in Student Staff Committee meetings, bringing any issues you may have to the table. It is safe to say that you’ll hear from all of the Reps a few too many times over the coming year! ;)

As a Year Rep for the last two years I have learnt that every bit of feedback matters – a *little concern can lead to a big impact*. I speak for all year reps when I say that we hold confidentiality at the utmost importance. All opinions and concerns will be kept anonymous.

Over the past two years our Department has achieved a great deal, through constructive discussions on better timetabling, better course & assessment structures, an even workload-distribution, and so on. As year rep then, what struck me was that the reason we were able to do so much was thanks to everyone being so open, vocal and constructive in sharing their opinions and concerns. Working together, we brought about important changes! I am confident we’ll see more of that this year too.

As departments go, Bioengineering is relatively young but exciting – which means we have a great mix of staff from multiple fields with plenty of new ideas, so I can guarantee you that our department is always full of life, wanting to grow and improve. So, feel free to reach out to any of them – maybe drop an email – if ever you need some advice or help, they are all very friendly and willing to help.

To get the full *‘university experience’*, be sure to check out the Union’s clubs and societies; with over 330+ to choose from, there is bound to be something to tickle your taste buds (literally too – there actually is even a Cheese society!). One of them is Bioeng Soc which hosts many events and is great for getting to know each other. Whether you’re a 1st year or a Masters student it doesn’t matter, we embrace and mutually respect everyone: so do tag along!

There’s also plenty of help around college including the CGCU Welfare Officer, the Disability Officer, support for any ethnic or LGBTQ+ discrimination or even financial issues you run into – whatever problems you may face, you are not alone. Remember, no one is here to judge – those who mind don’t matter and those who matter don’t mind – and a lot of people, even those who are the first to run to the pharmacy for the slightest physical ailment, tend to neglect their mental health. Don’t let pressure build up – let it free at its earliest, we’re all here to help.

Lastly: make friends, collaborate, help one another (everyone struggles no matter how smart they sound), seize every opportunity (bungee jump off Queens Tower with our HoDI), be adventurous, and make sure you enjoy your time here. Like I said earlier, you aren’t a university student forever, so make the most of it while you are one!

I hope you all have a wonderful year!
Navi
4. Using this handbook

The handbook contains very important information for your academic life, and also for your life at Imperial College London outside of study. You should read the handbook as soon as possible after you receive it so that if an event or circumstance arises, you know what action to take, or at least know that the information on what action to take is available to you.

You will be issued with a copy of the handbook for your programme and year of study in week one of the autumn term, and you will also be able to access the PDF document online from the current research students page of the Department of Bioengineering or CDT Neurotechnology websites.

Included in this handbook is essential information about:

- What to do if you run into difficulties affecting your academic life;
- What to do if you run into difficulties in your personal life, such as illness;
- Departmental and College contacts and resources available to you;
- The structure and content of your degree programme and year of study.

There are a number of other important sources of information from the Department, and we would encourage you to make use of these:

- Useful links, module descriptors, timetable information and year-specific information can be accessed via the current research students page on the Department of Bioengineering webpages, at http://www.imperial.ac.uk/bioengineering/admin/research/.
- There is an information board outside the Student Study Room (3.06, RSM)
- Important information will be communicated to you via email, so please ensure you check your College email address regularly.

Please be aware that the information in this handbook is correct at the time of going to print. However, some information may occasionally change during the course of the year – current students will be informed if this is the case.

The information provided in this handbook relates only to the academic year specified on the front cover.
5. Important procedures

From time to time unfortunate events can happen and so it is important that you are familiar with these procedures, so that you know who to contact and what to do in case of an emergency or serious problems.

1. If there is any fire, medical or security emergency:
   Immediately telephone security, internal extension no. 4444 (internal) or from an external phone +44(0)20 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999.

   If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is.

   Read more about our Health and Safety procedures in Sections 3.16 and 3.17 - Health and Safety.

2. If you are ill and think you may miss an exam or other important assessment:
   You should do both of the following:
   a. Immediately contact the CDT or Department via one of the below channels:
      i. CDT office: Dr Kate Hobson: +44 (0) 20 7694 5101 (k.hobson@imperial.ac.uk)
      ii. Student Office: Ms Britta Ross: +44 (0) 20 7594 5122 (b.ross@imperial.ac.uk or samantha.kemp@imperial.ac.uk)
      iii. Cohort Mentor: Dr James Choi: +44 (0) 20 7594 1777 (j.choi@imperial.ac.uk)
      iv. Postgraduate Tutor: Professor Rob Krams : + 44 (0)20 7594 1473 (r.krams@imperial.ac.uk)
      v. Academic Tutor: Mr Martin Holloway: +44 (0)20 7594 5176 (m.holloway@imperial.ac.uk)
      vi. Your supervisor
   b. Contact a registered medical doctor as soon as possible for an examination - they are the only people who can pronounce that you are medically unfit to take an exam.
      i. If you miss an exam for medical reasons, the College requires a valid medical certificate, issued by a registered doctor, stating that you were unfit to take an exam at the dates/times of the exam to be presented within a week. This certificate is shown to the Board of Examiners meeting for them to consider a replacement exam. Otherwise the exam is considered to have been failed.
      ii. We highly recommend that you obtain a medical certificate by contacting the Imperial College Health Centre - they are equipped to help in this situation, and if you attend as soon as you can after 8.30am, stating that you have an exam, they will make sure that you get seen quickly.
      iii. Imperial College Health Centre: +44 (0) 20 7584 6301 (imperialcollege hc@nhs.net)

3. If you, or a friend, are/is suffering stress or depression:
   a. Contact the Health Centre (details above) or the Student Counselling Service: +44 (0)20 7594 9637 (counselling@imperial.ac.uk)
   b. If you feel you can, contact your cohort mentor or someone in the Department such as the Postgraduate Tutor or the Academic Tutor:
      i. Cohort Mentor: Dr James Choi: +44 (0) 20 7594 1777 (j.choi@imperial.ac.uk)
ii. Postgraduate Tutor: Professor Rob Krams+ 44 (0)20 7594 1473
   (r.krams@imperial.ac.uk)

iii. Academic Tutor: Mr Martin Holloway: +44 (0)20 7594 5176
    (m.holloway@imperial.ac.uk)

iv. Your supervisor

c. The Student Space website has lots of useful information on dealing with stress, and where to find additional help and support: http://www.imperial.ac.uk/student-space/

4. Illness, absence, or inability to submit coursework
   1. If you have to be absent through illness or for any other personal reasons, you must let the CDT Administrator or Student Office (details above) know as soon as possible. If you are likely to miss a coursework, lab or exam deadline, please see ensure you contact the CDT Administrator without delay.
   2. It is important that you familiarise yourself with the information about absences in Section 4.31 – ‘Departmental expectations on attendance and holidays’.
6. Useful dates for the academic year 2016-17

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Term</th>
<th>Bank Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>03 – 07 October 2016</td>
<td>Autumn</td>
<td>Christmas Day – 25 December 2016</td>
</tr>
<tr>
<td>02</td>
<td>10 – 14 October 2016</td>
<td>Autumn</td>
<td>Boxing Day - 26 December 2016</td>
</tr>
<tr>
<td>03</td>
<td>17-21 October 2016</td>
<td>Autumn</td>
<td>New Year’s Day – 01 January 2017</td>
</tr>
<tr>
<td>04</td>
<td>24 – 28 October 2016</td>
<td>Autumn</td>
<td>Good Friday – 14 April 2017</td>
</tr>
<tr>
<td>05</td>
<td>31 October – 4 November 2016</td>
<td>Autumn</td>
<td>Easter Monday – 17 April 2017</td>
</tr>
<tr>
<td>06</td>
<td>07 – 11 November 2016</td>
<td>Autumn</td>
<td>Early May Bank Holiday – 01 May 2017</td>
</tr>
<tr>
<td>07</td>
<td>14 – 18 November 2016</td>
<td>Autumn</td>
<td>Spring Bank Holiday – 29 May 2017</td>
</tr>
<tr>
<td>08</td>
<td>21 – 25 November 2016</td>
<td>Autumn</td>
<td>Summer Bank Holiday – 28 August 2017</td>
</tr>
<tr>
<td>09</td>
<td>28 November – 02 December 2016</td>
<td>Autumn</td>
<td>Note – access to RSM is restricted</td>
</tr>
<tr>
<td>11</td>
<td>12 – 16 December 2016</td>
<td>Autumn</td>
<td>Easter 2017: 12 April – 18 April 2017</td>
</tr>
<tr>
<td>12</td>
<td>19 – 23 December 2016</td>
<td>Christmas</td>
<td>Graduation Ceremonies</td>
</tr>
<tr>
<td>13</td>
<td>26 – 30 December 2016</td>
<td>Christmas</td>
<td>Spring Commemoration Day: 19 October 2016</td>
</tr>
<tr>
<td>14</td>
<td>02-06 January 2017</td>
<td>Christmas</td>
<td>Postgraduate Awards Day: 3 May 2017</td>
</tr>
<tr>
<td>1 (15)</td>
<td>09 – 13 January 2017</td>
<td>Spring</td>
<td>Reading week</td>
</tr>
<tr>
<td>2 (16)</td>
<td>16 – 20 January 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>3 (17)</td>
<td>23 – 27 January 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>4 (18)</td>
<td>30 January – 03 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>5 (19)</td>
<td>06 – 10 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>6 (20)</td>
<td>13 – 17 February 2017</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>7 (21)</td>
<td>20 – 24 February 2017</td>
<td>Spring</td>
<td></td>
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<tr>
<td>8 (22)</td>
<td>27 February – 03 March 2017</td>
<td>Spring</td>
<td></td>
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<tr>
<td>9 (23)</td>
<td>06 – 10 March 2017</td>
<td>Spring</td>
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<td>10 (24)</td>
<td>13 – 17 March 2017</td>
<td>Spring</td>
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<tr>
<td>11 (25)</td>
<td>20 -24 March 2017</td>
<td>Spring</td>
<td></td>
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<tr>
<td>26</td>
<td>27 – 31 March 2017</td>
<td>Easter</td>
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<tr>
<td>27</td>
<td>03 – 07 April 2017</td>
<td>Easter</td>
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<tr>
<td>28</td>
<td>10 – 14 April 2017</td>
<td>Easter</td>
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<tr>
<td>29</td>
<td>17 – 21 April 2017</td>
<td>Easter</td>
<td></td>
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<tr>
<td>30</td>
<td>24 – 28 April 2017</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>1 (31)</td>
<td>01 – 05 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>2 (32)</td>
<td>08 – 12 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>3 (33)</td>
<td>15 – 19 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>4 (34)</td>
<td>22 – 26 May 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>5 (35)</td>
<td>29 May – 02 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>6 (36)</td>
<td>05 – 09 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>7 (37)</td>
<td>12 – 16 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>8 (38)</td>
<td>19 – 23 June 2017</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>9 (39)</td>
<td>26 – 30 June 2017</td>
<td>Summer</td>
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</tbody>
</table>

You can also find useful information about key dates on the following websites:

- [http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/](http://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/)
- [http://www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)
7. Your student journey

We hope that you will find the Department of Bioengineering to be a lively, inspiring place. As you know, university students are expected to take responsibility for their own learning and welfare, but there are lots of people and resources in place to support you, so please do make the most of them and ask for help or information if you need it.

Overview

As a research postgraduate, you’ve already spent a significant amount of time at university, whether here at Imperial College London or elsewhere. Congratulations on your achievements so far; you’ve joined the leading Department for Bioengineering in the UK, at one of the best universities in the world.

Your programme of research and study in Neurotechnology will be complemented by a comprehensive programme of professional development, delivered by Imperial’s Graduate School. This is a critical part of postgraduate study at Imperial. It includes over 100 free professional development courses to enable you to continually develop as a researcher and gain skills that will benefit your career.

You will all have a different journey, and different experiences during your time at Imperial. Every student on the MRes Neurotechnology will be researching with a multidisciplinary team of supervisors. In addition, within the Department of Bioengineering, you will find many of your fellow students are studying on different programmes. You will therefore engage with colleagues who specialise in different areas and have different background knowledge, which will be very beneficial for you in developing an interdisciplinary outlook.

