

**Imperial College
London**

**Faculty of Engineering Department
of Bioengineering**

MRes Cancer Technology

Student Handbook

2023-24

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1. Welcome to the College

Welcome to Imperial College London and the Graduate School



Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business. From Fleming's discovery of Penicillin to Gabor's invention of holography, Imperial has been changing the world for well over 100 years. You're now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution. You are now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve. We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to enrich your experience. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College's webpages, alongside local information provided by your Department. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the

appropriate help, whether that's further training in an academic skill like note taking or simply having someone to talk to.

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you're interested in getting involved then there will be opportunities for you to do so.

Our Principles

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

Imperial will provide through its staff:

- A world class education embedded in a research environment
- Advice, guidance and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

Imperial will provide students with:

- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies and procedures
- Details of full programme costs and financial support
- An appropriate and inclusive framework for study, learning and research

Imperial students should:

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

The Imperial College Students' Union will:

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



www.imperial.ac.uk/students/our-principles

Welcome from the Graduate School



Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Students' Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities. Our programme is offered to you through multi-mode delivery so that you can access it wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something completely different, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun.

Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating and diverse environment in which to work, to study and to research. Do make the most of all that the College and your programme has to offer.


The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial. The Graduate School has been set up to support all postgraduate students at the College through:

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

‘Masterclass’ professional skills courses


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


 [Courses for Master's Students | Imperial students | Imperial College London](#)

All courses can be booked online.



Contact us

 Level 3, Sherfield Building, South Kensington Campus

 020 7594 1383

 graduate.school@imperial.ac.uk

 www.imperial.ac.uk/graduate-school

2. Introduction to the Department

Welcome from the Department

...from the Head of Department

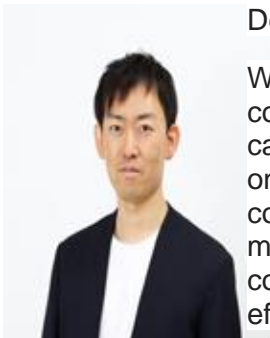


Welcome to the Department of Bioengineering at Imperial College London! I'd like to congratulate you on gaining admission to the masters program at Imperial, where we have world class research supported by excellent facilities to support your studies. In particular bioengineering is an exciting field at the intersection of engineering, medicine, and the life sciences. We, in the Department of Bioengineering have a wide variety of research themes with programs that focus on making sure people are fit and healthy, designing therapeutic solutions and addressing wider environmental challenges that impact on our daily life. As society emerges from the shadow of a global pandemic, bioengineering is well-positioned to not only address the problems that currently exist, but also ensure that we are prepared for future. Leading researchers and alumni from our department have already played their part in combating the pandemic through influencing policy, practice, and technology for patient benefit and we are truly proud of their achievements. Through your own studies you will be exploring the cutting edge of future developments with the potential to have wide reaching and perpetual impact on the human race.

So, although the Department of Bioengineering has a history that goes back to the 1960s, we are very focused on the future of this growing and exciting field of engineering. I hope that you will be inspired by the enthusiasm within the Department and create long lasting relationships, both as colleagues and friends, that will persist long after you have left Imperial. On behalf of the Department, I wish you all the best during your studies here.

Professor Rylie Green
Head of Department
October 2023

...from the Director of MRes Cancer Technology



Dear New Students,

We are thrilled to welcome you to our dynamic and multi-disciplinary research community of cancer technology. Your journey into the fascinating realm of cancer technology begins here, and we couldn't be more excited to have you on board. Cancer research is not just a field of science; it's a profound commitment to understanding, combating, and ultimately defeating one of the most challenging diseases known to humanity. Together, we will explore the complexities of cancer, seek innovative solutions, and contribute to the global effort to improve the lives of those affected by this disease.

As you embark on this path, remember that you are not alone. You are joining a passionate group of individuals who share your curiosity, determination, and the common goal of making a difference. Embrace the challenges, embrace the discoveries, and most importantly, embrace the hope that your work will impact countless lives for the better. Throughout your journey, you'll find incredible mentors, fellow researchers, and a supportive community ready to guide and inspire you. So, ask questions, collaborate, and never hesitate to reach out for assistance or to share your ideas. Your presence here signifies the beginning of a remarkable adventure. Welcome, new students, to the world of cancer technology research. Together, let's take bold strides towards a future free from the burden of cancer.

With warm regards,

Dr Jun Ishihara
Director of MRes Cancer Technology
October 2023

...from the Academic Lead at the Institute of Cancer Research



I should like to add my welcome to the MRes in Cancer Technology. Components of this course are being provided by the Institute of Cancer Research (ICR), and I am your main point of contact there.

You will have the opportunity to choose a project that is ICR based if you wish, and I would encourage you to give this serious consideration as it would immerse you in the cancer research environment. You will, in any case, have the opportunity to attend lectures from some ICR specialists, both as a part of your course, and also in other seminars. This exciting collaboration will provide you with insights into cancer research, and the

benefits of combining different disciplines for diagnostic and therapeutic benefit, thus opening your eyes to the exciting possibilities that exist.

Professor Gail ter Haar
The Institute of Cancer Research
October 2023

...from the Director of Postgraduate Studies



A warm welcome to the Department of Bioengineering at Imperial College London. Congratulations on your achievements that have brought you to a leading department for bioengineering in the UK. As Director of Postgraduate Studies (Research), I work with the Student Office Team, the Postgraduate Tutor, the Deputy Directors of Postgraduate Studies, your supervisor, and your mentor to optimise your experience as a research student in the Department. Together, we strive to support you in achieving success in your studies, and to ensure that your welfare is taken care of.

Your studies will be challenging and will require you to take responsibility for your own learning and welfare, but there are plenty of people and resources to help you with this, so don't be afraid to utilise them.

The Department of Bioengineering is young, dynamic, and extremely interdisciplinary, and we hosts world-class, cutting edge research. I am confident that you will find it to be a lively and inspiring place. I urge you to take advantage of the many opportunities to engage with colleagues who have different perspectives, backgrounds, and research interests, such as our through our seminar series, networking events, celebrations, or through simply talking to colleagues in the corridor or coffee shop. I encourage you to make the most of all the Imperial has to offer, not just academically within your research groups and in the labs and lecture theatres, but also through the clubs, societies, and teams at College.

As a postgraduate research student, you will be actively encouraged, empowered, and challenged to develop your own unique outlook, as you become an expert in your chosen field. Your research work will be challenging, and is likely the largest venture you have ever taken so far, but it will likely be incredible interesting, fascinating, and impactful, and at the end, it will likely be a memorable experience for you. I hope you can take ownership of your project, and be active in taking initiatives to work towards your goals, and I hope you will enjoy the journey from start to finish. All the best with your studies..!"

Dr Choon Hwai Yap
Director of Postgraduate Studies (Research)
October 2023

...from the MRes Cancer Technology Student Representative



Welcome to the latest cohort of the Cancer Technology MRes programme here at Imperial College London!

Congratulations on all your achievements so far that have led you to become a member of a world-leading department for bioengineering. You join a community of innovative, dedicated, and supportive researchers working together to solve some of the biggest issues in the world of cancer research.

Imperial has a wealth of facilities, resources, and expertise available providing you with everything you need for your path to success. The course is a unique blend of bioengineering and cancer research and is very flexible based on what topics you're interested in pursuing.

The research groups meet regularly to discuss ongoing projects and offer advice on solving problems and can inspire some great ideas for your own work too. They are a great way to learn how projects are carried out from start to finish and how other exceptional students manage their work.

Your research will be tough, and you might encounter a lot of challenges along the way, but this is the best place to learn how to apply yourself to overcome them. And don't forget, there will always be someone available to help! The Postgraduate Admin staff are a friendly and supportive team and a great point of contact if you're ever unsure about anything.

My main advice would be to immerse yourself in this vibrant community. Take the opportunity to connect with as many staff and fellow students as possible. These connections might lay the seeds for your next big idea, and forge friendships that last a lifetime.

I wish you all the best on this exciting and rewarding adventure!

All the best,

Osian Jones
Course Representative
MRes Cancer Technology

Key MRes Cancer Technology Student Contacts



Dr Jun Ishihara

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Director of MRes Cancer Technology



Dr Choon Hwai Yap

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Director of Postgraduate Studies



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Senior Tutor for Postgraduate Research



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GTA Coordinator



Mr Ken Keating

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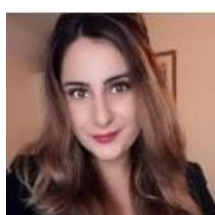
Departmental Safety Officer



Ms Edit Toth

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Systems Developer



Ana-Maria Safta

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Finance Assistant



Mr Robert Ferguson

robert.ferguson@imperial.ac.uk

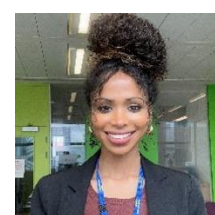
Industrial Liaison Manager



Ms Sandra Roscoe

s.roscoe@imperial.ac.uk

Student Wellbeing Advisor



Geethma Aponsu

g.aponsu@imperial.ac.uk

Student Wellbeing Advisor

For further information, see full list of [Academic Staff and Research Fellows](#) and [Professional Services Staff. Roles and Responsibilities Guidance](#)

Term Dates 2023-24

Term dates

Autumn term: 30 September 2023 – 15 December 2023

Spring term: 06 January 2024 – 22 March 2024

Summer term: 27 April 2024 - 28 June 2024

Closure dates

Christmas/New year: 25 December 2023 – 1 January 2024

College re-opens 3 April 2024

Easter Holiday: 27 March 2024 – 2 April 2024

College re-opens 3 April 2024

Early May Bank Holiday: 6 May 2024

Spring Bank Holiday: 27 May 2024

Summer Bank Holiday: 26 August 2024

Key events

Great Exhibition Road Festival: 15 – 16 June 2024

3. Accreditation



Academic accreditation of an engineering degree programme means that the programme has met the high standards set by the engineering profession and is re-tested every 5 years. Standards for accreditation of engineering programmes in the UK are set by the Engineering Council, which is the regulatory body for the profession, in consultation with the discipline specific Professional Engineering Institutions (PEI).

Benefits of Accreditation

Accreditation means that you can be sure that your degree programme provides a solid underpinning in the subject and meets the current and future needs of employers. It will be current, relevant and well-regarded within the discipline. Graduating with an accredited degree provides you with a competitive advantage in the jobs market and offers you international job mobility.

Further information

You can find out more about the Professional Engineering Institutions (PEI) below.

Institution of Mechanical Engineers (IMechE): <http://www.imeche.org/>

Institution of Engineering and Technology (IET): <https://www.theiet.org/>

Institution of Materials, Minerals and Mining (IOM3): <https://www.iom3.org/>

Institution of Engineering Designers (IED): <https://www.institution-engineering-designers.org.uk/>

You can find out more about the Engineering Council at: <http://www.engc.org.uk/>

4. Programme Overview

The MRes is a full-time course over an entire calendar year. Students are expected to be in attendance for the whole year, apart from College closure dates.

The MRes programme involves lectures and practical work, 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 you to analyse and solve problems in cancer, using an integrated, multidisciplinary approach.

You will begin the programme with compulsory core modules and practical work in the first term. For the remainder of the course you will be engaged in your research project with some additional modules, workshops, seminars and symposia throughout the year. Research projects will be released to you in October to choose from. You will be given time to discuss suitability and interests with potential supervisors before selection is made based on a rank-ordered system. You will be expected to spend some time in the research groups of all main supervisors over the course of the project. Projects officially begin in January.

Further information about the programme, including the programme specification can be accessed at <http://www.imperial.ac.uk/bioengineering/admin/research/mres/>.

Details of taught modules and assessed components of the research element are shown in the table below.

Module		Credits	% Weighting (overall programme)	% Weighting (within Research project)
Bioengineering Approaches to Cancer		5	5.90%	
Statistical and Computational Methods for Research		5	5.90%	
Frontiers in Cancer Technology Research		5	5.90%	
Topics in Cancer Engineering		5	0	
Planning for Research		10	11.80%	
Cancer Technology Research Project	Poster presentation	60	70.50%	15%
	Thesis			70%
	Oral presentation			15%

In addition to the above, you are required to take the compulsory online course in plagiarism awareness and at least two professional skills courses run by the Graduate School:

- [Graduate School | Imperial students | Imperial College London](#)
- [Plagiarism awareness | Imperial students | Imperial College London](#)

5. Assessments

Within your programme of study you will have different types of assessment which may include, coursework, examinations, timed remote assessment, presentations, labs or other forms of practical assessment.

The College has policies and procedures to support the setting, sitting, marking and moderation of all assessment. These can be found within the Regulations and College Policies at:



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



www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

Submission

Assessment Submission

Each component of the programme is assessed through a variety of measures, summarised below. Full assignment descriptions are available on Blackboard, through which all assessment materials must be submitted (unless stated otherwise).

NB: Should formatting problems occur after submission, email a PDF of your assignment with the intended format to bg-pgr@imperial.ac.uk before its deadline.

Students should take note of the assessment deadlines as detailed on Blackboard. The Student Office will email any changes to these deadlines in good time. Penalties apply for late submissions of assessments.

Late Submission Policy

You are responsible for ensuring that you submit your coursework assessments in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (a cap at the pass mark, or it is classed as a fail). Further guidance on Late Submission of Assessments can be found on the Academic Governance website:



www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/markings-and-moderation/Late-submission-Policy.pdf

If you submit late due to [mitigating circumstances](#), you may be able to make a claim that means that the cap on your mark is lifted.

Assessment Format

For assessments that take place in the autumn term, or at the start of the spring term of the 2023-24 academic year, where there was to be an in-person on-campus written examination, these will be assessed by timed remote assessments, irrespective of whether there are restrictions in place or not. We may continue to deliver examinations by timed remote assessments where these are deemed the most appropriate method of assessment.

Module Assessments

Bioengineering Approaches to Cancer

Assessed through an exam (70%) and an in-class student-led seminar presentation (30%).

Computational & Statistical Methods for Research

Assessed through an in-class quiz on statistical methods & theory (35%), an in-class progress test on computer programming skills (15%) and a lab report on combining statistics and python in Jupyter (50% weighting).

Frontiers in Cancer Technology Research

Assessed through the Journal Club presentation (50%) and a written report reflecting on one research seminar attended that relates to your research project (50%).

Topics in Cancer Engineering

Assessed through a written report summarising two elective modules.

Elective Module Selection

Details of the elective module selection process will be shared with you when the degree programme commences. Not all combinations of elective modules may be possible due to timetabling constraints. If you have any difficulties or questions, please email bg-pgr@imperial.ac.uk.