Bear in mind that some things at Imperial may be very different to previous institutions at which you may have studied. It is best not to make assumptions about rules and what you have to do – always ask your Supervisor, Module Leader, or the CDT Administrator/Student Office if you’re not sure of something.

Your MRes degree

As a student of the MRes Neurotechnology programme, you will gain technical knowledge, expertise and transferable skills in this exciting area. Our students typically come from an engineering or physical science background, such as Bioengineering, Mechanical or Electrical and Electronic Engineering, Physics, but we also have students with a background in neuroscience. The majority of you will move directly on to the PhD phase as part of the four-year CDT Neurotechnology programme, but for all of you, the MRes will prepare you for an innovative research career in Neurotechnology.

The programme aims to:

- Provide a solid foundation in research, for those continuing on with the CDT Neurotechnology programme, or those intending to go on to study for a separate PhD
• Produce postgraduates equipped to pursue careers at the interface between neuroscience and engineering in academia, industry, and elsewhere
• Develop the ability to undertake research in multidisciplinary teams at this interface
• Develop research and analytical skills related to neurotechnology
• Develop oral and written scientific presentation skills
• Provide an experience which is intellectually stimulating, enjoyable, and meets students’ needs

You may have moved from another university to attend Imperial College London, or perhaps you’ve moved internationally. It can take some time to adapt to the changes and you may feel overwhelmed. We understand this and would recommend you get involved with your cohort, with Departmental life and also explore some of the clubs and societies outside of your academic area. London is a fantastic city so make sure you do some exploring as well.

Later in the handbook, there is a list of people and/or resources which you may find useful throughout your degree. The Department also has a Welcome Guide, which covers a lot of the information you’ll need as a brand new student here, so make sure you read that as well as this handbook.
8. Who to speak to if you need help

Your supervisors will be your main contacts during your MRes and PhD and will be responsible for your academic progress and for ensuring that you complete all components of your MRes successfully and submit your PhD thesis on time. Your supervisors should also help to ensure that you complete any relevant training courses and comply with departmental safety guidelines where appropriate.

In addition to your supervisor, there are many people and resources in place to support you during your time at Imperial College London. If you need help, don’t suffer in silence - we take the welfare of our students very seriously indeed and will try to provide all the help that we can if you encounter problems of any sort. If we can’t help directly, then we will direct you to someone who can.

Contacts in the CDT Neurotechnology

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<thead>
<tr>
<th>Who</th>
<th>What can they help with</th>
<th>How to contact them</th>
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<tbody>
<tr>
<td>YOUR SUPERVISOR</td>
<td>Research and academic issues</td>
<td>In person, by email or phone</td>
</tr>
<tr>
<td></td>
<td>Personal matter</td>
<td></td>
</tr>
<tr>
<td>Dr Paul Chadderton</td>
<td>Academic issues</td>
<td><a href="mailto:p.chadderton@imperial.ac.uk">p.chadderton@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Programme Director</td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 0770</td>
</tr>
<tr>
<td>Dr Kate Hobson</td>
<td>Academic issues</td>
<td><a href="mailto:k.hobson@imperial.ac.uk">k.hobson@imperial.ac.uk</a></td>
</tr>
<tr>
<td>CDT (&amp; MRes Neurotechnology) Administrator</td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 5101</td>
</tr>
<tr>
<td></td>
<td>Timetabling</td>
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<td></td>
<td>Teaching policies and procedures</td>
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<td>Illness and absences</td>
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<td></td>
<td>Interruption of studies</td>
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<td></td>
<td>Mitigating circumstances</td>
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<td>Admissions</td>
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<td></td>
<td>Programme administration</td>
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<td></td>
<td>Examinations</td>
<td></td>
</tr>
<tr>
<td>Dr James Choi</td>
<td>Academic issues</td>
<td><a href="mailto:j.choi@imperial.ac.uk">j.choi@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Cohort Mentor</td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 1777</td>
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</table>

Contacts in the Department of Bioengineering

<table>
<thead>
<tr>
<th>Who</th>
<th>What can they help with</th>
<th>How to contact them</th>
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</thead>
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<td>Postgraduate Tutor:</td>
<td>Academic issues</td>
<td><a href="mailto:r.krams@imperial.ac.uk">r.krams@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Prof Rob Krams</td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 1473</td>
</tr>
<tr>
<td>The Student Office</td>
<td>(for Bioengineering)</td>
<td><a href="mailto:l.osullivan@imperial.ac.uk">l.osullivan@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Louise O'Sullivan</td>
<td>Timetabling</td>
<td>+44 (0) 20 7594 9660</td>
</tr>
<tr>
<td>Ms Britta Ross</td>
<td>Teaching policies and procedures</td>
<td><a href="mailto:b.ross@imperial.ac.uk">b.ross@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Ms Maddi O'Brien</td>
<td>Illness and absences</td>
<td>+44 (0) 20 7594 5122</td>
</tr>
<tr>
<td>Ms Samantha Kemp</td>
<td>Interruption of studies</td>
<td><a href="mailto:m.obrien@imperial.ac.uk">m.obrien@imperial.ac.uk</a></td>
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<tr>
<td></td>
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<td>+44 (0) 20 7594 9296</td>
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<tr>
<td>TBC</td>
<td>Mitigating circumstances Admissions Programme administration Examinations</td>
<td><a href="mailto:samantha.kemp@imperial.ac.uk">samantha.kemp@imperial.ac.uk</a> +44 (0)20 7594 9115</td>
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<tr>
<td>TBC</td>
<td>Department Disability Officer:</td>
<td><a href="mailto:bg-ddo@imperial.ac.uk">bg-ddo@imperial.ac.uk</a> +44 (0) 20 7594 6373</td>
</tr>
<tr>
<td>Dr Aldo Faisal</td>
<td>Disabilities and additional support</td>
<td></td>
</tr>
<tr>
<td>Industrial Liaison Manager:</td>
<td>Industrial placements Networking, contacts and careers</td>
<td><a href="mailto:robert.ferguson@imperial.ac.uk">robert.ferguson@imperial.ac.uk</a> +44 (0) 20 7594 6371</td>
</tr>
<tr>
<td>Mr Robert Ferguson</td>
<td>Bioengineering Librarian:</td>
<td><a href="mailto:mano.jacob@imperial.ac.uk">mano.jacob@imperial.ac.uk</a> +44 (0)20 7594 5598</td>
</tr>
<tr>
<td>Ms Mano Jacob</td>
<td>Referencing and reference management software, plagiarism workshops, finding books, and using e-journals.</td>
<td></td>
</tr>
<tr>
<td>Student representatives</td>
<td>Liaison between the student body and the Department, and other student organisations e.g. Imperial College Union</td>
<td>Find your representatives on the webpage: <a href="http://www.imperial.ac.uk/bioengineering/admin/research/srsc/">http://www.imperial.ac.uk/bioengineering/admin/research/srsc/</a> or <a href="http://www.imperial.ac.uk/bioengineering/admin/msc/staff-student-committee/">http://www.imperial.ac.uk/bioengineering/admin/msc/staff-student-committee/</a></td>
</tr>
</tbody>
</table>

**College-wide resources**

Outside the Department, the College provides extensive student support services.

<table>
<thead>
<tr>
<th>Resource</th>
<th>What sort of help is available?</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Student Space website</td>
<td>Lots of helpful information and resources to help you live life well.</td>
<td><a href="http://www.imperial.ac.uk/student-space/">http://www.imperial.ac.uk/student-space/</a></td>
</tr>
<tr>
<td>College tutors</td>
<td>Confidential support for students, independent of your academic department, where you can discuss academic issues and all aspects of pastoral care.</td>
<td><a href="http://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/</a></td>
</tr>
<tr>
<td>Imperial College Security</td>
<td>In case of any kind of fire, medical emergency, or threat, contact Security immediately.</td>
<td><a href="mailto:security.control@imperial.ac.uk">security.control@imperial.ac.uk</a> +44 (0) 20 7589 1000</td>
</tr>
</tbody>
</table>

Dial 4444 from any internal telephone.

<p>| Imperial College Health Centre | Doctors and nurses are available to provide care for a range of medical and psychological problems. | <a href="mailto:imperialcollege.hc@nhs.net">imperialcollege.hc@nhs.net</a> +44 (0)207 58 49375/6 <a href="http://www.imperialcollegehealthcentre.co.uk">http://www.imperialcollegehealthcentre.co.uk</a> |
| Student Counselling Service   | Free and confidential short-term counselling is available to all students, to discuss any personal issue. | <a href="http://www.imperial.ac.uk/counselling/">http://www.imperial.ac.uk/counselling/</a>                                      |
| Student Hub                   | Advice and information on a wide range of topics, including admissions, finance, accommodation, exchange programmes and documentation. | <a href="http://www.imperial.ac.uk/student-hub/">http://www.imperial.ac.uk/student-hub/</a>                                      |
| International Student Support | General international student support, information on visas and immigration and the Academic Technology Approval | <a href="https://www.imperial.ac.uk/study/international-students/">https://www.imperial.ac.uk/study/international-students/</a>                     |</p>
<table>
<thead>
<tr>
<th>Scheme (ATAS)</th>
<th>+44 (0) 20 7594 8040</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chaplaincy</strong></td>
<td>Chaplains and Faith Advisors from different faith backgrounds provide confidential support on personal and religious issues.</td>
</tr>
<tr>
<td><strong>Centre for Academic English</strong></td>
<td>The Centre offers programmes, workshops, and other resources to help students develop their academic language and literacy.</td>
</tr>
<tr>
<td><strong>Imperial College Union Advice Centre</strong></td>
<td>The Advice Centre is your first port of call if you are experiencing difficulties during your time at university.</td>
</tr>
<tr>
<td><strong>Imperial College Graduate Students Union</strong></td>
<td>The Graduate Students’ Union (GSU) is the representative body within the Imperial College Union for the postgraduate community across all Imperial campuses.</td>
</tr>
<tr>
<td><strong>Imperial College Success Guides</strong></td>
<td>Advice on developing the skills that you will need to help you through your degree.</td>
</tr>
<tr>
<td><strong>Careers Service</strong></td>
<td>The Careers Service provides information on work placements, job opportunities, further study and careers advice.</td>
</tr>
</tbody>
</table>
9. The Graduate School

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 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.

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
10. 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
Section two

Your degree programme
11. Programme description

The MRes Neurotechnology is a 12-month full-time programme, leading to the award of the MRes Neurotechnology degree and also forms the first year of the four-year CDT Neurotechnology programme. The course involves lectures and practical work in the first term, followed by full-time work on a research project. A variety of seminars and workshops are provided to deepen and broaden your research skill base. The programme will prepare students to analyse and solve problems in neurotechnology using an integrated, multidisciplinary approach and will form a solid foundation in research for those continuing on to the PhD phase of the CDT programme.

As an inherently multidisciplinary degree, the MRes gives students the advantage of being able to integrate both with their MRes/CDT cohort and the research groups of their individual supervisors. All students – CDT and one-year MRes – will sit together in the dedicated CDT space, and will carry out activities together, whilst also interacting with students in the departments of their supervisors.

A selection of “short workshop” format modules is provided, primarily in the first term, to address key technical training requirements for multidisciplinary research in neurotechnology. Most research training is however provided by the research supervisors within their groups. Students are required to attend CDT Neurotechnology colloquia and will also normally take modules from MSc programmes.

Assessment is in the form of written exams, written reports (including the final thesis, due in mid-September), poster and journal club presentations and a final oral examination. A full description of the MRes Neurotechnology programme, including information on programme aims and learning outcomes, is provided in the Programme Specification, which can be downloaded from the CDT website at: http://www.imperial.ac.uk/neurotechnology/cdt/training/mres/.

Information about the CDT and MRes Neurotechnology, for current students can be found on the CDT website at http://www.imperial.ac.uk/neurotechnology.

Information about the Department of Bioengineering, including history, teaching and research information, can be found on our website at http://www.imperial.ac.uk/bioengineering/about/.

Information about Imperial College London, including history, strategy, finances, structure and governance can be found on the website at http://www.imperial.ac.uk/about/introducing-imperial/.
12. Programme structure and assessment

Taught element
The taught element of the MRes makes up 25% of the MRes mark. You will take compulsory taught modules and practicals in the first term, and must then select two or more elective modules/workshops in terms 1 or 2 to complete the taught element and make a total of 18 credits.