NB: As noted above, the usual assessment for elective modules will be via a brief written report and not the examination or any other methods described in the module descriptors. The report on elective modules is pass/fail only and does not contribute to the degree score. There may be exceptions when selected electives require every student to be part of the class or groups and thus relevant coursework must be completed.

Research Project

Assessed through the written planning report, the poster presentation, the thesis and the final oral examination.

Assessments timeline – MRes Cancer Technology 2023-24

Term	Date	Feedback by	Code	Module	Assignment
1	During Welcome Week and by end of term 1 latest	Instant	n/a	n/a	Online course: Plagiarism awareness (not assessed)
1	30 October 2023	Within 2 weeks	BIOE70037	Computational & Statistical Methods for Research	Coursework 1: Statistical methods & theory (Multiple choice quiz)
1	24 November 2023	Within 2 weeks	BIOE70037	Computational & Statistical Methods for Research	Coursework 2: Programming basics (Practical assessment of programming skills)
1	15 December 2023	Within 2 weeks	BIOE70037	Computational & Statistical Methods for Research	Coursework 3: Jupyter Notebook Report (Lab report combining statistics & python in Jupyter)
1	Various	Week after session	BIOE70050	Frontiers in Cancer Technology Research	Oral presentation: Journal Club
2	5-Feb-24	by 19 Feb 2024	BIOE70040	Planning for Research	Coursework: Planning Report
2	22-Mar-24	by 11 April 2024	BIOE70051	Topics in Cancer Engineering (Electives)	Coursework: reports on elective modules taken for credit
3	22-April-24	by 10 May 2024	BIOE70050	Frontiers in Cancer Technology Research	Coursework: Research Seminar report
3	22-Jun-24	At presentation	BIOE70052	Research project	Poster submission
3	28-Jun-24	by 14 Jul 2024	BIOE70052	Research project	Poster presentation
3	3-Sep-24	by November 2024 (after Exam Board)	BIOE70052	Research project	MRes THESIS SUBMISSION
3	by 14 September 2024	by November 2024 (after Exam Board)	BIOE70052	Research project	Oral examination

Progression and Classification

Conditions to pass the MRes programme:

Award of a Postgraduate Certificate (PG Cert)

To qualify for the award of a postgraduate certificate a student must have a minimum of 30 credits at Level 7 obtained from the taught compulsory modules and the core module, 'Planning for Research', i.e. excluding the Cancer Technology Research Project.

Award of a Postgraduate Degree (including MRes)

To qualify for the award of a postgraduate degree a student must have:

1. accumulated credit to the value of no fewer than 90 credits at level 7
2. and no more than 10 credits as a Compensated Pass;

3. met any specific requirements for an award as outlined in the approved programme specification for that award.

Classification of Postgraduate Taught Awards

1. Distinction: The student has achieved an overall weighted average of 70.00% or above across the programme.
2. Merit: The student has achieved an overall weighted average of above 60.00% but less than 70.00%.
3. Pass: The student has achieved an overall weighted average of 50.00% but less than 60.00%.
 - a. For a Masters, students must normally achieve a distinction (70.00%) mark in the Cancer Technology Research project in order to be awarded a distinction
 - b. For a Masters, students must normally achieve a minimum of a merit (60.00%) mark in the Cancer Technology Research project in order to be awarded a merit

To qualify for the award of MRes, students must complete all the course requirements, including participation in mandatory extracurricular events, and must achieve an overall pass mark in the combined examinations.

Find out more about the UK grading system at:



<https://www.imperial.ac.uk/students/successguide/ug/assessments-and-feedback/improving-through-feedback/understanding-grades/>.

Prizes and Awards in the Bioengineering Department

There are many prizes and awards received each year by students in the Department of Bioengineering. These can be specifically for undergraduates, postgraduates, or for any students in the Department.

MRes Cancer Technology Prize for the Best Academic Performance

Annual award for the best academic performance in the MRes Cancer Technology Programme.

Unsatisfactory Progress

Unfortunately, sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. The full details of this process, and the appeals procedure relating to it can be found at:



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

6. Learning Supplements and Campus Facilities

Location

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

Your main location(s) of study will be:



South Kensington Campus
Exhibition Road, South Kensington, London SW7 2BX



White City Campus
80 Wood Lane, London W12 7TA

Learning Support Resources

Imperial Mobile app

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

 www.imperial.ac.uk/imperialmobile

Welcome to the Imperial Application

Welcome to the Imperial Application

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term.

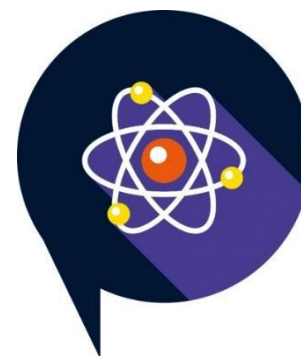
You can download the App from the Apple or Google App Stores.



Imperial Success Guide

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

 www.imperial.ac.uk/success-guide



Computer Access and College Network


Computer access is available in RSM G.08 and RSM 3.06 which can be used if you have permission to be on site.

Instructions for accessing the College's wireless networks can be found at:

 <https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/wifi-and-networks/>.

Rules for using the College network

The content and level of network traffic is monitored continuously.

 The College has strict rules regarding downloading illegal, inflammatory, pornographic or obscene material onto computers connected to the campus network. Infringement of these rules can have serious repercussions, including expulsion or legal proceedings being brought against the offender. Be sure to read the College's Information Systems Security Policies at <http://www.imperial.ac.uk/adminservices/ict/self-service/be-secure/information-systems-security-policies/>.

View the Conditions of Use of IT Facilities:

 [Conditions of Use of IT Resources | Administration and support services | Imperial College London](#)

Virtual Learning Environment (VLE): Blackboard

The Department makes use of the 'Blackboard' virtual learning environment - a web-based system hosted by ICT. All MRes work must be submitted through Blackboard to allow for plagiarism detection:

 <https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/>.

Further information about your MRes, like deadlines and assignment descriptions, are also available on Blackboard.

Login at <https://bb.imperial.ac.uk/>.

If you have any problems accessing Blackboard, try troubleshooting:

- Check if your computer allows Java pop ups.
- Try using another browser, e.g. Firefox if you had been using Internet Explorer.

Report any technical problems to ICT so that they can keep a record and help you swiftly. You can contact ICT from at 49000 (internal) or 0207 59 49000 (external). Alternatively, you can raise an issue via the ASK ICT service:

 <https://imperial.service-now.com/ict/>.

NB: If the formatting of your submission changes after you upload it to Blackboard, you must email a PDF with the intended format to bg-pgr@imperial.ac.uk before the assignment deadline.

Panopto

Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. Most of the lectures that take place in the department lecture theatres 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, please speak 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:

 <https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/panopto/>

Before using Panopto, please ensure you have read the College's guidelines on audio and video lecture recording:

 <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/ict/public/Audio-and-video-lecture-recording-guidelines.pdf>

Microsoft Teams

For the delivery of remote teaching we will be using Microsoft Teams. Many lectures will be taught through video calls and course content will be available on Blackboard as usual.

Recording of educational activities plays an important part in enhancing the quality of the student experience, and the University sees it increasingly as part of mainstream academic work.