Taught Modules

<table>
<thead>
<tr>
<th>Taught element – 18 credits (25% of overall MRes mark)</th>
<th>Term</th>
<th>Contact hours</th>
<th>Credits</th>
<th>Weighting (% of taught element)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to Neuroscience*</td>
<td>1</td>
<td>30</td>
<td>2.5</td>
<td>20%</td>
</tr>
<tr>
<td>2. Statistics and Data Analysis*</td>
<td>1</td>
<td>30</td>
<td>2.5</td>
<td>20%</td>
</tr>
<tr>
<td>3. Journal Club*</td>
<td>1,2</td>
<td>20</td>
<td>2</td>
<td>10%</td>
</tr>
<tr>
<td>4. Ethical &amp; Social Implications of Neurotechnology*</td>
<td>2</td>
<td>20</td>
<td>1</td>
<td>10%</td>
</tr>
<tr>
<td>5. Medical Device Entrepreneurship*</td>
<td>1</td>
<td>30</td>
<td>2.5</td>
<td>20%</td>
</tr>
<tr>
<td>6. Machine Learning &amp; Neural Computation*</td>
<td>1</td>
<td>30</td>
<td>2.5</td>
<td>20%</td>
</tr>
<tr>
<td>7. Computational Methods Training*</td>
<td>1</td>
<td>10</td>
<td>1</td>
<td>0% (pass/fail)</td>
</tr>
<tr>
<td>8. Elective group 1: MSc modules</td>
<td>1,2</td>
<td>Various</td>
<td>2 each</td>
<td>0% (pass/fail)</td>
</tr>
<tr>
<td>9. Elective group 2: Technical Lab skills workshops</td>
<td>1,2</td>
<td>Various</td>
<td>1 each</td>
<td>0% (pass/fail)</td>
</tr>
</tbody>
</table>

*Denotes a core module

Selection of elective modules
A wide variety of elective modules are available, though please note that not all combinations of electives may be possible, due to timetabling constraints. Timetables are available online at [http://www.imperial.ac.uk/bioengineering/admin/research/timetables/](http://www.imperial.ac.uk/bioengineering/admin/research/timetables/).

<table>
<thead>
<tr>
<th>Term 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Physiological Monitoring and Data Analysis</td>
<td>Prof Martyn Boutelle</td>
</tr>
<tr>
<td>Biomedical Imaging</td>
<td>Dr Robert Dickinson</td>
</tr>
<tr>
<td>Systems Physiology</td>
<td>Prof Robert Krams</td>
</tr>
<tr>
<td>Hearing and Speech Processing</td>
<td>Dr Tobias Reichenbach</td>
</tr>
<tr>
<td>Optical Imaging</td>
<td>Dr Amanda Foust</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physiological Fluid Mechanics</td>
<td>Dr Jennifer Tweedy</td>
</tr>
<tr>
<td>Image Processing</td>
<td>Dr Anil Bharath</td>
</tr>
<tr>
<td>Brain Machine Interfaces</td>
<td>Dr Claudia Clopath</td>
</tr>
<tr>
<td>Computational Neuroscience</td>
<td>Dr Claudia Clopath</td>
</tr>
<tr>
<td>Advanced Medical Imaging</td>
<td>Dr Rob Dickinson</td>
</tr>
<tr>
<td>Health Economics</td>
<td>Prof Nick Bosanquet</td>
</tr>
<tr>
<td>Biomimetics*</td>
<td>Dr Andrei Kozlov</td>
</tr>
<tr>
<td>Radiotherapy and Radiobiology</td>
<td>Dr Ian Coles</td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td>Dr Kuldip Nijran</td>
</tr>
<tr>
<td>Human Neuromechanical Control and Learning</td>
<td>Prof Etienne Burdet</td>
</tr>
<tr>
<td>Techniques in Molecular Biology (date tbc)</td>
<td>tbc</td>
</tr>
<tr>
<td>Electrophysiology</td>
<td>Dr Stephen Brickley</td>
</tr>
</tbody>
</table>

*If you decide to take Biomimetics, you must also take the course’s journal club, paired with other students.
You will select your elective courses via the online Departmental Student System (DSS), a link to which can be found at: http://www.imperial.ac.uk/bioengineering/admin/msc/. Please familiarise yourself with DSS once you have arrived in the department and select your options as soon as possible, once you have discussed this with your supervisor. Teaching starts in week 2 so you must finalise your electives by the end of week 2 at the latest. Registration of elective courses on DSS ensures that you are also enrolled in Blackboard (see later in this handbook).

Research element
The research element comprises 75% of the overall MRes mark. The assessed components of the research element are shown below:

<table>
<thead>
<tr>
<th>Research element – 72 credits (75% of overall MRes mark)</th>
<th>Weighting (% of overall degree)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature review and thesis proposal</td>
<td>10%</td>
</tr>
<tr>
<td>Poster presentation</td>
<td>10%</td>
</tr>
<tr>
<td>MRes project (30% research conduct, 70% written thesis)</td>
<td>45%</td>
</tr>
<tr>
<td>Oral examination</td>
<td>10%</td>
</tr>
</tbody>
</table>

You will begin working on a 6 page literature review and research proposal in the first term, ready to submit this at the start of term 2 (date tbc).

In the summer you will produce a poster detailing your plan of research and preliminary results and present this to two examiners as part of the annual CDT Research Symposium in July.

The research project will comprise much of the time spent on the course over the year and is worth 45% of the overall degree mark. For your project, you will be marked on research conduct (30%) and your MRes thesis (70%). You will work on one single project through the year and will either work in one lab or may undertake “rotations” in the individual labs of your MRes supervisors. The format of the research project should be discussed with your supervisor and (if required) MRes Programme Director and finalised in the first term.

Your oral examination will take place after final submission of the thesis and will comprise an initial 15-minute presentation of your work, followed by a discussion of 15-30 minutes.

The aim of the oral is to:

- develop your ability to participate in academic discussions
- confirm that you can defend verbally the submitted written thesis
- examine how you are able to connect the work presented in the thesis with the wider research field
- ascertain that you meet the criteria to be awarded with the MRes in Neurotechnology

Assessment
Assessment is via a mixture of written exams, coursework and presentations. A summary of assignments for the year is shown here (though please note that due dates are provisional and will be confirmed after the start of term). A summary of assessments and descriptions for all coursework assignments, plus marking criteria and example mark sheets will be available on the MRes Neurotechnology page of the College's Virtual Learning Environment (VLE), Blackboard (see details later in this handbook).
Assessment timeline

<table>
<thead>
<tr>
<th>Term</th>
<th>Date*</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Various</td>
<td>Oral presentation: Journal Club (twice per student)</td>
</tr>
<tr>
<td>1</td>
<td>November (date tbc)</td>
<td>Coursework (Python assignment): Computational Methods Training</td>
</tr>
<tr>
<td>1</td>
<td>December 12(^{th}) (tbc)</td>
<td>Written exam: Introduction to Neuroscience</td>
</tr>
<tr>
<td>1</td>
<td>December 16(^{th})</td>
<td>Coursework: Medical Device Entrepreneurship</td>
</tr>
<tr>
<td>1</td>
<td>December 16(^{th})</td>
<td>Online course: Plagiarism awareness (unassessed)</td>
</tr>
<tr>
<td>1/2</td>
<td>Dec/Jan (date tbc)</td>
<td>Written exam: Machine Learning &amp; Neural Computation</td>
</tr>
<tr>
<td>2</td>
<td>9(^{th})–13(^{th}) Jan (date tbc)</td>
<td>Written exam: Statistics &amp; Data Analysis</td>
</tr>
<tr>
<td>2</td>
<td>February 13(^{th})</td>
<td>Coursework: Literature Survey &amp; Thesis Proposal</td>
</tr>
<tr>
<td>2</td>
<td>March 10(^{th})</td>
<td>Coursework: Ethical &amp; Social Implications of Neurotechnology</td>
</tr>
<tr>
<td>2</td>
<td>March 24(^{th})</td>
<td>Coursework: reports on elective modules taken for credit</td>
</tr>
<tr>
<td>3</td>
<td>July 12(^{th}) (at Research Symposium)</td>
<td>Poster presentation</td>
</tr>
<tr>
<td>3</td>
<td>September 11(^{th})</td>
<td>MRes THESIS SUBMISSION</td>
</tr>
<tr>
<td>3</td>
<td>By September 22(^{nd})</td>
<td>Oral examination</td>
</tr>
</tbody>
</table>

* please note these dates are provisional and will be confirmed after the start of term

In addition to the assessed components of the course, you will be expected to attend the CDT colloquia and seminars throughout the year and are encouraged to take additional professional skill development courses offered by the Graduate School.

Submitting coursework

Many modules have associated formal coursework, which will normally be submitted via the Blackboard virtual learning environment (see later in this handbook).

Please take note of the assessment deadlines above, but you will additionally be informed of all upcoming deadlines by the CDT Administrator or Student Office in sufficient time. There are very strict deadlines for the submission of assessed coursework. You should plan your work so that you can complete these assignments in the appropriate time.

Failure to complete coursework can lead to failure of the year. Some work will be formally assessed and consequently contribute to your final mark for the year. For these coursework, deadlines must be rigidly adhered to. If you are in danger of missing a deadline, submit such work as has been completed. We cannot extend deadlines for coursework without being unfair to the entire cohort of students. Firm deadlines also assist the staff in returning marks and any comments on your work promptly.

The pass mark for each coursework component is 50%. If you don’t produce coursework of an adequate standard then you will need to retake the year. Late work will not be marked and will be graded at zero. If coursework is missed or late, and there is no request for mitigation, or the Mitigating Circumstances Committee does not accept the request for mitigation, then the coursework is failed. Failures of coursework can be condoned, or a supplementary qualifying test (SQT) may be set instead, but these procedures are at the discretion of the Examiners.

Coursework marks will be returned to you by the responsible lecturer, will be available from the CDT Administrator/Student Office, or will be available on Blackboard.
Coursework must be your own work and not copied, or plagiarised, from others. Most coursework will be submitted electronically via Blackboard, which has a plagiarism detector called Turnitin. For more information on plagiarism, please see Section 3.24 - Plagiarism.

- Imperial College Success Guides: http://www.imperial.ac.uk/students/success-guide/
- Student Space: http://www.imperial.ac.uk/student-space/

If you do have problems in submitting assessed work on time, please contact the CDT Administrator or Student Office and let us know, so we can try and support you. You may wish to apply for mitigating circumstances (Find out more about in Section 4.32 – Mitigating Circumstances).

Please note, we cannot take mitigating circumstances into account when assessing marks unless we hear from you before the examinations, so it is better to get in touch sooner rather than later if you think you have mitigating circumstances.

Assignment marking
Written coursework will normally be marked by your lead supervisor and major items of coursework will be double marked by an independent assessor. However, marking procedures will be detailed in individual assignment description. The final thesis will be marked by the project supervisor and an independent examiner selected in advance by your supervisor. These two examiners will also conduct the oral examination. The mark awarded for research conduct will be decided upon by the project supervisors only (all supervisors involved will agree on a mark).

Coursework Feedback
During term time, you will be provided with feedback on your coursework within two weeks of submitting it. If coursework is submitted out of term time (i.e. in vacation periods) then the two week period begins at the start of the new term.

Feedback may be provided in one of a number of formats, including:
- Oral (during or after lectures, personally or as a group feedback session)
- Personal (discussion with academics during office hours)
- Interactive (problem solving tutorials with GTAs & study groups)
- Written (solutions/model answers to coursework)

The Department does not provide feedback on written examinations. Preliminary exam results will be provided to students as letter-grades, and numerical results will be published after the meeting of the final Board of Examiners.

To pass the programme, students must:
- Complete all course requirements, including passing non-assessed elective modules, and participating in mandatory extra-curricular activities, and
- Achieve an aggregated mark of 50% in each element, leading to an overall pass mark of 50%.

The pass mark for each individual module is 50%. To qualify for the MRes degree, the mark averaged over all modules for each element (aggregated mark) must exceed 50%. If any module scores less than 50%, it must be compensated by other modules in the same element. However, if any module scores less than 40%, it is deemed to be failed and the Board of Examiners at their discretion will decide whether the student can be deemed to have passed the MRes overall.