Consent to digital recording for scheduled lecture sessions is assumed and there will be an automatic reminder appearing at the beginning of a recording that the recording is about to commence. This will give you the opportunity to turn your camera off or leave the session if appropriate. Recording by students and others is not permitted except with prior permission. Recordings by the Department may be used for any purpose supporting the University's educational objectives. This may include making recordings available internally in any media or platform. Details can be found [here](#).

Although the chat feature will be available, we recommend you use the 'hands up' feature for any queries that can't wait until after the session, you will then be able to ask your question verbally when prompted. Questions posted in the chat may not be seen until after the session has ended.

It is important that the sound quality is at its optimal so while in attendance please remember to mute your microphone if you are not speaking.

In order to replicate an in-person lecture we would also recommend you turn your camera on, this is not only helpful to your lecturers but is also good etiquette for such interactions. Expectations on screen are as they would be on campus – please consider how you present yourself on screen and what is displayed to others when your camera is on.

Your lectures and study group sessions will be available in your Teams calendar, your Outlook calendar and viewable in the My Imperial app. Attendance reports are generated for each session and will be checked by the team.

Campus Facilities


Café and refreshments

The nearest café to the Department is located on Level 3 of the Royal School of Mines. The College Café, located off Dalby Court, is also nearby. You can find out more about our catering facilities here:

 <https://www.imperial.ac.uk/food-and-drink/catering-outlets/>

Printing

In the Royal School of Mines, the Department has ID swipe-accessible photocopiers in the utility areas of Levels 3 and 4 as well as in room 3.06. These can also be used as printers and scanners via the ICT print service. Visit for the information on using this service.

 <https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printingphotocopying-and-scanning/>

An additional colour (ICT) copier/printer is available in RSM 3.38. An additional colour (ICT) copier/printer is available in RSM 3.38. There are printers on Bessemer level 3 breakout and on Bessemer level 1 opposite to B107. In the Uren Building there is printer on each floor at the south breakout area.

If you have problems with these machines or your ID card, please contact ICT. *Do not try to correct problems yourself.* All students will receive an initial print credit on their account. Please try to use Departmental printers for your printing where possible, as opposed to those in other areas of the College.


Library Services

The Abdus Salam Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don't forget to check out the Library's range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries.

You can contact the Bioengineering librarian for referencing advice and reference management software, plagiarism workshops, finding books, using e-journals and more

Bioengineering Librarian:

 Eleni Zazani

 +44 (0)20 7594 8880

 e.zazani@imperial.ac.uk


Services may be slightly reduced but you can keep up to date with the latest developments on our website and social media

 @imperiallibrary.

 www.as-library@imperial.ac.ukimperial.ac.uk

Information and Communications Technologies

If you're having problems with technology (including computers, laptops and mobile devices), you can get help from the Information and Communication Technologies (ICT) group Service Desk:

 020 7594 9000

 www.imperial.ac.uk/ict/service-desk.

Any problems or queries relating to computing, including requests for new software, should be addressed to ICT (service.desk@imperial.ac.uk) or 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 from bringing in external programs.

Once 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.

Shuttle bus

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

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

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

 www.accessable.co.uk/organisations/imperial-college-london

Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking by staff, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

 www.imperial.ac.uk/smoke-free

Changes due to Coronavirus (COVID-19)

The College will keep you informed about any further changes that may affect you due to the impact of coronavirus (COVID-19). The COVID-19 FAQs on the website are a repository of helpful information and the latest guidance can be found at:

 [COVID-19: Student Support | Imperial students | Imperial College London](#)

8. Graduate Opportunities

Career Development Opportunities

Get involved in Outreach

The Department of Bioengineering hosts and participates in many outreach and public engagements events. For more information and to get involved, visit:

 [Schools Outreach | Be inspired | Imperial College London](#)

Contact Jayne Shaw, the Department's Admissions and Outreach Manager

 jayne.shaw@imperial.ac.uk.

- Find out more about Outreach Postgraduate Ambassadors (OPA) at:

 <https://www.imperial.ac.uk/be-inspired/volunteering/outreach-student-ambassadors/>

Departmental Careers Adviser

Students in the Department can seek advice and help with career planning from Robert Ferguson, the Industrial Liaison Manager. Working with a range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally, Robert can help you with your Bioengineering-related career plans 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
- Advice about job, internship or year-in-industry searching
- Help with applications and interviews

Information about Bioengineering careers is at <http://www.imperial.ac.uk/bioengineering/study/career/>.

Alternatively, if you have any questions or would like to arrange a meeting, contact Robert directly: robert.ferguson@imperial.ac.uk.

Imperial College Careers Service

In addition to help from within the Department, you also have access to a careers consultant and placement and internship adviser at the College's Careers Service, located on Level 5 of Sherfield. Visit the Career Service's website to book a careers appointment and find resources and advice for successful career planning: www.imperial.ac.uk/careers.

See the College's Placement and Learning Policy at:

 <http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/>.

Vitae UK

Vitae (<http://www.vitae.ac.uk>) is a national organisation championing the personal, professional and career development of postgraduate researchers and research staff in higher education institutions and research institutes. They provide resources, advice, information and fora for individual postgraduate researchers who are interested in their professional development and careers.

Alumni Services

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

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

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

 www.imperial.ac.uk/alumni

Opportunities for Further Study

After you have completed the MRes, you may choose to undertake a doctoral degree in Bioengineering.

 <http://www.imperial.ac.uk/bioengineering/study/postgraduate-research/doctoral/>

To find out more about what graduates have gone on to do, visit

 <http://www.imperial.ac.uk/bioengineering/study/career/>.


9. Assessment Policies

Instruction to Candidates for Examinations

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

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

Instructions for exam candidates can be found here:


 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf

Academic Integrity and Academic Misconduct


As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This

means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism.

Academic misconduct is the attempt to gain an academic advantage, whether intentionally or unintentionally, in any piece of assessment submitted to the College. This includes plagiarism, self-plagiarism, collusion, exam offences or dishonest practice. Full details of the policy can be found at:

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

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College's Misconduct Policy and Procedures.

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

Types of Academic Misconduct

Exam offences

Exam offences fall into two categories. These are offences that may be disruptive in the exam venue or are considered an attempt to cheat. This can include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you. It would also include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

Plagiarism

Plagiarism is the presentation of another person's thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse. Plagiarism may be intentional, by deliberately trying to use another person's work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

Plagiarism must be avoided, with particular care on coursework, essays, reports and projects written in your own time but also in open and closed book written examinations. You can support your understanding of proper referencing and citation by using the resources available from the College such as the Library learning support webpages at:

 www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/

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

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/>

TurnitinUK is an online text matching service which assists staff in detecting possible plagiarism. The system enables institutions and staff to compare students' work with a vast database of electronic sources. Your programme team will explain how it is used in your programme

 www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/

Collusion

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

You should note that whilst the College encourages students to support each other in their studies you should be careful to ensure that you do not exceed any assessment brief with regards to individual work, acknowledge the contributions of others in your work, and do not leave yourself open to allegations that you have supplied answers to enable another student to commit academic misconduct.

Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating (buying work from an essay mill or other individual to submit as your own), attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.

For further information, please refer to the [Academic Misconduct Policy and Procedures](#) section or visit the Colleges Plagiarism, Academic Integrity & Exam Offences site:

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

10. College Policies and Procedures

Regulations for Students

All registered students of the College are subject to the College Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

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

 www.imperial.ac.uk/students/terms-and-conditions

English Language Requirement

If you are not a native English speaker you must meet the College's English language requirements.