STUDENTS ON THE 4-YEAR CDT PROGRAMME WILL NORMALLY NEED TO ACHIEVE AN OVERALL MARK OF AT LEAST 60% IN ORDER TO PROGRESS TO THE PHD PHASE OF THE CDT PROGRAMME.
Award of Merit and Distinction
Students who obtain a mark exceeding 60% in both elements may be awarded the MRes degree with Merit, unless they are entitled to be awarded a Distinction.

Students who obtain a mark exceeding 70% in both elements may be awarded the MRes degree with Distinction.

Resits
Modules failed may be retaken at the next opportunity agreed by the MRes Programme Director, with the exception of written examinations, which may be re-taken only in the next academic years, i.e. 12 months after the original exam was taken.

External examiners
The Department’s commitment to excellence in teaching and learning is assisted by its external examiners who perform a vital role in ensuring that:

- The standard of the degrees we award is comparable to other UK universities as defined by the QAA national benchmarks
- The standard of the degrees we award is consistent with the specification of our own programme and module specifications
- The Imperial assessment policy is implemented such that:
  - Student achievement is measured against intended learning outcomes
  - Assessment is implemented fairly and equitably.

The external examiner for the MRes Neurotechnology programme is:

<table>
<thead>
<tr>
<th>External Examiner</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Mark van Rossum</td>
<td>University of Edinburgh</td>
</tr>
</tbody>
</table>

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.

You can find out more about the Department’s external examiners on our website at: [http://www.imperial.ac.uk/bioengineering/admin/msc/external-examiners/](http://www.imperial.ac.uk/bioengineering/admin/msc/external-examiners/).

You can find out more about external examining at the College on the Registry webpage at: [https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/](https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/).

External examiner summary reports are also published internally at [https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff/](https://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff/).
13. **Additional programme activities**

**Taught modules in the Department of Bioengineering**
In addition to the compulsory modules taken, MRes students in the Department are permitted to audit (i.e. to attend but not be assessed for) any subject-specific modules offered by the Department (or elsewhere in the College—see below). A list of all taught modules offered by the Department can be found on the DSS system, or at:

http://www.imperial.ac.uk/bioengineering/admin/msc/options/

Attendance on modules must be arranged in consultation with your supervisor and the CDT Administrator and permission to attend Bioengineering modules must be arranged with the Student Office. If you are interested in attending a module in another Department, please contact the Student Office in RSM 321c to organise access. Usually the hosting department needs to give permission whilst priority is given to their own students.

**Module descriptors**
Full module descriptors for all years can be accessed via the Department website, at:

http://www.imperial.ac.uk/bioengineering/admin/msc/options/?programme=B9A1&year=year1

Please note that module descriptors are updated during the summer period, and may be affected by factors such as timetabling constraints, and therefore the information provided may change in advance of the beginning of the autumn term.

**Taught modules in other Departments**
Your Supervisor may also suggest that you attend College modules in other departments if they are relevant to your research.

**Graduate School “Master Class” Professional Development Skills programme**
As discussed earlier in this handbook, the “MasterClass” programme is run by the Graduate School as part of a wider programme of professional skills development for postgraduate students, and has been designed specifically to meet the needs of master’s level students. It is a series of stand-alone lectures covering a range of skills. Each of the sessions has been designed to give you an introduction to each individual topic.

The lecture sessions are normally 90 minutes in duration and held on Wednesday lunchtimes. Courses are free and there is no limit to the number you can attend. These generic lecture sessions also offer a great opportunity for you to meet fellow students from other parts of the College. The full programme can be viewed on the Graduate School website, and you should read the course description and discuss your timetable with your course director before booking.

A booklet detailing the courses is provided in your welcome pack and full details can also be found on the Graduate School website at:

http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsmasters/professionalskillsprogramme

You are required to complete the compulsory Plagiarism Awareness Online Course.

Details can be found at http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/online/ as well as on Blackboard.
CDT Colloquia and other seminars
The Centre for Neurotechnology runs a regular colloquium series, which all MRes Neurotechnology and CDT students are expected to attend. MRes Neurotechnology students will normally take the speakers to lunch on the day of the colloquium talks. Details of the colloquium series and other Centre for Neurotechnology seminars are available online at: http://www.imperial.ac.uk/neurotechnology/news-and-events/seminars/.

You are encouraged also to attend seminars outside the CDT; the Department of Bioengineering hosts regular seminars as do many of the other departments – check College and departmental websites for details. Experience shows that even when a seminar is not in your area it can often spark ideas or inform you about methods that will be of value for your own project. In this respect the seminar series available throughout the College provide you with a unique opportunity to broaden your scientific horizons.

Other CDT activities
The CDT organises a number of other activities for students on the programme, most of which are also available to those on the one-year MRes Neurotechnology. Details will be communicated to you throughout the year.
14. **Reading weeks**

Every term, there is a Reading Week, usually Week 7 of term. The Reading Week is free from lectures and is meant for reading, studying and catching up. The following rules apply to reading week:

1. You are expected to remain present and assessable during Reading Week. The UKVI and College regulations require you, as an enrolled student, to be present during term time. Absences are not allowed unless they are necessary and these must be authorised in advance. A request for absence can be made via the absence request form available at [http://www.imperial.ac.uk/bioengineering/admin/msc/](http://www.imperial.ac.uk/bioengineering/admin/msc/).

2. There will be no lectures in Reading Week so you can catch up with learning and also work on coursework or projects; however, lab demonstrations and journal clubs continue to take place and attendance is compulsory.

3. The Reading Weeks apply to Bioengineering modules only. If you take modules in other Departments you will probably have lectures during our Reading Week. Although some Departments also have a Reading Week, it might not be the same week as ours.
Section three

Departmental information and other key information
15. Departmental locations and access

Locations
For the MRes year, you will be allocated a desk in the EPSRC Centres for Doctoral Training suite, on the 4th floor of the Imperial College Science Museum building (ICSM). Access to the CDT space is via the Sherfield Building level 2 lift lobby as shown in the following diagram:

The EPSRC Centres for Doctoral Training suite is located on the 4th floor of the ICSM building with access via the SHERFIELD Level 2 Lift lobby. Please note that there is no access to the space via the Central Library.

This space – which is shared with 7 other CDTs – comprises open plan desk space for 86 students, 4 teaching rooms, a kitchen area and the CDT administrators’ office. Each student is allocated a lockable pedestal – please ensure you lock away valuables when away from your desk. Keys are available from the CDT Administrator. Lockers are also provided in the space.

Please be mindful of your fellow students in this shared space. A guide to the CDT space and open plan etiquette will be provided to you in Welcome Week.

You are likely also to have teaching and may also have a supervisor based in The Department of Bioengineering, which is housed mainly on levels 3 and 4 of the Royal School of Mines Building (RSM), Goldsmith’s Wing, with additional laboratories and office space in the adjacent Bessemer Building. The RSM and Bessemer facilities comprise academic and support staff offices, two seminar rooms, several meeting rooms, several labs and space for over 120 PhD students. Administrative offices, including the Student Office, are located on level 3. Most of the academic offices are on level 4 RSM with some also in Bessemer level 4 and 7.
Most teaching for the MRes will take place in the ICSM teaching rooms or in the Bioengineering lecture theatres in the Royal School of Mines Building (RSM) – notably RSM 228 and RSM 147 lecture theatres. Laboratory locations will vary depending on the home departments of your supervisors.

Two large computer rooms in RSM can be used by MRes, MSc and undergraduate students; RSM 338 which can be found at the opposite end of the corridor to the offices on Level 3 of the RSM, and RSM G07, which is located in the Goldsmith Wing of RSM, on the ground floor, end of the corridor.

There is a café on the ground floor of the library building and café and common room area on level 3 of the RSM building.

Access
Your security card will give you access to the CDT space and the Department of Bioengineering. Laboratory access must be requested and will only be granted after the relevant safety inductions have been completed. Access to other departments must be arranged directly with that department.

The CDT space is open access from 9am to 5pm on week days and on swipe access at all other times. Your ID card permits access to the space between 8am and 11pm, Monday to Friday, however if you wish to work between 6pm and 11pm you must inform College Security so that they are aware of your presence in case of emergencies.

<table>
<thead>
<tr>
<th>In the interests of safety and security, please:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Do not prop doors open</td>
</tr>
<tr>
<td>• Be aware of tailgating (someone following you through an access-restricted area without using their own ID card)</td>
</tr>
</tbody>
</table>

You may work in the Department of Bioengineering only between specified times, as detailed below. If you need to arrange other access, please speak to your Supervisor, or the CDT Administrator.

College Security is very strict about access hours and comes down heavily on students and staff who do not comply. If you have any problems with your ID card, please contact the CDT Administrator.

Access times for different users in the Department of Bioengineering:

<table>
<thead>
<tr>
<th>ID card group</th>
<th>Times</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>07:00-23:59</td>
<td>7 days a week</td>
</tr>
<tr>
<td>PhD</td>
<td>07:00-23:59</td>
<td>7 days a week</td>
</tr>
<tr>
<td>MSc, MRes</td>
<td>08:00-18:30</td>
<td>5 days a week</td>
</tr>
<tr>
<td>UG</td>
<td>08:00-18:30</td>
<td>5 days a week</td>
</tr>
</tbody>
</table>

At some stage during your time in the Department, it may be necessary for you to gain access to some restricted areas, e.g. certain laboratories. If this is the case, you will need to follow these steps:
1. Get permission from your supervisor and/or the lab leader.
2. Ensure the relevant safety assessments are completed, including a risk assessment of work to be carried out (see link below).
3. Ensure the induction is carried out and the form signed; see online form below.
4. Complete the online access request (including the uploading of the completed induction form): https://share.imperial.ac.uk/foe/Bioengineering/LabInformation/SitePages/New%20Starters.asp
16. Health and Safety

The Department of Bioengineering considers the health and safety of staff, students, contractors and visitors to be of paramount importance.

We expect staff, students, contractors and visitors to share our commitment to safety by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

The Department will provide, manage and maintain a work environment which is, so far as is reasonably practicable, safe and where risks to health are controlled.

The Department will offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety.

Health and safety within the Department is organised and managed by the Departmental Safety Officer, Ken Keating (Room RSM 3.18, telephone +44 (0)20 7594 5170). All major health and safety decisions are made by the Departmental Safety Committee, which meets termly. Information about health and safety can be found on the College website at http://www3.imperial.ac.uk/safety.

Further safety specific information can be found at the departmental intranet: https://share.imperial.ac.uk/foe/Bioengineering/LabInformation/SitePages/home.aspx and website: https://www.imperial.ac.uk/bioengineering/admin/safety/. It is essential that you ensure to familiarise yourself with these sites.

Security and safety are closely linked. Please help us keep the building secure and safe by following the following simple rules:

- Always wear your College Security/ID card whilst at College. Neck lanyards (red for students, blue for staff) are available from Security or the Student Office.
- Do not allow strangers in the building out of hours.
- Never lend your ID card to anybody; if they cause damage or present a risk to security or safety, you will be liable.

Emergency procedures

In an emergency, dial extension 4444 from any internal phone or +44(0)20 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will coordinate this.

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is. Do not attempt to tackle fires, chemical spillages or intruders yourself. More information about fire safety is available on the Fire Safety website: http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/.
Fire alarms
The emergency evacuation alarm is a continuous siren in the building. Leave the building immediately by means of the stairways – do not use lifts. Do not attempt to tackle fires, chemical spillages or intruders yourself.

Building evacuation
Familiarise yourself with the various evacuation routes and use the nearest staircase – see safety noticeboards in the CDT space and in the Department of Bioengineering, and the maps at the end of the safety section of this handbook. Do not always head for main staircases as these can get very congested. There are multiple fire evacuation signs throughout the buildings identified by a white arrow on a green background and sometimes a “running man”. From the main RSM staircase the exit is onto Prince Consort Road and the assembly point is towards the junction of Prince Consort Road and Exhibition Road. For the other evacuation routes you should follow the signs down to the lower ground floor and then out onto the RSM courtyard at the rear of the building. The assembly point for these exits is Queens Tower. For the CDT space, the assembly points are the Queens Tower or Calendar Road. A fire safety induction for the CDT space will be provided in Welcome Week.

In the event of a fire alarm all doors are automatically released from swipe card control and you will be able to access the corridors to the other stairwells. If the doors are not released automatically, press the green emergency exit button.

Leave the building quickly. Never use the lifts. Do not return to collect personal belongings.

First aid
Local emergency help is provided by qualified first-aiders – see safety noticeboards in the CDT space and Department of Bioengineering and later in this section for a list of who these people are in the Department. If no local help is available, ring Security on extension 4444 from an internal phone or +44 (0)20 7589 1000.
17. Health and Safety arrangements for students

Safety Induction

All new students must receive a Day One Health and Safety Induction before they can be issued with a swipe card. This will be covered in the Welcome session.

Please also familiarise yourself with the Departmental safety website at:
http://www3.imperial.ac.uk/bioengineering/admin/hs/dayonesafety

Access to laboratories and workshops – project registration and risk assessment

All new research students must complete an online Safety Registration Form via the departmental safety website. If no experimental work is to be undertaken in the laboratories or workshops, this documentation is sufficient. However, if any experimental work is to be carried out in the laboratories or workshops, a Project Risk Assessment Form must also be completed (also via the safety website) with the assistance of the Supervisor(s). In addition you may require specific training from the lab technicians.

You will not be given access to the labs until you have completed the necessary safety forms and/or training.

Practical Classes

For each practical class, an agreed risk assessment has been completed before commencement of each class. The objective is to ensure that all such classes are conducted in a safe manner, where exposure to any hazard is eliminated or minimised as far as is practicable. All relevant safety information will be provided in the instructions and protocols issued for each class.

Accidents and Near Misses

All accidents, dangerous occurrences or near misses must be reported to the academic member of staff giving the lecture/tutorial or supervising the practical class.

Accident forms must be completed by the student concerned and the supervising academic as soon as practicable after the incident. Both parties must sign the forms and the original should be given to the Departmental Safety Officer as a matter of urgency. The forms can be found on the safety web site.
http://www3.imperial.ac.uk/safety

Health clearance for work with pathogens, GMOs, or unfixed human tissue

Postgraduate students who will be handling human pathogens, GMOs of class 2 or higher or unfixed human tissue, including blood, in a laboratory environment must be health cleared for this activity.

You will need to complete a Biological Agents Health Questionnaire and send this to the College Occupational Health Service (OHS) at South Kensington. The questionnaire can be downloaded from the OHS web page (http://www.imperial.ac.uk/occupational-health/).

Following completion of the questionnaire, you and your Supervisor will be notified by email that you are cleared; you will only be called in to the OHS for a clinic attendance if you need a vaccination or you declare a health problem that requires a further assessment.

Students who will not be directly handling unscreened blood or who will be handing only screened samples e.g. blood supplied by the NBS do not need health clearance or vaccination.
Health surveillance enrolment for work with laboratory animals
Any student who will be working with live laboratory animals must enrol for health surveillance with the College OHS before commencing their research programme. Enrolment is not required prior to licensee training.

You will need to complete an animal allergy surveillance enrolment questionnaire and arrange an appointment with the OHS for a mask fit test and lung function testing. You should only arrange the appointment when you are within 2 to 3 weeks of commencing their research work. Forms can be downloaded from the OHS web page.

Confirmation of your enrolment will be emailed to you, your Supervisor and the manager of the animal facility in which you will be working.

NHS Health Clearance
All postgraduate students who will have contact with patients in a clinical environment have to complete NHS infection control clearance. This health clearance is carried out by the College OHS.

You should complete a Postgraduate Health Clearance Form and arrange an appointment with an OH Adviser at the College OH clinic at South Kensington. Please bring copies of any of vaccination records and relevant serology tests to the appointment. Forms can be downloaded from the OHS web page.

When you complete health clearance, a certificate will be stamped and returned to you to pass to your Supervisor.

Emergency assessment and treatment of laboratory accidents
Postgraduate students based on hospital campuses can attend the hospital OH clinic for emergency assessment and treatment of inoculation accidents involving human blood or unfixed tissues. Any other emergency assessment will be carried out by the College OHS at South Kensington. For information on the urgency and form for assessment consult the laboratory accident guide issued by the OH Service in 2008. A new edition of this has just been published. If you would like to receive some copies contact occhealth@Imperial.ac.uk.

Ethics
According to the Imperial College Ethics Code, to which all members of academic staff are committed to adhere to, support and promote, any project work must comply with the key principles of the code. For postgraduate research students, these include:

- Careful consideration and formal processes for guaranteeing the safety of your colleagues (including yourself) when engaged in research and teaching;
- Protection of data and privacy of students, colleagues and volunteers engaged in College related activities;

Approval of projects with ethical implications
Before a project with ethical implications can be started, it has to go through an Ethics approval process. This process is overseen by the Imperial College Research Ethics Committee (ICREC). This committee was founded to deal with research projects that can involve human participants or volunteers directly or indirectly. Such projects are, for example:

- Questionnaire studies involving volunteers;
- Work on developing new surgical or diagnostic equipment;
- Projects using observational or survey data.
Some projects need to seek Ethics approval upon allocation, and students will be expected to work closely with their project Supervisor to submit an Ethics approval request before they can start.

**What to consider when working on projects with ethical implications**

- Potential research subjects need to be fully informed about the purpose, the type of research methods, likelihood, degree and nature of risks.
- All information shall be compiled in a leaflet and given to the potential participants; they should have at least 24 hours to consider taking part.
- Potential research subjects can choose whether they want to participate or not. Their consent needs to be written down and recorded.
- Verbal consent is only sufficient with prior written approval from the Ethics Committee.
- Ensure that participants and/or volunteers must be informed that they can withdraw from the experiment at any time; it should be clear that their involvement is voluntary and that they shall not be disadvantaged in any way.
- Where personal information is stored on a computer, the College has an obligation to comply with the Data Protection Act 1998. Further information can be found here.

**Working with personal (patient) data**

- Where a project is using personal information, the report or thesis needs to have provisions that the subject will be fully informed in advance, including information on the nature of the data required and how the data is used.
- Subjects need to have the freedom to decide whether their data can be used or communicated or not.
- For research involving human tissue, such tissue should be anonymised. Sample codes should be used (pseudonymisation). Such projects not only need the approval of the ICREC but must also comply with the requirements of the Human Tissue Act, including ensuring samples can be traced back to the donor.

**Recording ethical implications in the report**

- Reports and theses need to have a statement, saying that (when appropriate to the project):
  - The project has been approved by the Imperial College Ethics Committee, including the approval number.
  - The patients/participants gave consent to use their data.

If you are in doubt about any of these issues, you should speak with your Supervisor.

All students who will require access to clinical facilities as part of their research should try to attend the Clinical Orientation Session in the department during the Welcome Week in early October. This will cover patient confidentiality, clinical biohazards, criminal records checks and chaperoning requirements. The timetable for the Welcome Week will be published online at: [http://www.imperial.ac.uk/bioengineering/admin/research/timetables/](http://www.imperial.ac.uk/bioengineering/admin/research/timetables/).
# FIRST AIDERS

Department of Bioengineering

FOR EMERGENCY MEDICAL ASSISTANCE
9AM to 5PM MONDAY TO FRIDAY

PLEASE CONTACT ONE OF THE FIRST AIDERS LISTED BELOW
OUTSIDE THESE HOURS (OR IF NO FIRST AIDERS CAN BE CONTACTED)

PLEASE RING 4444 (Security)
(From a mobile ring: 020 7589 1000)

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Lab</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melanie Albright</td>
<td>RSM 3.18</td>
<td>41500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jacques Bertrand</td>
<td>B313</td>
<td>41850</td>
<td>B314</td>
<td></td>
</tr>
<tr>
<td>Paschal Egan*</td>
<td>RSM 4.24</td>
<td>46497</td>
<td>B220</td>
<td>46497</td>
</tr>
<tr>
<td>Joel Eustaquio</td>
<td>RSM 3.18</td>
<td>42139</td>
<td>Mobex:</td>
<td>07872850260</td>
</tr>
<tr>
<td>Martin Holloway</td>
<td>RSM 3.23</td>
<td>45176</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worrapong Kit-Anan*</td>
<td>RSM 2.12</td>
<td>B615E/622</td>
<td>42295</td>
<td></td>
</tr>
<tr>
<td>Charles Motraghi*</td>
<td>B701</td>
<td>42851</td>
<td>B604</td>
<td>49739</td>
</tr>
<tr>
<td>Daniel Nardini*</td>
<td>LG04</td>
<td>46367</td>
<td></td>
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</tr>
<tr>
<td>Sabrina Skeete</td>
<td>RSM G.04</td>
<td>46764</td>
<td>B615</td>
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<tr>
<td>Edit Toth</td>
<td>RSM 3.18</td>
<td>45191</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claire Webster**</td>
<td>B304A</td>
<td>Mobex:</td>
<td>077 394 67052</td>
<td></td>
</tr>
</tbody>
</table>

*All have the Emergency First Aid at Work qualification except for Paschal Egan, Worrapong Kit-Anan, Charles Motraghi and Daniel Nardini who have the full First Aid at Work qualification.

**Medically qualified.

Mental Health First aider: Britta Ross, b.ross@imperial.ac.uk, ext: 45122

STATE CLEARLY THE DETAILS OF THE EMERGENCY, YOUR EXACT LOCATION, YOUR NAME AND EXTENSION NUMBER.
CDT Space Fire Escape Routes

To Queen’s Lawn Assembly point F

To Queen’s Lawn Assembly point F

To Queen’s Lawn Assembly point F

To Calendar Road Assembly point B

CDT Suite ICSM Level 4

Means of escape for CDT users

Means of escape for library users

Means of escape for library users through the CDT space
RSM Fire Escape Routes

Prince Consort Road

Main Entrance

Exhibition Road

RSM Courtyard

Bessemer Building

Alleyway

Exit Bessemer level 2
into Dairy Court

Adv. Emergency point

Support Services

Imperial College
London

Fire Escape Staircase
Fire Escape Route

Assembly point
18. **Key contacts**

**Centre for Doctoral training contacts**

- **Dr Simon Schultz**
  CDT Director
  (currently on sabbatical)
  
- **Professor Bill Wisden**
  Acting CDT Director
  Email: w.wisden@imperial.ac.uk

- **Dr Paul Chadderton**
  MRes Neurotechnology Director
  Tel: +44 (0) 20 7594 0770
  Email: p.chadderton@imperial.ac.uk

- **Dr Kate Hobson**
  CDT and MRes Neurotechnology Administrator
  Tel: +44 (0) 20 7594 5101
  Email: k.hobson@imperial.ac.uk

- **Dr James Choi**
  Cohort Mentor 2016/17
  Tel: +44 (0) 20 7594 1777
  Email: j.choi@imperial.ac.uk

**Department of Bioengineering contacts**

A full list of people in the Department, including academic and support staff, can be found on the Departmental website at [http://www.imperial.ac.uk/bioengineering/people/](http://www.imperial.ac.uk/bioengineering/people/).

**Departmental leadership**

- **Professor Anthony Bull**
  Head of Department
  Professor of Musculoskeletal Mechanics
Professor Martyn Boutelle
Deputy Head of Department and Director of Courses
Professor of Biomedical Sensors Engineering

Professor Jimmy Moore Jr.
Director of Research
The Bagrit & RAEng Chair in Medical Device Design

Dr Anil Bharath
Director of Postgraduate Studies (Research)
Reader in Image Analysis

Dr Darryl Overby
Director of Postgraduate Studies (Taught Courses)
Reader in Cellular Biomechanics

Student support

Ms Louise O’Sullivan
Head of Student Programmes
Tel: +44 (0)20 7594 9660
Email: l.osullivan@imperial.ac.uk

Mr Martin Holloway
Academic Tutor
Tel: +44 (0)20 7594 5176
Email: m.holloway@imperial.ac.uk

Ms Britta Ross
Student Programmes Manager
Tel: +44 (0)20 7594 5122
Email: b.ross@imperial.ac.uk

Ms Maddi O’Brien
Programmes Development Manager
Tel: +44 (0)20 7594 9296
Email: m.obrien@imperial.ac.uk
Ms Samantha Kemp
Student Administrator
Tel: +44 (0)20 7594 9115
Email: samantha.kemp@imperial.ac.uk

TBC
Student Administrator

TBC
Student Administrator

Mr Robert Ferguson
Industrial Liaison Manager
Tel: +44 (0)20 7594 6371
Email: robert.ferguson@imperial.ac.uk

Departmental administration

Mr Graeme Rae
Department Operations Manager
Tel: +44 (0)20 7594 8419
Email: g.rae@imperial.ac.uk

Ms Edit Toth
Department Resources Officer
Tel: +44 (0)20 7594 5191
Email: e.toth@imperial.ac.uk

Ms Kemi Aofolaju
Department Secretary
Tel: +44 (0)20 7594 5179
Email: a.aofolaju@imperial.ac.uk

Key academic contacts
The MRes Neurotechnology Programme Director
Dr Paul Chadderton
Tel: +44 (0) 20 7594 0770
Email: p.chadderton@imperial.ac.uk
Project Supervisors
Your will have at least two dedicated project supervisors who will support your research progress and thesis submission.