See the Admissions website for details:

 www.imperial.ac.uk/study/pg/apply/requirements/english

For information on English language support available while you're here, see seek the [International Student](#) section.

Attendance, Absence and Working During Studies

Attendance

The MRes is a full-time course over an entire calendar year. Students are expected to be in attendance for the whole year, apart from College closure dates.

You must maintain regular attendance and make acceptable academic progress. While you are responsible for your own learning, there is an expectation that you will take full advantage of the learning opportunities provided, attending all timetabled sessions of the degree programme.

Absence and Sick Leave

You must inform your Senior Postgraduate Tutor if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you are ill and miss an assessment deadline (this could be an examination, presentation or a coursework submission) you will need to make a claim for mitigating circumstances within 10 working days of the deadline. Please see the section on [Mitigating Circumstances](#).

Should you choose to absent yourself from the degree programme without authorisation you should be aware that you are missing valuable teaching experience which you will need to prepare fully for future examinations. This might mean that you find yourself in a situation where you are in danger of being required to withdraw from the degree programme because of examination failure.

The Student Office keeps students' attendance under constant review and warn them if they feel it is inadequate. The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office. Problems of non-attendance will be reported to the Director of Courses and Senior Tutor who will inform Personal Tutors and together will make recommendations on any remedial action that might be appropriate.

In the event of there being insufficient improvement following a warning, the Director of Courses or the Senior 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.

Mitigating Circumstances

During your studies you may be affected by sudden or unforeseen circumstances. You should always contact your personal tutor for advice and support. If this happens at the time of, or immediately preceding your assessments you may be able to make a claim for mitigating circumstances. If successful this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded, only to take your claim into account making decisions.

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Details of the College's Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

Through the procedure you may also be able to request an extension deadline to some forms of assessment. Wherever possible it is expected that this is used as it will enable to you complete your studies within the same College year (rather than over the summer holiday or in the next year).

Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with Additional Examination Arrangements. More details can be found at:

 [Adjustments and support | Administration and support services | Imperial College London](#)

Working While Studying

If you are studying full time, the College recommends that you do not work part-time during term time. If this is unavoidable we advise you to work no more than 10–15 hours per week, which should be principally at weekends and not within normal College working hours.

Working more than these hours could impact adversely on your studies or health.

If you are here on a Tier 4/Student Route visa you cannot work more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your supervisor or Personal/Senior Personal Postgraduate Tutor. If you are on a Tier 4/Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

The College's examination boards will not normally consider as mitigating circumstances any negative impact that part-time work during term-time may have had on your performance in examinations or in other assessed work. Examinations or vivas cannot be rescheduled to accommodate your part-time working arrangements.


Mutual Expectations

The Mutual Expectations document provides a list of minimum expectations that the Student Programme Partner and the Graduate School Programme Lead can expect from each other. It is designed to facilitate conversations to establish an effective partnership; it is recommended that the document is discussed at the first meeting.

The Mutual Expectations document is available here:

 www.imperial.ac.uk/media/imperial-college/study/graduate-school/public/students-as-partners/SPP-Mutual-Expectations.pdf

Further information about Mutual Expectations and Students as Partners can be found here:

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/students-as-partners/expectations--responsibilities-/mutual-expectations/>

 <https://www.imperial.ac.uk/students/academic-support/graduate-school/students-as-partners/>

Academic Feedback Policy

Academic Feedback

We are committed in providing you with timely and appropriate feedback on your academic progress and achievement, enabling you to reflect on your academic progress. During your study you will receive different methods of feedback according to assessment type, discipline, level of study and your individual need. Further guidance on the Policy of Academic Feedback can be found on the Academic Governance website:

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/academic-feedback/Academic-feedback-policy-for-taught-programmes.pdf

Please note that your examination scripts once completed belong to the College under the GDPR legislation. Please see the College GDPR webpages for further information at:

 www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2---exam-records/


Provisional Marks Guidance

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

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marketing-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf

Academic Appeals Procedure

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. In the event that you believe that you have grounds to appeal these decisions, we have laid out clear and consistent procedures through which appeals can be investigated and considered:

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

Arithmetic Marks Check


If you consider that there may have been an error in the adding up of your marks, you may request an arithmetic mark check. Please note that this must be requested within 10 working days of the official notification of your results from the Results team in Registry. You may not request a marks check for a previous year of study.

Student Complaints

The College strives to ensure that all students are well supported in their studies and receive a good experience of their programme and the wider College activities. If you feel that your experience has not lived up to these expectations the College has an agreed Students Complaints process through which your concern can be investigated and considered.

If you have any concerns about your experience at the College and have been unable to address these informally, you should contact Student Complaints who can provide advice about what is the appropriate way to seek to resolve this at:

 student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

 www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/

11. Research Information

Good Research Conduct

The College has adopted the Council for Science and Technology's Universal Ethical Code for Scientists and expects all research to be conducted with integrity:

<https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/>.

The research conduct policy aims to satisfy the requirements for managing complaints of research fraud or misconduct: <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/misconduct/>.

Ethics

According to the Imperial College Ethics Code, to which all members of the College are committed, any research work must comply with key principles. 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

The full code can be found at <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ethics/> and <https://www.imperial.ac.uk/research-ethics-committee/application/>

Before a project with ethical implications can start, it must go through an Ethics approval process, overseen by the Imperial College Research Ethics Committee (ICREC). This committee reviews research projects that directly or indirectly involve human participants or volunteers, including those with questionnaires or that use observational or survey data.

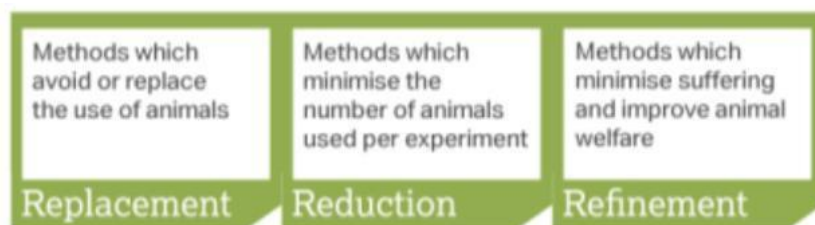
Students whose projects need ethics approval must work with their supervisor on the request. Full information can be found at [Application process | Research and Innovation | Imperial College London](#)

Animal Research

Understanding the basic biology of infections, injuries and chronic diseases is an essential step in finding new treatments and cures. From cancer to malaria and war wounds to heart disease, research using animals forms an important element of Imperial's work.

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.

Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College's care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.



Research within The Department of Bioengineering closely follows the 3R principles of Replacement, Reduction and Refinement. Where alternatives can be sought for research and modelling it is essential that these are pursued for use. That said it is understood that in vivo work, including those with animals, remains a vital component of medical research and cannot yet be completely replaced.

With only few exceptions work with animals in the college must be conducted within the college's specialist facilities. Here dedicated staff are on hand to assist in all aspects of the work, from obtaining home office licences to providing space and equipment for work. It is here that they also monitor and ensure compliance against best practice and legal responsibilities.

For more information please see:

 <https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research/regulation/>

Intellectual Property Rights Policy

For further guidance on the College's Intellectual Property Rights Policy is available on the College website:

 [Intellectual Property policy \(Public access\) | Research and Innovation | Imperial College London](#)

Further information about the Imperial Enterprise Lab can be found at:

 [Enterprising students | Imperial students | Imperial College London](#)

 [Experts-in-Residence - Imperial Enterprise Lab](#)

Copyright

Copyright is an automatic right given to creators that allows them to control who copies, adapts, translates and makes public their work. For guidance, visit <http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/>.

General Data Protection Regulation (GDPR)

All staff and students who work with personal data are responsible for complying with GDPR. The College will provide support and guidance, but you do have a personal responsibility to comply.

In line with the above please see the College's privacy notice for students which form part of the terms and conditions of registration with the College.

 <https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/privacy-notice/>

12. Health & Safety

Keeping you safe is a top priority for us. Though Covid restrictions are not enforced at present, we would like to remind you to stay at home if you are ill so as not inadvertently spread it, to cover your coughs and sneezes, and to respect others' personal space.



The Safety websites to note:

College Covid: <https://www.imperial.ac.uk/about/covid-19/>

Departmental: <https://www.imperial.ac.uk/bioengineering/admin/info/safety/>

College: <https://www.imperial.ac.uk/safety/>

The College's Health and Safety Statement can be found at:



www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Departmental Safety Manager



Ken Keating



B211, 2nd Floor, Bessemer Building, South Ken. Campus



+44 (0)20 7590 250 478



k.keating@imperial.ac.uk

Departmental Technical and Professional support staff:

<https://www.imperial.ac.uk/bioengineering/people/professional-services-technical-and-operations-staff/>

Safety Induction

Laboratories and workshops

You are required to undertake a safety induction as soon as possible upon joining the Department. Your initial Day One Safety Induction will be a combination of online and in person. That will walk you through the basic safety considerations of on-campus work.

Day One Safety Induction

After completing this online form, you will receive an email to confirm its completion that can then be used to obtain your college ID card.

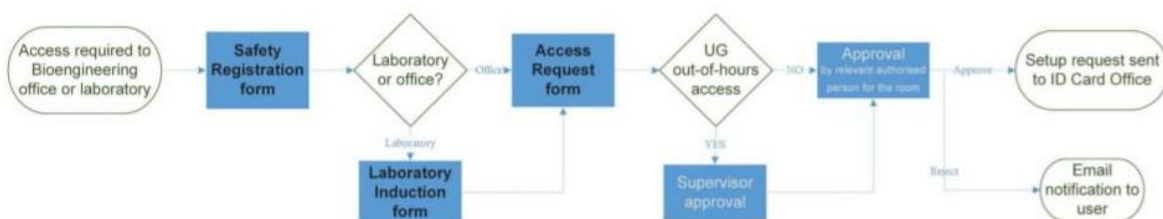
Once a date has been agreed with your supervisor for you to begin on-campus work, a member of your research group will go over the main points of the Day One Safety Induction again with you in the building, so that you are familiar with the building-specific points.

Procedure for new starters who require use of laboratories – October 2023

1. Complete the [online Day 1 Safety Induction](#) to enable the new ID card to become active. (This includes short induction video on [Health and Safety for new postgraduates](#))
2. Discuss expectations and needs for lab and any essential office use with supervisor, focusing on any specific health and safety matters including any [pre-existing medical condition to note](#),

significant allergies and any requirements for a [Personal Emergency Evacuation Plan](#). Then complete the Department's [Safety Registration form](#).

3. Supervisor to then submit request for [Bioengineering Access](#).
4. After access request is granted, new starter should:
 - a) Arrange a date and time to meet the group member who will oversee the in-person lab induction.
 - b) Book that date and time for the lab induction visit into [OfficeSpace](#), choosing a bench position in the bookable lab for this time.
5. Arrange first day on site appointment with the [technical team](#) by emailing them: bioengtech@imperial.ac.uk
6. All new starters should:
 - c) Be familiar with college and departmental safety policies, including sickness absence procedures
 - d) Arrange a date and time to meet the group member who will oversee the in-person lab induction. This will guide you in the specific hazards of your work environment.
7. On date of induction, new starter to meet the group member as agreed and for the day 1 on site induction.
 - a) PhD and MRes students can collect their ID cards from the Student Office
 - b) Staff (inc. postdocs) need to get ID cards from the Sheffield Building ID card office
8. Group member to give a general building tour and introduction to the new starter (use [Day 1 Safety form information as guide](#))
9. Some may choose to wear face coverings when indoors. Masks, face shields and hand sanitiser is available around the building should you require
10. Group member to give in person Lab Induction(s) to the new starter, describing the local rules of lab work and of COVID-19 related considerations. Noting that any work within hazardous areas (labs/workshops etc.) must not be undertaken until all risk assessments and standard operating procedures, including risk mitigation, emergency and waste procedures, are read and acknowledged by the new starter.
11. **Card access requests** for high hazardous restricted areas, including labs and workshops, are to be done online as usual after the room-specific inductions are done. The new starter must be aware of the need of further training for specific work and equipment. The link for these is given below: <https://www.imperial.ac.uk/bioengineering/admin/info/swipe/>
12. Working out of standard hours (as listed on the website) will require an out-of-hours and or lone working request to be approved prior to work commencing.



The Department is available to MRes students from Monday through Friday between 08:00 and 18:30.

Accidents and Near Misses

All accidents, dangerous occurrences or near misses must be reported via a [SALUS report](#). The Department fosters a strict no-blame culture and feels that reporting all occurrences will ensure the safety of every researcher, staff member and student.

To report concerns or to ask for advice you should contact your supervisor, one of the technical team or the Departmental Safety Manager (Ken Keating, k.keating@imperial.ac.uk) in the first instance. You may also contact the Safety Department directly.

Full information on reporting accidents and incidents can be found at

<https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/>

Emergency Procedures

In an emergency, dial 4444 (internal) or 020 7589 1000 (external). This line is supported 24 hours a day. State your exact location, name and extension number. Security Control will immediately mobilise the required emergency services.

NB: Do not ring 999 while on campus—instead call Security, who will coordinate this to ensure that emergency services gain site access.

SafeZone

SafeZone is a College app through which you can quickly and directly contact the Security team whenever you need them. Whether you're in an emergency situation, in need of First Aid or want to report an incident on campus, SafeZone allows you to be immediately put in touch with a member of our Security team and, at the touch of a button, can share your location and personal profile so that they can respond quickly and effectively to your specific needs. It also allows the entire College community to stay informed in the event of a major incident in London or wherever you may be in the world. SafeZone also provides information on other services, such as real-time updates on the College shuttle bus.



SafeZone is optional to register for and is now available to download on the Apple and Android App stores. Visit <https://www.imperial.ac.uk/estates-facilities/security/safezone/> for more details about SafeZone.

All existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

Fire alarms

If you discover a fire, immediately press the nearest red alarm call point and warn people in the vicinity. Evacuate the building via the stairs and be ready to tell Security and Fire Officers where the fire is. The emergency evacuation alarm is a continuous siren in the building. 24 More information about fire safety is available at <http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/>.

Building evacuation

Familiarise yourself with the various evacuation routes and use the nearest staircase. Only head for the main staircase in RSM if it is your closest evacuation route, as it can get very congested. There is fire evacuation signage throughout the building identified by a white arrow on a green background and sometimes a "running man". The South Kensington assembly points can be found at <http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/sk-assembly-points/>.