The Director of Postgraduate Studies (Research)
Dr Anil Bharath
Tel: +44 (0)20 7594 5463
Email: a.bharath@imperial.ac.uk

The Deputy Director of Postgraduate Studies (Research)
Dr Sylvain Ladame
Tel: +44 (0)20 7594 5308
Email: s.ladame@imperial.ac.uk

Professor Robert Krams
Postgraduate Tutor
Tel: +44 (0)20 7594 1473
Email: r.krams@imperial.ac.uk

Dr Aldo Faisal
Disability Liaison Officer
Tel: +44 (0)20 7594 6373
Email: a.faisal@imperial.ac.uk

Key laboratory contacts

Departmental Lab Manager
Ken Keating
Tel: + 44 (0)20 7594 5170
Email: k.keating@imperial.ac.uk

Shanas Choudhury
Cell Culture and Microscopy Labs
Tel: + 44 (0)7834933423
Email: Shanas.choudhury@imperial.ac.uk

Paschal Egan
Electronics Lab
Tel: +44 (0)7872850025
Email: paschal.egan@imperial.ac.uk
19. **ICT**

**Support with ICT**
The CDT will provide you with a desktop PC and monitor for the MRes year, with essential software (including MATLAB) installed. Any problems or queries relating to computing, including requests for new software, should be addressed first to ICT (service.desk@imperial.ac.uk), and to our IT Support Officer (Edit Toth, e.toth@imperial.ac.uk). To avoid infringement of licensing arrangements and to prevent the introduction of viruses, you are strictly forbidden to bring in programs from outside.

As long as you have completed Imperial’s online registration process, you can use your College credentials to get Microsoft Office 365 software for free. You can install the latest version of Microsoft Word, Excel, PowerPoint, OneNote and much more on up to five compatible PCs and Macs, plus five tablets, including iPad. All work can be saved online in OneDrive for Business, so it can be accessed no matter which device you use.

**College account/email**
When you register online, you will be issued with a password and an e-mail address by ICT. They will also send you instructions on how to activate your account (see also the **ICT website**). Please check your email regularly as important information will be communicated to you this way. Your user name and password will allow you to log on to the College network and wifi.

**Rules for using the College network**
The Information and Communication Technologies group (ICT) has very strict rules regarding the downloading of illegal, inflammatory, pornographic or obscene material on to computers connected to the campus network. Infringement of these rules can have very serious repercussions, including expulsion or legal proceedings being brought against students. You should be aware that the content and level of network traffic is monitored continuously. You should read the College’s Information Systems Security Policies, available at: [http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/information-systems-security-policies/](http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/information-systems-security-policies/).

**Imperial Mobile**
Imperial Mobile is a mobile application enabling students to access College information and services anytime, anywhere. Students of Imperial College can download it onto any mobile device, phone, Android, iPad, iPhone, or iPod.

Find out more about Imperial Mobile at: [http://www.imperial.ac.uk/students/online-services/mobile/](http://www.imperial.ac.uk/students/online-services/mobile/)

**Printing and photocopying**
A colour printer/photocopier/scanner is provided in the CDT space, next to the admin office. This is activated using your College ID card via the ICT print service, which allows you to pick up printing from any networked College ICT printer – see [http://www.imperial.ac.uk/ict/printservice](http://www.imperial.ac.uk/ict/printservice) for information on using this service.

Additional colour (ICT) printer/copiers are available in Bioengineering in the utility areas on Levels 3 and 4 and in RSM 3.06, and in the Central Library.

If you have problems with these machines or your swipe card, please contact ICT - do not try to correct problems yourself. All student groups/years will receive an initial print credit on their account. Please try and use the CDT or Departmental printers for your printing where possible, as opposed to those in other areas of the College.
Online security
Please ensure you familiarise yourself with the College’s ICT ‘Be Secure’ information. The information will help you to: protect computers and devices; protect College and personal information; protect yourself online; comply with laws and policies. Find out more at http://www.imperial.ac.uk/admin-services/ict/self-service/be-secure/.
20. Technology enhanced learning

Virtual Learning Environment (VLE): Blackboard
The Department makes use of the ‘Blackboard’ virtual learning environment – a web-based system hosted by ICT. You can login to Blackboard from the following link: https://bb.imperial.ac.uk/.

Lecture notes and problem sheets can be found on Blackboard by navigating to the appropriate module using the links provided, and some modules will use it for more advanced purposes, such as self-tests and assessed coursework tests.

Most coursework submission is carried out via Blackboard through a system called Turnitin. When submitting coursework through Turnitin, it is your responsibility to check that the file you uploaded was the correct one. This means you need to open the submitted file and check it is complete and the correct version.

If you have any problems accessing Blackboard, try trouble shooting this first:

- Check if your computer allows Java pop ups.
- Try using Firefox browser if you used IE before.

We strongly advise students to report any technical problems to ICT when submitting assignments so that they can keep a record and help you swiftly. You can contact ICT from an internal phone on extension number 49000, or from any other phone on 0207 59 49000. Alternatively you can raise an issue via the ASK ICT service: (https://imperial.service-now.com/ict/).

Panopto
Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. The Department aims to record as many lectures as possible. Most of the lectures that take place in the lecture theatres RSM 147 and RSM 228 are recorded and linked to the appropriate module page on Blackboard. Lectures outside of these rooms may not be recorded due to unavailability of equipment. If you cannot access a recording, talk to the Student Office.

To watch lecture recordings, go to the respective module page on Blackboard (https://bb.imperial.ac.uk) and find the link called ‘Lecture Recordings’ in the left-hand menu. You will be prompted to log in once you click on the link.

You can find out more about Panopto and lecture recordings at: http://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/elearning-services/panopto/students-use/
21. Plagiarism

This information provides you with an overview of plagiarism. Plagiarism is a very serious offence and you need to know what it is, how to avoid it, and what the consequences are. You are strongly advised to read the following information sources to ensure you fully understand the issues:

- [https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/masters-students/](https://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/masters-students/)

What is plagiarism?

Plagiarism is when you use someone else’s work, words or ideas and use these in your own work (e.g. coursework, thesis, examination, etc.), and do not acknowledge that you have done this.

Plagiarism is defined by the College as:

“Plagiarism, which is the presentation of another person’s thoughts, words or images and diagrams as though they were your own and which is a form of cheating, must be avoided, with particular care in coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.”

Plagiarism can occur in a number of ways. The six main types of plagiarism include:

- Collusion
- Cut/copy and paste
- Word switch
- Concealing sources
- Misinterpreting common knowledge
- Self-plagiarism

It is extremely important you have an awareness of what plagiarism is and how to avoid it. If you are at all unsure about how to reference or cite your sources there is very useful guidance here: [http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/](http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/). Or, you can seek help from your tutor or Liaison Librarian: [http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/](http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/).

You should also be aware that there are different styles of referencing. If you are not sure which to use speak to your Module Leader for advice. You can find out about the different referencing styles at [http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/](http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/what-is-referencing/).

You must not use someone else’s work, words or ideas in your own work without acknowledging and referencing them properly.

Why is it a problem?

At Imperial, as in other universities, plagiarism is considered an examination offence, and is often described as cheating. Your lecturers will use a number of methods to detect plagiarism, which may include an electronic detection tool. Some students commit plagiarism when preparing written pieces of work without being aware of it.
It is important that you:

- Know what plagiarism is, and why it is an academic offence
- Are aware that all material you use from online and print sources should be acknowledged properly
- Understand whether assigned group work is to be submitted with individual contributions or as a joint piece of work
- Know that if you re-use parts of your own work, you must acknowledge this (to not do so is self-plagiarism).
- Speak to your lecturers or tutors if you are not sure about the appropriate use and correct acknowledgement of other sources in your own work.

What happens if I commit plagiarism?

- The College will investigate all instances where an examination or assessment offence is reported and apply appropriate penalties to students who are found guilty.
  - These penalties could include:
    - A mark of zero for the assessment in which the examination offence occurred
    - A mark of zero for all the assessments in that year
    - Exclusion from all future examinations of the University (i.e. expulsion from the university)
- Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity for work submitted by that group and may be liable for any penalty imposed.
- More information about the consequences of plagiarism is available in the College’s ‘Cheating Offences Policy and Procedures’.

Key points to remember:

- All work that you submit must be expressed in your own words and incorporate your own ideas and judgements, and where you have used other peoples’ work you must clearly acknowledge and identify your sources.
- You must not present another person’s work, thoughts, words or images and diagrams as though they were your own, under any circumstances.
- Direct quotations from the published or unpublished work of others, must always be clearly identified as such by the use of quotation marks. A full reference to their source must be provided in the proper form. This applies to a series of short quotations from several different sources just as much as a single unacknowledged long quotation from a single source.
  - There is guidance available on quoting in different referencing styles available:
- If you summarise or paraphrase another person’s ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography.
- Plagiarism can occur in closed book written examinations. For example, if you have learnt text by heart and simply reproduce this information without attribution. The examiners may regard text reproduced without reference or critical analysis as plagiarism.
- The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism.
- Where group work is submitted, this should be presented and referenced, with individual contributions recorded, in the convention appropriate to your discipline.
- If you become aware that a member or members of the group may have plagiarised part of the group’s submission you have an obligation to report your suspicions to Module Leader or supervisor.
• The use of the work of another student, past or present, also constitutes plagiarism. Giving your work to another student to use may also constitute an offence.
• The College may submit your work to an external plagiarism detection service, and by registering with the College you are automatically giving your consent for any of your work to be submitted to such a service. If you have been thorough with your referencing and citations there is absolutely nothing to worry about with regards to this.

Submission for most coursework is through the Turnitin submission system in Blackboard (https://bb.imperial.ac.uk/). This is a system that reads the submission and compares it with a very large library of existing material, and also with other submissions of the same piece of coursework. Turnitin is a highly effective tool in identifying attempts at plagiarism.
22. Disability support

Information for students with disabilities, specific learning difficulties or long-term health issues

At Imperial College London we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. Therefore, it is important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this. This service is strictly confidential between you and the relevant College personnel and support services.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D)
- Autistic spectrum disorder (such as Asperger’s)
- Deafness or hearing difficulties
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression)
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn’s disease)
- Physical disabilities or mobility impairments
- Visual difficulties

Where to find help

1. Your Disability Liaison Officer
   (Dr Aldo Faisal; Tel: +44 (0)20 7594 6373, bg-ddo@imperial.ac.uk)

   Dr Aldo Faisal is your first point of contact within your department and is there to help you with arranging any support within the department that you need. He is also the person who will apply for Special Examination arrangements on your behalf. You need to contact him without delay if you think that you may need extra time or other adjustments for your examinations.

   You can find further information about special examination arrangements on the website: http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/special-examination-arrangements/

2. Disability Advisory Service

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

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

   - Being an advocate on your behalf with others in the College such as your Departmental Liaison Officer, Postgraduate 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
- Supporting applications for continuing accommodation for your second or later years

You can find about more about the Disability Advisory Service on the website at: [http://www3.imperial.ac.uk/disabilityadvisoryservice](http://www3.imperial.ac.uk/disabilityadvisoryservice)

3. **Disabled Students Allowance:**
   All home students who are UK residents and pay home fees and who have a disability are eligible to apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible.

   You can find out more about the Disabled Students Allowance on the website at: [http://www.imperial.ac.uk/disability-advisory-service/support/dsa/](http://www.imperial.ac.uk/disability-advisory-service/support/dsa/)
23. Visa information

If you require information, advice or support regarding your visa arrangements, please contact the College’s International Student Support team. Details are available on their website: https://www.imperial.ac.uk/study/international-students/visas-and-immigration/

It is very important that you comply with all of the conditions of your visa!
If you need help or advice about visas and your visa conditions please contact the International Student Support team.