In the event of a fire alarm, all doors are automatically released from swipe card control. If the doors are not released automatically, press the green emergency exit button.

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

Personal Emergency Egress Plan (PEEP)

A PEEP is required for anyone that may have impaired egress during an emergency situation, this could be a permanent PEEP (for example disability), or temporary (for example injury). To arrange a PEEP, please see the college guidance and contact the Departmental Safety Manager: www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/. First aid Local emergency help is provided by qualified physical and mental health first aiders. A list of these contacts can be found at [FAQs \(including information on urgent help\) | Faculty of Engineering | Imperial College London](#)

Note that as remote working is increased at this time it is advisable to call Security as required 4444 (internal), 020 7589 1000 (external).

Occupational Health

College Occupational Health (OH) provides services to protect health at work, assess and advise on fitness for work and ensure that health issues are effectively managed. OH promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected and protected whilst at work:

[Occupational health | Staff | Imperial College London](#)

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. Send a completed Biological Agents Health Assessment to OH. Students who will not be directly handling unscreened blood or who will be handling only screened samples, e.g. blood supplied by the NBS, do not need health clearance or vaccination.

Full details can be found at <https://www.imperial.ac.uk/staff/occupational-health/health-surveillance/working-with-pathogens/>

Health surveillance enrolment for work with laboratory animals

Any student who will be working with live laboratory animals must enrol for health surveillance with OH. Complete an Animal Allergy Health Surveillance questionnaire and arrange an appointment with OH for a mask fit test and lung function testing. You should only arrange the appointment when you are within two to three weeks of commencing your research work.

Full details can be found at <https://www.imperial.ac.uk/staff/occupational-health/health-surveillance/working-with-animals/>

NHS health clearance

All postgraduate students who will have contact with patients in a clinical environment must complete NHS infection control clearance, carried out by OH. Complete a Work Health Assessment form and 25 arrange an appointment with an adviser at the OH clinic at South Kensington. Please bring copies of any of vaccination records and relevant serology tests to the appointment.

Full details can be found at <https://www.imperial.ac.uk/occupational-health/health-protection-at-work/work-health-assessment/>

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 OH at South Kensington. For information on the urgency and assessment form, consult the laboratory accident guide, a copy of which can be obtained by emailing occhealth@imperial.ac.uk.

13. Wellbeing, Support and Advice

Your Supervisor

Your Supervisor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies.

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

Your Supervisor is usually a member of academic staff who is allocated to you for the duration of your programme to offer help and support with academic or personal issues. They will also follow your progress throughout the course to help keep you on track to succeed.

Academic staff in the Department of Bioengineering are very active, internationally known, researchers. However, this may mean that they are not always in their offices, and so email is an excellent way to arrange appointments and to consult them on minor issues. If the problem is not resolved via this route, you may also want to consult the Senior Tutor, Deputy Senior Tutor, Director of Courses or Student Wellbeing Adviser.

Senior Tutor for Bioengineering PGR contact:



Dr Sylvain Ladame



s.ladame@imperial.ac.uk

Student Wellbeing Adviser

The Student Wellbeing Adviser, that is Sandra Roscoe, can be contacted by any student in the department for a confidential conversation about whatever is on their mind. She can provide advice and support and direct students to other sources of support as needed. Sandra is also the departmental disability officer and can advise on support/exam adjustments available to students with any type of disability or long-term condition. Her working days are: Monday- Thursday 9am – 5pm

Student Wellbeing Adviser contact:



Sandra Roscoe



323A, 3rd Floor, Royal School of Mines, South Kensington campus



+44 (0) 7395 252288



s.roscoe@imperial.ac.uk

<https://www.imperial.ac.uk/bioengineering/student-wellbeing/>

To book an appointment: [Bioengineering Student Wellbeing Appointments \(office365.com\)](https://www.imperial.ac.uk/bioengineering/student-wellbeing/)

Departmental Disability Officers

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

The Departmental Disability Officer, that is Sandra Roscoe, 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. She is also the person who will apply for Special Examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.

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

More information on Departmental Disability Officers is available at:


 <https://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/departmental-disability-officers/>


More information about how to request additional arrangements for exams if you have a disability is available at:

 www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability

Bioengineering Departmental Disability contact:

 Sandra Roscoe

 323A, 3rd Floor, Royal School of Mines, South Kensington campus

 +44 (0) 7395 252288

 s.roscoe@imperial.ac.uk

<https://www.imperial.ac.uk/bioengineering/student-wellbeing/>

To book an appointment: [Bioengineering Student Wellbeing Appointments \(office365.com\)](https://www.office365.com)

Disability Advisory Service

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

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

- Being an advocate on your behalf with others in the College such as your departmental liaison officer, Senior Tutor or exams officer, the accommodation office or the estates department
- Checking that your evidence of disability is appropriate and up to date
- Arranging a diagnostic assessment for specific learning difficulties
- Help with applying to the College for the cost of an assessment

- Help with 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>

Disabled Students Allowance

All home students who are UK residents, 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 you will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, learning difficulties or long-term health problems are also eligible

International Students

English Language Support

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

 <https://www.imperial.ac.uk/academic-english/>

 <http://www.imperial.ac.uk/academic-english/current-students/undergraduate/>

International Student Support team

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

 www.imperial.ac.uk/study/international-students

Visa Compliance

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:

 <https://www.imperial.ac.uk/study/international-students/visas-and-immigration/>

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.

The UK Visas and Immigration (UKVI) require students to collect their BRP within 10 days of arrival in the UK, from either the nearest approved Post Office (in the College's case, High Street Kensington) or from the Registry team at the College. The pickup location depends on what the student has indicated in their visa application:

Students who select Imperial College as their location for collection will be emailed inviting them to book a slot, so they can pick up their BRP which they should be able to slot around their Departmental induction activity and programme timetable. The collection point is likely to be Sherfield Building.

For further information, please get in touch with the College's International Student Support team

 <http://www.imperial.ac.uk/study/international-students/>

In Your Hall of Residence

If you're staying in College accommodation you will have access to a range of support within your hall.

All halls have a Hall Warden team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves.

They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. Your rent includes a contribution towards your hall's activity fund.

The team includes returning students, known as Hall Seniors, who can offer first-hand advice about making the most of life at Imperial.

Each hall also has a Hall Supervisor or a Reception team who oversee the day-to-day running of the residence. So, if you have any enquiries or want to report a maintenance issue there are people on hand to help you.

Your health, safety and wellbeing are our top priority in halls of residence. We have made a number of changes in response to COVID-19, so that we can ensure our residents are safe, secure and comfortable and can comfortably adhere to social distancing guidelines. This will include staggered arrival times, clear self-isolation procedures, and amendments to corridor and communal space usage.

More information and the latest guidance around accommodation can be found at:

 www.imperial.ac.uk/study/campus-life/accommodation

Your Union

The Union's range of 375+ student-led clubs, societies and projects is one of the largest of any UK university, opening plenty of ways for you to enjoy your downtime. Students become members of Imperial College Union when they register at the College. The Union provides a range of support: www.imperialcollegeunion.org/about-us.

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 14 years ago by a group of enthusiastic MSc students, the ICU Bioengineering Society aims to broaden the experiences of Bioengineering students beyond that of the curriculum: <https://www.union.ic.ac.uk/guilds/bioeng/>.