Visa information for overseas students
From 31 July 2015, students who apply for a visa lasting longer than six months will be issued with a visa in two parts: a 30-day visa to allow students to enter the UK and a Biometric Residence Permit (BRP) that will cover the full duration of their studies.

Further information about the Biometric Residence Permit (BRP) distribution can be found at: http://www.imperial.ac.uk/study/ug/apply/register/brp/

Student attendance
Whilst in the UK on a student visa, you are required to comply with all of the conditions of your visa. This means that you must be engaged in full-time study for the duration of your visa. You should therefore be aware that if you need to take time out from your programme for any reason (e.g. an interruption of studies), you may be in breach of your visa conditions, unless you return home.

In addition, you should note that the UKVI require the College to monitor attendance for overseas students. Any student not in attendance at the College (e.g. missing meetings with their Supervisor and/or group, etc.) will be reported to the UKVI via the College Registry. Students in breach of their visa conditions may face serious consequences, including refusal of British visas in the future.

For further information, please get in touch with the College’s International Student Support team http://www.imperial.ac.uk/study/international-students/.
24. Departmental life and extracurricular activities

We believe that the Department of Bioengineering is a welcoming and lively place to be. There are lots of events happening throughout the year and we really encourage you to get involved with Departmental life and make the most of the opportunities available to you.

There are also many opportunities available to you as a student of Imperial College London. There are numerous talks, seminar series, student clubs, summer school and volunteering opportunities for you to participate in and enjoy. Find out more on the website at: https://www.imperial.ac.uk/students/

Staff-Student Committee of the Department of Bioengineering
The Staff Student Committee meetings serve as platform of exchange of students’ experience in the modules and for compiling the students’ complaints and suggestions. At the Spring Term meeting, staff report implemented changes back to the students. In addition, all information is collected by the Student Union in order to present a global view of the College. Further, all issues raised are discussed at the Departmental Teaching Committee Meeting, where academic staff discuss solutions.

Students from every year group of each degree programme are elected annually to serve as representatives. This could be you!

More details can be found here: http://www.imperial.ac.uk/bioengineering/admin/research/srsc/.

You can find out more about become a student representative here: https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview.

Seminar programme
The Department of Bioengineering hosts a seminar programme on Thursday lunchtimes, with guest speakers from other institutions talking about a range of academic topics relevant to Bioengineering. Find out more, including upcoming dates, on the Events page of the website: http://www.imperial.ac.uk/bioengineering/whats-on/events/.

Outreach and Public Engagement
The Department of Bioengineering hosts and participates in many outreach and public engagements events. For more information, or to find out about getting involved, you can:

- Contact the Outreach and Public Engagement Manager, Dr Jenna Stevens-Smith (j.stevens-smith@imperial.ac.uk)
- Visit the website at http://www.imperial.ac.uk/bioengineering/whats-on/public-engagement/

Imperial College Union Bioengineering Society
The Imperial College Union Bioengineering Society is a constituent society of the Imperial College Union, under the wing of the City and Guilds College Union (CGCU). Started 13 years ago by a group of enthusiastic MSc students, the ICU Bioengineering Society has been run, since its inception, with the aim of broadening the experiences of Bioengineering students beyond that of the curriculum. All
undergraduate and postgraduate students enrolled in the Department of Bioengineering are automatically a part of the Bioengineering Society.

**Mission and Vision of Bioengineering Society 2016-2017**

“The Department of Bioengineering has a reputation for being exciting and innovative, and this year the Imperial College Bioengineering Society would like all its students to feel that they are a reflection of that. ICU Bioengineering Society is as driven as ever to make the experience of the Biomedical Engineering student that much greater.

The committee have been busily lining up some must-attend social events for you throughout the coming year. These cover a huge range of exciting activities; from the annual Bioengineering Christmas Dinner with even more sparkle than before, to the Bioengineering Football League to let out our competitive sides. In addition there will be a couple of hugely successful Bioengineering Bash’s similar to last year. These upcoming events will hopefully be a great way to relax and have fun with your fellow classmates. Events are open to students of all years, providing a unique opportunity to get to know your peers, creating a feeling of a Bioengineering community. Further details of events will be given throughout the year.

The Bioengineering Society encourages involvement from anyone who would like to play a more active part in the Society; a collective effort of ideas and hard work would lead to an even better year for the students of the Department.”

Find out more by looking at the Society’s website: [https://www.union.ic.ac.uk/guilds/bioeng/](https://www.union.ic.ac.uk/guilds/bioeng/).

**Imperial College Union-Engineering Students’ Association**

The IC Engineering Students’ Association has the following objectives:

- To aid the academic, welfare, sporting and social interests of members of the faculty
- To encourage, promote and support clubs and societies
- To represent the needs and interests of members to the College, ICU and external bodies.

Find out more by looking at the Association’s website: [http://www.cgca.org.uk/studentcentre/](http://www.cgca.org.uk/studentcentre/)

**Engineers Without Borders Society (EWB-UK)**

Engineers Without Borders Society (EWB-UK) is a student-led charity aiming to facilitate human development through engineering. If you wish to find out more please visit the website at: [http://www.ewb-uk.org/](http://www.ewb-uk.org/) or the Imperial College Union website at: [https://www.imperialcollegeunion.org/activities/a-to-z/229](https://www.imperialcollegeunion.org/activities/a-to-z/229).

**Other activities**

There is a very wide range of non-academic activities available and we recommend that you participate in these activities to gain a wider experience of the life here at Imperial and in London, and in many cases you can pick up skills that employers value.

Fresher’s Fair in Week 1 gives you the opportunity to see what is available and introduce yourself to the organisers of those activities. Find out more on the website at: [http://www.imperial.ac.uk/students/new-students/welcome-week/](http://www.imperial.ac.uk/students/new-students/welcome-week/).
25. **Student feedback and consultation**

We are committed to achieving and maintaining the highest standards in the teaching on all programmes.

**Programme quality**

In the Department, the Teaching Committee regularly review modules and take note of academic and peer review of lectures and classes.

Our Board of Examiners also have a role in ensuring the programmes delivered are of a high quality. They undertake activities such as reviewing syllabi, lecture content, reading lists, coursework requirements, examination papers etc. Students from all years meet with the Board of Examiners once a year to present their views and opinions.

You can find out more about the role of external examiners on the website at: [http://www.imperial.ac.uk/bioengineering=admin/msc/external-examiners/](http://www.imperial.ac.uk/bioengineering/admin/msc/external-examiners/).

At College level, high standards are maintained by the provision of staff development courses and the review of all taught components and formal examinations by the relevant committees. The courses are subject to the College’s quality assurance processes.

**Student feedback**

As students of the Department, you have a very important role to play, by communicating directly with members of staff or via Departmental Representatives. As a cohort, you will be asked to elect a representatives who will sit on the Staff-Student Committee, work with the Departmental Student Representative, and provide valuable feedback. You can find out about the Staff-Student Committee on the website at: [http://www.imperial.ac.uk/bioengineering/admin/research/srsc/](http://www.imperial.ac.uk/bioengineering/admin/research/srsc/).

Formal routes by which students are involved in programme and module evaluation are in the Staff-Student Committee, which meets once a term, and in your completion of surveys. You will be given more information about how to complete these surveys later in the term. The surveys give you the opportunity to comment anonymously on the modules and the lecturers. It is very important that these are completed, since the feedback that they give to us is invaluable in improving the degree programme for you.

A particularly important survey is the Student Online Evaluation Tool (SOLE) survey. The Department takes this questionnaire very seriously, and all feedback is considered and any appropriate action is taken.

The PG SOLE lecturer/module survey runs at the end of the Autumn and Spring terms. The overall programme evaluation allows College to compare how each department is performing across the College and to make changes that will improve our postgraduate students’ experience.

The Postgraduate Research Experience Survey (PRES) is a national survey of Master’s level students organised by the Higher Education Academy (HEA) which invites them to comment on their programme and experience. The College participates in PRES every two years.

The Student Union’s Student Experience Survey (SES) runs in the Autumn term and will cover your induction, welfare, pastoral and support services experience. During December you will receive an email in your Imperial College account with links to all the surveys relevant to you.

You can find out more about student surveys on the College website:

- Postgraduate SOLE information: [https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/pg-sole/](https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/pg-sole/).
- PRES information: [https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/postgraduate-research-experience-survey-pres/](https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/postgraduate-research-experience-survey-pres/).
- Other postgraduate student surveys: [https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/](https://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/).
All the surveys are anonymous and the more students that take part the more representative and useful the results. So when you are invited to take part, please take a few minutes to give your views.

**The Union’s “You Said, We Did” Campaign**

You can find out more about some of the changes that have been made as a direct result of student feedback online, at [https://www.imperialcollegeunion.org/you-said-we-did](https://www.imperialcollegeunion.org/you-said-we-did).
26. **Bursaries and scholarships**

The College has a lot of resources available to help you find bursaries and scholarships to support your studies here.

There is some specific information about Fees and Funding for Postgraduate students available at: [http://www.imperial.ac.uk/study/pg/fees-and-funding/](http://www.imperial.ac.uk/study/pg/fees-and-funding/).

A search tool is also provided to enable you to find out more about available scholarships. You can find out more about these schemes and tools on the website at: [http://www.imperial.ac.uk/study/pg/fees-and-funding/scholarships/](http://www.imperial.ac.uk/study/pg/fees-and-funding/scholarships/).

The College also provides a list of funding opportunities from external organisations, for information. This list can be accessed online at: [http://www.imperial.ac.uk/study/pg/fees-and-funding/scholarships/external/](http://www.imperial.ac.uk/study/pg/fees-and-funding/scholarships/external/).
27. Careers

Imperial College Careers Service
Imperial College’s Careers Service provides a varied and comprehensive careers guidance, information and vacancy service for all students and alumni of Imperial College, from first to final year undergraduates and postgraduates.

Proactively planning and developing your employability skills from the very start of your time here at Imperial will maximise your chances of getting the career or programme of study you want.

The careers service provides a lot of support for first year students, including:

- Careers fairs
- Employer presentations
- Employer drop ins
- Employer led skills workshops
- Job and internship vacancy information
- On line careers information as well as information in the Careers Library
- Help with applications and interviews
- Other events to help you find out more about different jobs and sectors

You can find out more about the Careers Service at http://www.imperial.ac.uk/careers/.

Department of Bioengineering Careers Adviser
Students in the Department of Bioengineering can also seek advice and help with career planning from Robert Ferguson, the Department’s Industrial Liaison Manager. Robert Ferguson works with a wide range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally. He can help you with your career plans in the world of Bioengineering through:

- Weekly employer presentations from companies in the Bioengineering sector
- The annual Bioengineering Careers Fair
- A database of information about companies operating in the Bioengineering sector
- Company and sector information
- Advice about job search and finding internships or Year in Industry opportunities.
- Help with applications and interview preparation

You can find some specific information about careers in Bioengineering on the Department’s website at: http://www.imperial.ac.uk/bioengineering/study/career/.

Or if you have any questions or would like to arrange a meeting please contact Robert Ferguson directly: robert.ferguson@imperial.ac.uk.
28. Leaving the Department, alumni and staying in touch

Leaving the Department
It may seem a long way off but you will one day be leaving us! When that time comes, there are certain things that need to be done before you go:

Data/emails
Please back-up any data and emails that you wish to keep and make sure you remove any work from shared servers. ICT can assist you with this.

Contact details
We are asked regularly to provide information on what our graduates go on to do after their time at Imperial; it is very helpful therefore if you can provide this information to the CDT Administrator or Student Office before you go, along with new contact details, in case we need to contact you in the future.

Graduation
Of course, at the end of your programme, you have the opportunity to enjoy your graduation ceremony (also known as the Postgraduate Awards Ceremony at the College), to celebrate your achievements with family and friends. The College has a comprehensive website explaining everything you need to know about Graduation, available at: http://www.imperial.ac.uk/graduation/.

Alumni
It perhaps seems a bit early to think about becoming an alumnus of the Department when you have only just arrived. However, the College has a dedicated alumni service which may be of use to you in the future. We really value all of our alumni and hope you will stay in touch with us as part of a lifelong connection, as part of the College’s global community of over 180,000 alumni.

You can apply for a lifelong Imperial alumni email address via: https://www.imperial.ac.uk/alumni/benefits/alumni-email/.

As a current student, you can find out about what alumni from the College do now by reading some case studies online: http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/. You can also find out more about alumni of the Department on the website at: http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/.

Attending Departmental and College events, public engagement events and other networking opportunities is also a good idea if you are interested in meeting alumni and expanding your network.
Section four

Expectations, policies and regulations
29. Departmental expectations on attendance and holidays

Attendance

You are expected to be in attendance from the first day of each term to the last day of each term.

In addition, MRes students are expected to work full-time on their projects from May-September.

View the term dates online at: [http://www3.imperial.ac.uk/registry/information/termdates](http://www3.imperial.ac.uk/registry/information/termdates)

Students are permitted to proceed with their programme of study only if they maintain regular attendance and make acceptable academic progress.

While students are responsible for their own learning there is an expectation that they will take full advantage of the learning opportunities provided, attending all timetabled sessions of the degree programme.

Should a student choose to absent himself/her self from the degree programme without authorisation they should be aware that they would be missing valuable teaching experience which they will require in order to prepare fully for future examinations. This might mean that they find themselves in a situation where they are in danger of being required to withdraw from the degree programme as a consequence of examination failure. Should they find themselves in this situation, the fact that they have by their own action received less teaching experience than their fellow students is not going to stand in their favour.

Teaching staff are expected to keep students’ attendance under constant review and warn them if they feel it is inadequate. Problems of non-attendance will be reported to the Director of Courses and Postgraduate Tutor who will inform the relevant staff and together will make recommendations on any remedial action that might be appropriate. Staff may wish to investigate whether the poor attendance is a symptom of personal or academic difficulties that the student may be having.

In the event of there being insufficient improvement following a warning, the Director of Courses or the Postgraduate Tutor may, at their discretion and following investigation, require the student to repeat part of the degree programme; or, should they decide that the student’s academic record and/or application is inadequate or that the student is unable to profit from continuing the programme, they may require the student to withdraw. Students have the right of appeal (find out more at [http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/appeals/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/appeals/).

Holidays and breaks from studies

Timetables for most programmes include breaks at Christmas, Easter and in the summer. However, before arranging holidays, students should check the timing of examinations. If you are unsure of when you can be away please just come and ask the CDT Administrator or the Student Office.
The MRes is a 12 month full-time programme, we would expect you to be in attendance most of the year and certainly during term times. Master’s students are not advised to take holidays. You must consult with the Programme Director and your Supervisor if an absence is required.

**Study leave**

If you need to carry out research away from College for a period of time as part of your MRes you will need to complete form IC/D and submit this to the Student Office. Forms can be found on the Registry website at: [http://www3.imperial.ac.uk/registry/researchdegrees/studyleave](http://www3.imperial.ac.uk/registry/researchdegrees/studyleave)

**Absence due to illness**

If you are absent from the College due to illness for more than two consecutive days, the following procedure must be followed:

1. Inform the CDT Administrator (or Student Office) that you are absent through illness as soon as possible in person, by telephone on +44 (0)20 7594 5101 or if that is not possible then by email (k.hobson@imperial.ac.uk)

2. If you have been absent for more than five consecutive working days, documentary evidence should be obtained and submitted - e.g. an official doctor’s certificate. The documentation, should be submitted to the CDT Administrator except in the case where confidentiality is essential, in which case it should be submitted to the cohort mentor, Postgraduate Tutor or Director of Courses, and the CDT Administrator should be notified that it has been submitted.

If your illness affects a coursework, practical lab or exam deadline you must fill out a mitigation form – available online at: [http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

Illness can only be taken into account in assessing the significance of poor attendance, work or examination results if the illness has been reported at the time it happened to the student’s doctor, and a medical certificate submitted to the Department.

In all but extreme cases, requests made after an absence will not be considered and the absence may count against the student and lead to disciplinary measures.

**Special or Compassionate Leave**

If it is necessary for a student to be absent from the College for any reason other than illness, permission must be sought from the Department, via an absence request form available on the website: [http://www.imperial.ac.uk/bioengineering/admin/msc/](http://www.imperial.ac.uk/bioengineering/admin/msc/).

This might include a period of absence where a student has suffered a close family bereavement, or to enable a student to participate in a major cultural or sporting event.

This request form must be submitted along with any evidence to the Student Office in advance of the absence, leaving enough time for it to be considered and a decision made on whether the absence is accepted or not.
Requests should normally be submitted in writing using the form. In circumstances where the following criteria are met, approval may be given following a telephone call to the Student Office in the Department +44 (0)20 7594 5122 or +44 (0)20 7594 5176:

- There is a strong precedent for approval to be given, and;
- Absence is necessary at very short notice (e.g. in the case a close family bereavement), and;
- The period of absence will be less than three days.

The procedure for submission of an absence request is as follows:-

1. Inform the Student Office that a leave of absence is being requested as soon as possible in person, by telephone +44 (0)20 7594 5122 or if that is not possible then by email (b.ross@imperial.ac.uk and samantha.kemp@imperial.ac.uk)
2. Any documentary proof of the reasons for absence should be obtained.
3. Complete and submit, as soon as possible, the form and documentary proof requesting leave of absence. The form should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the postgraduate tutor, and the Student Office should be notified that it has been submitted.
4. The request will be considered and the student will be informed as soon as possible whether the request has been accepted or not. Absence taken without acceptance of the request may lead to disciplinary measures.

You must be aware that even if your absence request has been authorised, this is not an excuse to miss any exams or coursework deadlines. You are responsible for catching up on any missed material and meeting any assignment deadlines. If the absence coincides with an exam/test sitting, the request may be denied and/or a mitigation process may need to be initiated.

**Interruption of Studies**

If you experience a personal emergency or other circumstances arise which necessitate a break in your degree programme, you may need to apply for an interruption of studies. This will effectively suspend your registration until you are able to return to College. No fees are payable during such a period and any bursary you receive will be suspended until you return. If you think you need to apply for an interruption, you should contact your Supervisor and the CDT Administrator, who can arrange the paperwork.

**Student Records**

Details relating to unsatisfactory attendance may be placed on a student’s confidential file and made available to Supervisors, the Postgraduate Tutor and the Director of Courses, taken into consideration by and at the discretion of Boards of Examiners, and used as evidence in cases of student appeals and complaints.
30. Mitigating circumstances

During your degree there may be exceptional times when your attendance, performance, ability to complete and submit work, sit exams or tests or otherwise meet your responsibilities as a student are adversely affected by circumstances beyond your control. Examples of these circumstances are serious illness or death of a close relative.

When genuine mitigating circumstances occur, the Department will do its best to help you deal with the situation, and ensure that you are not penalised for something that is not your fault.

The Department must also be careful to ensure that the circumstances are genuine and sufficiently serious enough to be classified as mitigating circumstances. Any fraudulent claims will be dealt with by the College's disciplinary procedures.

The College therefore has a form for students to request that mitigating circumstances are taken into account, which is available from the College website (https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/).

In most cases students will also be required to submit documentary evidence, such as an official doctor's note.

If you think you have mitigating circumstances affecting any of the following:

- Attendance at Exams
- Submission of coursework
- Attendance at progress tests, oral tests or any other kind of test whether assessed or non-assessed.
- Any other responsibility as a student that is assessed, affects the assessment of others or may have any impact on marks or qualification.

Then the following procedure must be followed:

1. Inform the Student Offices soon as possible in person or by telephone on +44 (0)20 7594 5122 followed by a confirmation email to b.ross@imperial.ac.uk. If you cannot contact the Department in person or by telephone, email b.ross@imperial.ac.uk and samantha.kemp@imperial.ac.uk as soon as possible.

2. Obtain the necessary documentary proof – e.g. if you are ill, a doctor's note from a professionally recognised doctor. The College Health Centre is the best place for this.

3. Complete the form requesting consideration of mitigating circumstances and submit it, together with the documentary proof as soon as possible, and definitely within 5 working days of the start of the circumstances. In the case of coursework submission, this must be before the deadline. In the case of exam or test attendance, this must be before the exam.

The form should be submitted to the Student Office except in the case where confidentiality is essential, in which case it should be submitted to the postgraduate tutor, and the Student Office should be notified that it has been submitted.

If the circumstances described in the request form are not considered serious enough to be genuine mitigating circumstances, or the evidence is not sufficient, then the request will be rejected, and the situation will be treated as it would have been had the request not been made.

For example if an exam was missed for a reason that was not considered a genuine mitigating circumstance, then the exam would be counted as a fail.

All cases will be considered by a Departmental Mitigating Circumstances Panel by the end of each term, who will make a provisional ruling. This is subject to approval by the Examinations Board, which meets at the end of the academic year. This provisional ruling will be communicated to the student immediately.
If the mitigating circumstances for a missed exam are accepted by the Mitigating Circumstances Committee, the potential outcomes are as follows:
(a) The candidate may enter the examination in those elements in which he/she was not able to be examined on the next occasion when the examination is held in order to complete the examination, or
(b) Be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed (e.g. report) at a date specified by the Board of Examiners concerned. The special examination shall be in the same format as specified in the Programme Requirements for the element(s) missed.

If the mitigating circumstances for missed coursework are accepted by the Mitigating Circumstances Committee, the potential outcomes are as follows:
1. The coursework be accepted for full credit or;
2. A new piece of coursework must be submitted with a new deadline for full credit or;
3. The Committee will suggest an appropriate alternative assessment.
31. Imperial College London policies and regulations

The documents below are extremely important for all students at Imperial and it is important that you familiarise yourself with them.

<table>
<thead>
<tr>
<th>Policy</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Academic and Examination Regulations</td>
<td><a href="https://www.imperial.ac.uk/about/governance/academic-governance/regulations/">https://www.imperial.ac.uk/about/governance/academic-governance/regulations/</a></td>
</tr>
<tr>
<td>Academic Policy</td>
<td><a href="http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/">http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/</a></td>
</tr>
<tr>
<td>Student Terms and Conditions</td>
<td><a href="http://www.imperial.ac.uk/students/terms-and-conditions/">http://www.imperial.ac.uk/students/terms-and-conditions/</a></td>
</tr>
<tr>
<td>Complaints, Appeal, and Discipline</td>
<td><a href="http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/">http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/</a></td>
</tr>
<tr>
<td>Student Feedback Policy and Guidelines</td>
<td><a href="http://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/</a></td>
</tr>
<tr>
<td>Placement Learning Policy and Good Practice</td>
<td><a href="http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/">http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/</a></td>
</tr>
</tbody>
</table>

Other useful information and support services:

<table>
<thead>
<tr>
<th>Service</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registry</td>
<td><a href="http://www.imperial.ac.uk/admin-services/registry/">http://www.imperial.ac.uk/admin-services/registry/</a></td>
</tr>
<tr>
<td>Careers Service</td>
<td><a href="http://www.imperial.ac.uk/careers">http://www.imperial.ac.uk/careers</a></td>
</tr>
<tr>
<td>Accommodation:</td>
<td><a href="http://www.imperial.ac.uk/study/campus-life/accommodation/">http://www.imperial.ac.uk/study/campus-life/accommodation/</a></td>
</tr>
<tr>
<td>Student Finance</td>
<td><a href="http://www.imperial.ac.uk/fees-and-funding/">http://www.imperial.ac.uk/fees-and-funding/</a></td>
</tr>
<tr>
<td>ICT Service</td>
<td><a href="http://www.imperial.ac.uk/students/online-services">http://www.imperial.ac.uk/students/online-services</a></td>
</tr>
<tr>
<td>Sport Imperial</td>
<td><a href="http://www.imperial.ac.uk/sport/">http://www.imperial.ac.uk/sport/</a></td>
</tr>
<tr>
<td>Student records and data:</td>
<td><a href="http://www.imperial.ac.uk/student-records-and-data">http://www.imperial.ac.uk/student-records-and-data</a></td>
</tr>
<tr>
<td>Alumni services</td>
<td><a href="http://www.imperial.ac.uk/alumni">http://www.imperial.ac.uk/alumni</a></td>
</tr>
<tr>
<td>Further study</td>
<td><a href="http://www.imperial.ac.uk/study/pg/open-days-and-visits/postgraduate-open-day/">http://www.imperial.ac.uk/study/pg/open-days-and-visits/postgraduate-open-day/</a></td>
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