Imperial College Union Advice Centre

The Union's advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

 www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

If you have any feedback about issues in your department relating to academic or wellbeing issues, you can speak to one of your student representatives.

 www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

Officer Trustees

The Union is led by a team of Officer Trustees elected each year by Imperial College students to represent the voices of students in the Union, the College and the wider community in a variety of roles. Make sure you get in touch with them if there's something you would like to discuss or change: <https://www.imperialcollegeunion.org/your-union/your-representatives/officer-trustees>.

Student Hub

At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, and exams.

 www.imperial.ac.uk/student-hub

Student Support Zone

If you have moved home to take up your place at Imperial, you will need to register with a new doctor (also known as a General Practitioner or GP) so that you can access NHS healthcare. It's important that you register with a doctor soon after you arrive – don't wait until you are sick, as this could delay your access to treatment.

Student Support Zone has lots of information about the resources available at Imperial and beyond to help you to stay healthy and happy. It's a great place to start when you're looking for some support – it covers advice about housing and money, health, wellbeing and maintaining a good work-life balance, and provides the details of who you can contact if you need some extra support.

 www.imperial.ac.uk/student-support-zone

NHS Health Centre and finding a doctor

Even if you're fit and healthy, we recommend you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP, visit:

[Doctor and dentist | Imperial students | Imperial College London](#)

If you're feeling unwell, you may visit the Imperial College Health Centre on our South Kensington Campus during clinic hours. If you live within the practice catchment area, we encourage you to

register with them. Visit them at www.imperialcollegehealthcentre.co.uk or contact them directly at 020 7584 6301 or imperialcollege.hc@nhs.net.

Counselling and mental health

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

The Student Support Zone website has useful information on dealing with stress and where to find additional help and support: <http://www.imperial.ac.uk/student-support-zone>.

If you or a friend suffer(s) from stress or depression:

- Contact the Health Centre (details above) or the Student Counselling Service at 020 7594 9637 or counselling@imperial.ac.uk.
- If you feel you can, contact someone in the Department, such as the Director of Postgraduate Studies or the Postgraduate Tutor (contact details on page **Error! Bookmark not defined.** of this handbook).

Financial Support

Student Financial Support

If you have any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans), contact the Student Financial Support team at 020 7594 9014 or student.funding@imperial.ac.uk.

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last-minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid. Find out more at www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/.

Tuition Fees

For tuition fees queries, contact the Tuition Fees team at tuition.fees@imperial.ac.uk.


Accommodation Support


Further information about finding housing can be found at <http://www.imperial.ac.uk/study/campus-life/accommodation/>.

Useful support contacts

Imperial College Health Centre

If you have moved home to take up your place at Imperial, you will need to register with a new doctor (also known as a General Practitioner or GP) so that you can access NHS healthcare **including COVID vaccination**. It's important that you register with a doctor soon after you arrive – don't wait until you are sick, as this could delay your access to treatment.


 40 Prince's Gardens, South Kensington Campus


 020 7584 6301

 imperialcollege.hc@nhs.net

 www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre


 Prince's Gardens, South Kensington Campus

 020 7589 6623

 www.imperialcollegedental.co.uk

Student Counselling and Mental Health Advice Service

As well as one to one support, the counselling service offers [workshops](#) on a variety of common issues. Their website also has useful videos ([Kind Mind](#) series) and access to the excellent on-line cognitive behavioural therapy package [SilverCloud](#) (covering body image, anxiety, depression, health anxiety, panic, stress and social anxiety). Information about urgent support is [here](#) for those in the UK and [here for those outside the UK](#).

 020 7594 9637

 counselling@imperial.ac.uk


 www.imperial.ac.uk/counselling

LGBT+ Support

 www.imperialcollegehealthcentre.co.uk

Multi-Faith Chaplaincy Service


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


 Chemistry Building, South Kensington Campus

 chaplaincy@imperial.ac.uk

 www.imperial.ac.uk/chaplaincy

Disability Advisory Service

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


 020 7594 9755

 disabilities@imperial.ac.uk


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

Bullying and Harassment

No forms of bullying or harassment are tolerated at Imperial. If you experience bullying or harassment, there are different options for you to consider and you can get advice and support before you decide what you want to do.


 Chemistry Building, South Kensington
Campus

 chaplaincy@imperial.ac.uk

 <https://www.imperial.ac.uk/student-support-zone/common-concerns/bullying-and-harassment/>

Sexual Violence Support

These pages provide information about accessing support and advice if you, or someone you know, have experienced sexual violence

 <https://www.imperial.ac.uk/student-support-zone/student-services/sexual-violence-support/>

Financial Support and Advice

Staff can apply for the Dean's hardship fund on a student's behalf. Applications are made twice a year, around November and April. Please contact your personal tutor (or a staff member you feel comfortable speaking to) if you have financial difficulties.

 student.funding@imperial.ac.uk

 [Student Support Fund](#)

 [Student Global Relief Fund](#)

 [Old Centralians Trust CGCA](#)


International Student Support

 Level 3, Sherfield Building, South
Kensington Campus

 english@imperial.ac.uk

 www.imperial.ac.uk/academic-english


International Student Support Team

 020 7594 8040

 www.imperial.ac.uk/study/international-students

 **Careers Service**

 Level 5, Sherfield Building, South Kensington Campus


 020 7594 8024


 careers@imperial.ac.uk

 www.imperial.ac.uk/careers

 **ICT Service Desk**

If you're having problems with technology (including computers, laptops and mobile devices), you can get help from the Information and Communication Technologies (ICT) group Service Desk:


 Central Library, South Kensington Campus

 020 7594 9000

 www.imperial.ac.uk/ict/service-desk

 **Software Shop**

The Software shop offers a variety of general and subject-specific software programs and packages for free or at a discounted price for Imperial students. Please check with Edit Toth, e.toth@imperial.ac.uk, before placing software orders, as the Department may already have what you are looking for.

 <https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/>


14. Student Administration

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

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


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

Student Records

 +44 (0)20 7594 7268

 student.records@imperial.ac.uk

Degree certificates

 +44 (0)20 7594 7267

 certificates@imperial.ac.uk

15. Work-Life Balance

Graduate Students' Union

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

Move Imperial

Imperial College has a wide range of sports and activities on offer that cater for all experience levels and abilities. We have a recreational activity offer, competitive sports teams and an elite sport programme. We are dedicated to ensuring we have a diverse, inclusive and exciting offer for all.

More information about Imperial student memberships and updates to our services can be found at:

 www.imperial.ac.uk/ethos/memberships/students

With an annual fee of £35 you will get use of the gym and swimming facilities on our campuses.

 www.imperial.ac.uk/sport

We have a huge collection of online resources, home workout videos, healthy recipes and playlists available to all as part of our MoveMore campaign, more information can be found at:

 www.imperial.ac.uk/sport/move-more/

17. Student Surveys

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

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

- PG Student Online Evaluation (SOLE) module survey or departmental equivalent
- Student Experience Survey (SES)

The PG SOLE module survey (or equivalent for your department) runs at the end of the autumn and spring terms. This survey is your chance to tell us about the modules you have attended.

The Student Experience Survey (SES) is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover a range of College services and on the Imperial College Union.

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

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

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

The Union's response to surveys can be found here:

 www.imperialcollegeunion.org/your-union/your-representatives/responses

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

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

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

 surveys.registrysupport@imperial.ac.uk

Staff-Student Committee

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

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback