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Welcome to the College

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

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years.

You’re now 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 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 which you can access 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 and retreats
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College

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

[www.imperial.ac.uk/study/pg/graduate-school/students/masters/](http://www.imperial.ac.uk/study/pg/graduate-school/students/masters/)

All courses can be booked online.

Contact us

📍 Level 3, Sherfield Building, South Kensington Campus
📞 020 7594 1383
✉️ graduate.school@imperial.ac.uk
🔗 [www.imperial.ac.uk/graduate-school](http://www.imperial.ac.uk/graduate-school)
Welcome to Imperial!

Many congratulations on making it here. Imperial is one of the world's most prestigious universities and studying here will give you opportunities you wouldn't have elsewhere. This is a well-funded institution, with extremely capable students and superb research facilities. Take advantage of both - working with others and seeking out opportunities beyond your course is what makes a degree here worthwhile.

Imperial has plenty to offer outside your degree too, giving you the chance to try something new. London is a multi-faceted and diverse city where almost anything you could want is only a walk, bike, or tube ride away. We're right next to some incredible museums, parks, and venues. We also have hundreds of student-led societies covering a wide range of activities, and a selection of venues running fun events throughout the year.

These societies and venues are administered by your student union - the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and I are all democratically elected students who have taken a year out to work full-time on improving your experience at Imperial. We also have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs & societies and training student reps. The Union has been working hard to protect your interests and improve Imperial's offering to students post-pandemic, and we will continue to do so over the course of the coming academic year.

The Union also runs the Advice Centre, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing advice@imperial.ac.uk.

University is a new stage of life. You're in a place where you have a good degree of control over what you do. Take advantage of this: consider running in our Autumn Elections, be sure to join a society or two, and above all, make your voice heard. If there's something you want to see changed, we can work together to make it happen.

No matter what problems you have or opportunities you're looking for, we're here to help. Our office is on Level 2 in Beit Quadrangle, and you can check out our website for more information.

I hope you have a fantastic year!

Hayley Wong

Imperial College Union President 2022-23

union.president@imperial.ac.uk
imperialcollegeunion.org
Welcome to the Department of Bioengineering at Imperial College London! I’d like to congratulate you on gaining admission to the undergraduate 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 focussed 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 2022
Welcome from the Imperial College Bioengineering Society

The Imperial College Bioengineering Society would like to welcome you into the 2022-2023 academic year! We like to think of the student body as one big family, so whether you are a returning student familiar with the Society, or an incoming fresher, we are so glad you are part of the Bioengineering family!

The Society is a place for you to get to know your peers, unwind after a long day of lectures, but also to discover exciting opportunities and enrich your knowledge. The committee is dedicated to providing you with a wide range of events that will truly enhance your university experience.

Throughout the year, you will be invited to all of our events: be they Social (such as the famous Christmas Dinner!), Wellbeing (did someone say Therapy Dogs?), Academic (where you will develop the skills you need to succeed), and Industrial (networking opportunities abound). The Society cares about your experience and preferences, so we are always open to hearing from you about events and other activities you wish to see us deliver!

On behalf of the entire committee, I wish you a fruitful year in the Department, full of academic accomplishments and happy memories with friends! To keep up to date with the Society or if you want to reach out, check out the links below!

**President:** Ioana Esan

**Email:** bgsoc@ic.ac.uk

**Instagram page:** https://www.instagram.com/icl_bgsoc/

**Facebook page:** https://www.facebook.com/ICBioeng

**LinkedIn page:** https://www.linkedin.com/company/icbe
Key Academic Staff

- **Professor Riley Green**
  Head of Department
  PA: Ms Angela Glyes
  a.glyes@imperial.ac.uk

- **Dr Neal Bangerter**
  MSc Programme Director
  Reader in Magnetic Resonance Physics
  n.bangerter@imperial.ac.uk

- **Dr Claire Higgins**
  Senior Tutor
  Reader in Tissue Engineering
  c.higgins@imperial.ac.uk

- **Dr. Warren Macdonald**
  Deputy Senior Tutor
  Senior Teaching Fellow
  w.macdonald@imperial.ac.uk
Key Administrative Staff

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

Ms Sandra Roscoe
Student Wellbeing Advisor
+44 (0) 7395 252288
s.roscoe@imperial.ac.uk

Ms Nicole Harbert
Teaching Operations Manager
(Taught Programmes)
+44 (0)20 7594 9296
n.harbert@imperial.ac.uk

Ms Julie Hoang
Learning Technologist
+44 (0)20 7594 9082
j.hoang@imperial.ac.uk

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

Ms Kemi Aofolaju
Communications and Events Officer
+44 (0)20 7594 5179
a.aofolaju@imperial.ac.uk
Key Technical Staff

Mr Ken Keating
Technical Operations Manager
Departmental Safety Officer
+44 (0)20 7594 5170
+44 (0) 7590 250 478
k.keating@imperial.ac.uk

Please click here to meet our team of technicians:
https://www.imperial.ac.uk/bioengineering/about/facilities/techsupport/
Using this handbook
The handbook contains very important information for your academic life, and for your life at Imperial College London outside of work. You should read the handbook as soon as possible after you receive it so that if an issue arises, you know what action to take, or at least know that the information on what action to take is available to you.

You will be issued with a copy of the handbook for your programme and year of study in week one of autumn term, and you will also be able to access the PDF document online from the current Undergraduate student’s page of the Department of Bioengineering website.

Information specific to each year of each programme is included in the relevant handbook, and information is updated annually, so it is important you read the relevant handbook at the start of each year of study you undertake with us.

Included in this handbook is essential information about:

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

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

Useful links, module descriptors, timetable information and year-specific information can be accessed via the current MEng Biomedical Engineering student’s page on the Department of Bioengineering webpages, at

https://www.imperial.ac.uk/bioengineering/admin/current-ug/bio-med/

Important information will be communicated to you via email, so please ensure you check your College email address regularly.
Important Procedures
From time-to-time unfortunate events can happen and so it is important that you are familiar with these procedures, so that you know who to contact and what to do in case of an emergency or serious problem.

1. **If there is any fire, medical or security emergency:**
In an emergency, dial extension 4444 from any internal phone or 020 7589 1000. This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Do not ring 999 – Security will coordinate this to ensure that the emergency services gain site access.
If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is.
Read more about our Health and Safety procedures in Section 12– ‘Health and Safety’.

**If you are ill and think you may miss an exam or assessment deadline:**
You should do both of the following:

a. Immediately contact the Department via one of the below channels:
   i. Student Office at bg-studentoffice@imperial.ac.uk or
   ii. Senior Tutor: Dr Claire Higgins: +44 20 7594 5826 (c.higgins@imperial.ac.uk)
   iii. Academic Tutor: Mr Martin Holloway: +44 (0)20 7594 5176 (m.holloway@imperial.ac.uk)

b. Contact a registered medical doctor as soon as possible for an examination - they are the only people who can pronounce that you are medically unfit to take an exam.
   i. You must follow the mitigation procedure and it is vital that you obtain a medical certificate from a registered doctor. This is necessary to support your mitigation request.
   ii. We highly recommend that you obtain a medical certificate by contacting the Imperial College Health Centre - they are equipped to help in this situation, and if you attend as soon as you can after 8.30am, stating that you have an exam, they will make sure that you get seen quickly.
      - Imperial College Health Centre: +44 (0)20 7584 6301 (imperialcollege.hc@nhs.net)

2. **If you, or a friend, are/is suffering stress or depression:**
   i. If possible, please contact your Personal Tutor, the Senior Tutor, or the Wellbeing Advisor. Contact details can be found above
   ii. Contact the Health Centre (details above) or the Student Counselling Service:
      +44(0)20 7594 9637 (counselling@imperial.ac.uk)
   iii. The Student Support Zone website has lots of useful information on dealing with stress, and where to find additional help and support:
      www.imperial.ac.uk/student-support-zone

3. **Illness, absence, or inability to submit coursework**
   i. If you must be absent through illness or for any other personal reasons, you must let the Student Office (details above) know as soon as possible. If you are likely to miss a coursework, lab, or exam deadline, please see ensure you contact the Student Office without delay.
   ii. It is important that you familiarise yourself with the information about absences in this handbook.
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 - Section 15-Wellbeing, Support, and advice.

Attendance and absence
You are expected to be in attendance from the first day of each term to the last day of each term. You can view the term dates online at: https://www.imperial.ac.uk/admin-services/registry/term-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.

You must inform the Student Office if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact the Student Office before your exam on the day and provide a medical certificate within five working days. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for 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. 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.

Holidays
You are expected to be in College during term time. Timetables for our programmes include breaks at Christmas, Easter, and in the summer (for UG students – PG students are expected to work on projects over the summer).

Absence due to illness
If you are absent from the College due to illness for more than two consecutive days, the following procedure must be followed:
1. Inform the Student Office that you are absent through illness as soon as possible in person, by telephone on +44 (0)20 7594 9115 or if that is not possible then by email to bg-studentoffice@imperial.ac.uk

2. If you have been absent for more than five consecutive working days, documentary evidence should be obtained and submitted - e.g. an official doctor’s certificate. The documentation should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the Senior Tutor or Deputy Senior Tutor, and the Student Office should be notified that it has been submitted.

Students who receive a grant and who are absent due to illness for more than 14 days must inform their Local Education Authority; if a student is too ill to do this the information should be sent by the parent or next-of-kin. Illness can only be considered when assessing the significance of poor attendance, work, or examination results if the illness has been reported at the time it happened to the student’s doctor, and a medical certificate submitted to the Department.

Special or Compassionate Leave
If it is necessary for you to be absent from the College for any reason other than personal illness, permission must be sought from the Department, via the appropriate form available on our website at: https://www.imperial.ac.uk/bioengineering/admin/current-pgt/

This might include a period of absence if you have suffered a close family bereavement or wish to participate in a major cultural or sporting event. This request form must be submitted along with any evidence to the Student Office in advance of the absence, leaving enough time for it to be considered and a decision made on whether the absence is accepted or not. Requests should normally be submitted in writing using the Absence Request form.

In urgent circumstances, where the following criteria are met, approval may be given following a telephone call to the Student Office support for MSc programmes on +44 (0)20 7594 0717:

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

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

1. Inform the Student Office that a leave of absence is being requested as soon as possible in person, by telephone +44 (0)20 7594 9115 or if that is not possible then by email to bg-studentoffice@imperial.ac.uk
2. Any documentary proof of the reasons for absence should be obtained.
3. Complete and submit, as soon as possible, the form and documentary proof requesting leave of absence. The form should be submitted to the Student Office except in the case where additional confidentiality is essential, in which case it should be submitted to the Senior Tutor or Deputy Senior Tutor, and the Student Office should be notified that it has been submitted.
4. The request will be considered, and the student will be informed as soon as possible whether the request has been accepted or not. Absence taken without acceptance of the request may lead to disciplinary measures.

Interruption of Studies
An Interruption of Studies should be immediately requested when circumstances arise that mean you must take a break from your programme. It is vital to apply for an IoS as soon as required, so that your registration and timeline can be paused until you return.
To submit an IoS request please discuss your intention to pause your studies with your supervisor, Postgraduate Tutor, Wellbeing Advisor, or another member of department staff first.

Once you have done that you can submit a request to interrupt your studies via MyImperial by following the steps below:

1. Log into My Imperial using your username and password
2. Click on the “My Interruption of Studies” tile
3. Select your current programme of study and click on the “Submit a request to interrupt your studies” button
4. Fill in the application form and upload your supporting documents (there are different requirements for supporting documents depending on the reason for your IoS – please read through the FAQ section of the IoS web page carefully for further details)
5. Submit and track the progress of your application
6. A step-by-step video tutorial of how to apply for an interruption is available here. Access it by logging in using your Imperial username and password.

If you are a student on a Tier 4/Student route visa, your visa may be affected by an interruption of studies. Please read the section on the visa implications of an IoS carefully here: https://www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/

If you have any questions or require advice about taking an interruption if you are on a Tier 4/Student Route visa please email international@imperial.ac.uk.

**Please note: Interruptions cannot be applied retrospectively**

**Student Records**
Details relating to unsatisfactory attendance may be placed on a student’s confidential file and made available to Personal Tutors, taken into consideration by and at the discretion of Boards of Examiners, and used as evidence in cases of student appeals and complaints.
Who to speak to if you need help?

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

Contacts in the Department of Bioengineering

<table>
<thead>
<tr>
<th>Who</th>
<th>What can they help with?</th>
<th>How to contact them</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Tutor</td>
<td>Academic issues</td>
<td>You will be told who your Personal Tutor is. The best way to contact them is via email to arrange a meeting.</td>
</tr>
<tr>
<td>MSc Programme Director Dr. Neal Bangertner</td>
<td>Academic issues</td>
<td><a href="mailto:n.bangerter@imperial.ac.uk">n.bangerter@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Senior Tutor Dr Claire Higgins</td>
<td>Academic issues</td>
<td><a href="mailto:c.higgins@imperial.ac.uk">c.higgins@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Academic Tutor: Mr Martin Holloway</td>
<td>Academic issues</td>
<td><a href="mailto:m.holloway@imperial.ac.uk">m.holloway@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Personal matters</td>
<td>+44 (0) 20 7594 5176</td>
</tr>
<tr>
<td>Student Wellbeing Adviser and Disability Officer Dr Sandra Roscoe</td>
<td>Wellbeing support disabilities and additional support</td>
<td><a href="mailto:s.roscoe@imperial.ac.uk">s.roscoe@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+44 (0) 7395 252288</td>
</tr>
<tr>
<td>The Student Office:</td>
<td>Timetabling, Teaching policies and procedures, Illness and absences, Interruption of studies.</td>
<td><a href="mailto:bg-studentoffice@imperial.ac.uk">bg-studentoffice@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Industrial Liaison Manager: Mr Robert Ferguson</td>
<td>Industrial placements Networking, contacts, and careers</td>
<td><a href="mailto:robert.ferguson@imperial.ac.uk">robert.ferguson@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+44 (0) 20 7594 6371</td>
</tr>
<tr>
<td>Bioengineering Librarian: Ms Eleni Zazani</td>
<td>Referencing and reference management software, plagiarism workshops, finding books, and using e-journals.</td>
<td><a href="mailto:e.zazani@imperial.ac.uk">e.zazani@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>+44 (0)20 75948880</td>
</tr>
<tr>
<td>Student representatives</td>
<td>Liaison between the student body and the Department, and</td>
<td>Find your representatives on the webpage: <a href="http://www.imperial.ac.uk/bioengineering/admin/current-ug/staff-student-committee/">http://www.imperial.ac.uk/bioengineering/admin/current-ug/staff-student-committee/</a></td>
</tr>
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Find your representatives on the webpage: http://www.imperial.ac.uk/bioengineering/admin/current-ug/staff-student-committee/
Outside the Department, the College provides extensive student support services.

<table>
<thead>
<tr>
<th>Resource</th>
<th>What sort of help is available?</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Student Support Zone Website</td>
<td>Lots of helpful information and resources to help you live life well.</td>
<td><a href="http://www.imperial.ac.uk/student-support-zone">www.imperial.ac.uk/student-support-zone</a></td>
</tr>
<tr>
<td>Imperial College Security</td>
<td>In case of any kind of fire, medical emergency, or threat, contact Security immediately.</td>
<td><a href="mailto:security.control@imperial.ac.uk">security.control@imperial.ac.uk</a> +44 (0) 7589 1000  Dial 4444 from any internal telephone.</td>
</tr>
<tr>
<td>Imperial College Health Centre</td>
<td>Doctors and nurses are available to provide care for a range of medical and psychological problems.</td>
<td><a href="mailto:imperialcollege.hc@nhs.net">imperialcollege.hc@nhs.net</a> +44 (0) 7584 6301 <a href="http://www.imperialcollegehealthcentre.co.uk">http://www.imperialcollegehealthcentre.co.uk</a></td>
</tr>
<tr>
<td>Student Counselling Service</td>
<td>Free and confidential short-term counselling is available to all students, to discuss any personal issue.</td>
<td><a href="http://www.imperial.ac.uk/counselling">http://www.imperial.ac.uk/counselling</a></td>
</tr>
<tr>
<td>Student Hub</td>
<td>Advice and information on a wide range of topics, including admissions, finance, accommodation, exchange programmes and documentation.</td>
<td><a href="http://www.imperial.ac.uk/student-hub/">http://www.imperial.ac.uk/student-hub/</a></td>
</tr>
<tr>
<td>International Student Support</td>
<td>General international student support, information on visas and immigration and the Academic Technology Approval Scheme (ATAS).</td>
<td><a href="https://www.imperial.ac.uk/study/international-students/">https://www.imperial.ac.uk/study/international-students/</a> +44 (0) 20 7594 8040.</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>Chaplains and Faith Advisors from different faith backgrounds provide confidential support on personal and religious issues.</td>
<td><a href="http://www.imperial.ac.uk/chaplaincy/">http://www.imperial.ac.uk/chaplaincy/</a></td>
</tr>
<tr>
<td>Centre for Academic English</td>
<td>The Centre offers programmes, workshops, and other resources to help students develop their academic language and literacy.</td>
<td><a href="https://www.imperial.ac.uk/academic-english/">https://www.imperial.ac.uk/academic-english/</a></td>
</tr>
<tr>
<td>Imperial College Union Advice Centre</td>
<td>The Advice Centre is your first port of call if you are experiencing difficulties during your time at university.</td>
<td><a href="https://www.imperialcollegeunion.org/advice">https://www.imperialcollegeunion.org/advice</a></td>
</tr>
<tr>
<td>Imperial College Success Guides</td>
<td>Advice on developing the skills that you will need to help you through your degree.</td>
<td><a href="http://www.imperial.ac.uk/students/success-guide/">http://www.imperial.ac.uk/students/success-guide/</a></td>
</tr>
<tr>
<td>Careers Service</td>
<td>The Careers Service provides information on work placements, job opportunities, further study, and careers advice.</td>
<td><a href="http://www.imperial.ac.uk/careers">http://www.imperial.ac.uk/careers</a></td>
</tr>
</tbody>
</table>
Key dates 2022–23

Term dates
Autumn term: 1 October 2022 - 16 December 2022
Spring term: 7 January 2023 - 24 March 2023
Summer term: 29 April 2023 - 30 June 2023

Closure dates
Christmas/New year: 24 December 2022 - 2 January 2023
(College reopens on 3 January 2023)
Easter Holiday: 6 April 2023 – 12 April 2023
(College reopens on 13 April 2023)
Early May Bank Holiday: 1 May 2023
Spring Bank Holiday: 29 May 2023
Summer Bank Holiday: 28 August 2023

Key events
Great Exhibition Road Festival: 17 June 2023 – 18 June 2023
Programme Information

Your Student Journey

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

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

You will all have a different journey, and different experiences during your time at Imperial. In the Department you will find many of your fellow students are studying on different programmes. This will be very beneficial for you in developing an interdisciplinary outlook, as it offers opportunities to engage with colleagues who specialise in different areas and have different background knowledge.

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

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

As a student of the MSc Human and Biological Robotics programme, you will gain technical knowledge, expertise and transferable skills in this exciting area. Many of our students come from other traditional engineering and physical science backgrounds such as Mechanical Engineering and Electrical and Electronic Engineering. The programme is designed to provide a core understanding for all students, and then opportunities to develop more specialist knowledge through elective modules and the independent research project.
You may have moved from another university to attend Imperial College London, or perhaps you’ve moved internationally. It can take some time to adapt to the changes and you may feel overwhelmed. We understand this and would recommend that you get involved with Departmental life and also explore some of the clubs and societies outside of your academic area. London is a fantastic city so make sure you do some exploring as well.

**Overview of the Programme**

The programme focusses on the emerging research field of Human and Biological Robotics, including robotics of humans and animals, and robotics for humans, including:

- The use of tools and techniques from robotics to investigate the sensorimotor control in humans and animals.
- The development of robotics tools to assist humans, e.g. interfaces to working in hazardous environments or with physically or neurologically impaired individuals.

**Programme Learning Outcomes**

The Learning Outcomes for the MSc Human and Biological Robotics programme are as follows:

- Neuromechanics modelling of sensory or motor functions in biological systems and in particular in humans, taught by lectures and problem classes
- Biomimetics design and applications
- Signal and image processing techniques taught by lectures and computer laboratory exercise
- Robotics and its applications to assistive devices for everyday life
- Equipment and techniques to acquire physiological and chemical information from the human body taught by lectures and laboratory classes
- Brainstorming for identifying hazards (risk analysis exercise)
- Ability to perform original research by producing a dissertation
- Ability to perform data and statistical analysis
- Ability to present data both orally and as part of a technical report
- Ability to consider biological and human factors in modelling and for biomimetic design
- Project management
- Problem solving with critical thinking and analytical skills
- Communication of technical and non-technical information through a range of methods, to a variety of audiences
- Teamwork, negotiation, leadership and advocacy skills
- Ability to work independently, plan projects, and manage time and resources effectively
- Ability to understand interdisciplinary concepts and apply them in innovative ways

The Imperial Graduate Attributes are a set of core competencies which we expect students to achieve through completion of any Imperial College degree programme. The Graduate Attributes are available at: [www.imperial.ac.uk/students/academic-support/graduate-attributes](http://www.imperial.ac.uk/students/academic-support/graduate-attributes).

## Programme Structure and Organisers

**Course Director:** Professor Etienne Burdet  
[e.burdet@imperial.ac.uk](mailto:e.burdet@imperial.ac.uk)

**You must take the core taught modules.** Each bears a weighting of 5.6%, aside from the individual project, which is weighted at 44.4%:

- Systems Physiology, Statistics and Data Analysis
- Medical Device Entrepreneurship
- Robotics (Design School module)
- Human Neuromechanical Control and Learning
- Together with the MSc Individual Project

### Elective modules:

you must choose a total of five modules across two elective groups (A/B) to include at least four modules from elective group (A)

<table>
<thead>
<tr>
<th>Group A (take 4 or 5):</th>
<th>Group B (take 0 or 1):</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Biomimetics</td>
<td>• Human Centred Assistive and Rehabilitation Devices</td>
</tr>
<tr>
<td>• Image Processing</td>
<td>• Embedded C for Microcontrollers</td>
</tr>
<tr>
<td>• Computational Neuroscience</td>
<td>• Animal Locomotion and Bioinspired Robots</td>
</tr>
<tr>
<td>• Biomechanics</td>
<td></td>
</tr>
<tr>
<td>• Brain Machine Interfaces</td>
<td></td>
</tr>
<tr>
<td>• Reinforcement Learning</td>
<td></td>
</tr>
<tr>
<td>• Computer Vision and Pattern Recognition</td>
<td></td>
</tr>
</tbody>
</table>
How the programme will be delivered

You may experience a variety of teaching and learning methods, which combine theory and practice:

- Demonstrations
- Group exercises
- Guided practical classes
- Laboratory work
- Lectures
- Individual research project
- Presentations
- Seminars
- Workshops
- Make, build and test activities

You will be expected to work in groups for some modules, which may mean that you have to coordinate meetings around the individual timetable commitments of each group member. This is a valuable skill and good practice for the next stage of your career.

Professional Skills Development

You will have several opportunities throughout the programme to enhance your professional skills such as working in teams (e.g. in group projects), giving presentations (in some modules and in your individual project); and solving problems. The Department’s Industrial Liaison Manager, Mr Robert Ferguson, also runs several workshops, networking sessions and seminars to help you hone your skills.

Timetables

Your timetable will be made available at the beginning of term. The Department publishes year-group timetables online on the following page but students are always advised to consult their own personal timetable in the first instance: http://www.imperial.ac.uk/bioengineering/admin/current-/pgt/programme-administration/
Projects

During your time at Imperial you will work on several projects as part of your programme of study. You will be given an MSc Project Handbook which provides you with plenty of useful information to help with your individual project work.

You can find out more about projects on the website at: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/projects/.

You can find out more about some of the project work previous students have completed on the website at: http://www.imperial.ac.uk/bioengineering/study/student-impact/.

For information regarding what MSc students and their project supervisors might mutually expect from one another, please refer to: What master’s students and their project supervisors might mutually expect from each other (MSc, MEd, MPH, MRes & PG Dip) – and for further guidance regarding the roles and responsibilities of students and supervisors, please see Roles & Responsibilities.

Past MSc project titles from previous years:

The following are the titles of some projects which were available to MSc students in previous academic years. They are given here to indicate the range of opportunities, and to indicate the material which we have on file and which you may want to consult during your own project. As the Department evolves, its interests shift and in the coming year the projects on offer will not necessarily be in the same areas as those given here.

Reading Lists

Reading lists for each of your modules can be found online as part of the module descriptors or will be supplied directly by the lecturers. The College Central Library has copies of all the textbooks you will need so there is no need to buy copies of them! The Department also has a small collection of books which you are welcome to use but you may not take away from the Department.
Reading Week
Every term, there is a Reading Week, usually Week 7 of term. Please refer to the ‘Key Dates for 2022-23’ section for this year’s dates. The Reading Week is free from lectures (but study groups and labs still take place) and is meant for reading, studying and catching up. The following rules apply to reading week:

1. You are expected to remain present and assessable during Reading Week. The UKVI and College regulations require you, as an enrolled student to be present during term time. Absences are not allowed unless they are necessary and these must be authorised in advance. A request for absence can be made with the appropriate form, available online from http://www.imperial.ac.uk/bioengineering/admin/current-pgt/.
2. There are no lectures in Reading Week so you can catch up with learning and also work on coursework or projects.
3. GTA (Graduate Teaching Assistant) led laboratories/practicals and study groups will run during Reading Week so you can continue to get GTA support. Attendance at these labs and study groups is mandatory.
4. The Reading Weeks apply to Bioengineering modules only. If you take modules in other Departments you will probably have lectures during our Reading Week. Although some Departments also have a Reading Week, it might not be the same week as ours.

Competency Standards
The Department’s competency standards can be accessed online at: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/programme-administration/.

Module Descriptors
Module descriptors can be found online at: http://www.imperial.ac.uk/bioengineering/admin/current-pgt/options/.

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.

Welcome to Imperial app
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
Accreditation

What is a professional engineering qualification?

Engineering is a vocation. A professional qualification demonstrates that you have achieved the highest level of competence for your chosen vocation. Specifically, you have achieved the competencies specified in the Dublin, Sydney, and Washington accords. For a professional engineer, an academic qualification is a stepping-stone towards obtaining a professional qualification.

The main professional engineering qualification in England is the Chartered Engineer (CEng) qualification; in Europe it is the Eur-Ing and for the rest of the world it is the Int PE. All three qualifications are based on the same accords. Each qualification is mutually acceptable to the other organisations that administer professional registration. This means your academic accreditation can be “cashed-in” for professional registration anywhere in the world.

A professional qualification is effectively an international passport to practice engineering. In some countries a professional engineering qualification is a pre-requisite for employment. In all countries it is a definite advantage since it demonstrates that your work since graduation has been peer reviewed, thereby affirming that you have achieved a high-level of professional competency over a period of several years. Affirmation from your peers confirms that you have used your knowledge, understanding and skills in a useful way, working as a professional engineer.

What is academic accreditation?

To obtain a professional engineering qualification you need an academically accredited degree level education. If you have one, then your work since graduation will be evaluated against the graduate level learning outcomes specified in the accords.

Academic accreditation of an engineering degree programme means that the programme has met the high standards set by the engineering profession and has been 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).

Our degree programmes are unique for a named engineering degree since we have satisfied the requirements of five PEIs, which underlines the depth and breadth of our programmes. Our degree programmes have the breadth of a general engineering degree, but through your pathway/stream selection your degree has the same depth as four sub-branches of engineering.

Your pathway/stream selection on your degree programme means that when you graduate you will have a strong alignment with one of the PEIs. You should then become a member of that PEI, who will then mentor you through the years from graduation through to professional registration.
What are the 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.

Professional accreditation of our programmes

Professional registration at CEng level requires academically accredited degree education with either an undergraduate Integrated Master’s degree (e.g. a 4-year MEng) or the combination of a three-year undergraduate degree and a one-year postgraduate degree programme (e.g. BEng + MSc); both courses need to be accredited. If your registration is based on two degrees and one of your degrees has not been accredited, it means that you will need to offer extra years of graduate level work experience in-lieu of the absence of an accredited degree.

The MEng Biomedical Engineering programme is accredited by five PEIs on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as a Chartered Engineer (CEng).

The BEng and MSc Biomedical Engineering programmes are accredited by four PEIs on behalf of the Engineering Council for the purposes of fully meeting the academic requirement for registration as an Incorporated Engineer (IEng) and partly meeting the academic requirement for registration as a Chartered Engineer (CEng).

The PEIs scrutinise the teaching and learning for our degree programmes every five years. The five accreditation panels concluded that all the Department of Bioengineering’s BEng/MEng, MSc and MRes programmes have met the rigorous standards required. Our Molecular Bioengineering programmes are currently accredited by IOM3 and IED. The other PEIs (IET, IMechE and IPEM) will review the first output in 2021 and if successful, accreditation will be backdated to 2017.

You can find out more about the PEIs at:
IPEM: [http://www.ipem.ac.uk/](http://www.ipem.ac.uk/)

You can find out more about the Engineering Council at: [http://www.engc.org.uk/](http://www.engc.org.uk/).
**Assessment**

**Assessment Structure**

To be awarded the MSc, students must produce required coursework, take certain written examinations, carry out a project and submit a project dissertation. There are three elements to the MSc, the core subjects, the specialist subjects, and the project. Coursework and exams are allocated to one of the first two elements. Students must obtain an aggregate of 50% in all three elements to pass the course.

The weighting of the elements is core subjects 28%; specialist subjects 28%; Project 44%. The breakdown of sub-weightings within each element is given in the tables below.

<table>
<thead>
<tr>
<th>Overall % weighting</th>
<th>Programme Element</th>
<th>Module</th>
<th>Module % Weighting within element</th>
</tr>
</thead>
<tbody>
<tr>
<td>28%</td>
<td>Core Modules</td>
<td>Systems Physiology</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Statistics and Data Analysis</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical Device Entrepreneurship</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Robotics</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Human Neuromechanical Control and Learning</td>
<td>20%</td>
</tr>
<tr>
<td>28%</td>
<td>Elective Modules</td>
<td>5 selected elective modules</td>
<td>each 20%</td>
</tr>
<tr>
<td>44%</td>
<td>Project</td>
<td>Individual Project (including Planning Report 10%, Oral Presentation 10%, and Dissertation 80%)</td>
<td>100%</td>
</tr>
</tbody>
</table>
Rules of Progression and Classification

Pass
A student must:

- Achieve an aggregate mark of at least 50% in each of the three programme elements.
- Achieve a mark of at least 50% in the individual project
- Achieve an aggregate mark of at least 50% for the programme as a whole
- A student may be condoned in modules up to the value of 15 ECTS with a qualifying mark of at least 40%.

Merit
A student must:

- Achieve an aggregate mark of at least 50% in each module.
- Achieve a mark of at least 60% in the individual project
- Achieve an aggregate mark of at least 60% for the programme as a whole
- A student may be condoned in modules up to the value of 15 ECTS with a qualifying mark of at least 40%.

Distinction
A student must:

- Achieve an aggregate mark of at least 50% in each module.
- Achieve a mark of at least 70% in the individual project
- Achieve an aggregate mark of at least 70% for the programme as a whole
- A student may be condoned in modules up to the value of 15 ECTS with a qualifying mark of at least 40%.
Grade Descriptions

In UK universities, exams and coursework are set to challenge all students even the best. Typically, modules have a mean mark in the range 60-70%. This is very different to for example Grade Point Average systems used in other countries, where the class mean is much higher. While exam marks are determined by the mark schemes, the following grade descriptors may be helpful in explaining what the examiners are looking for.

<table>
<thead>
<tr>
<th>Class: Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st: 70%+</td>
<td>An excellent piece of work that is well set out, lucid, unambiguous and factually complete. Indicates that the student has a good grasp of the concepts and mechanisms involved. Includes a critical or creative contribution. Good diagrams where appropriate.</td>
</tr>
<tr>
<td>Upper 2nd: 60-69%</td>
<td>A clear exposition that contains the essential material, (including basic mechanisms, concepts) and sufficient additional material to show that the student has a good understanding of the subject. Good diagrams where appropriate. Normally free from errors in reasoning.</td>
</tr>
<tr>
<td>Lower 2nd: 50-59%</td>
<td>An adequate presentation, which includes most of the essential material logically presented with indications that it is understood rather than simply regurgitated.</td>
</tr>
<tr>
<td>3rd: 40-49%</td>
<td>Presentation of some of the basic facts/mechanisms but with little detail and some omissions and errors.</td>
</tr>
<tr>
<td>Fail 39-30%</td>
<td>Facts rather thin, with some material confused or presented in an ambiguous manner that suggests that the student does not fully understand the appropriate concepts.</td>
</tr>
<tr>
<td>Bad Fail 29% or less</td>
<td>Clearly lacking in content. Confused or erroneous reasoning. Major point(s) omitted and errors of fact.</td>
</tr>
</tbody>
</table>

Examination Timetables

The Department's main exam periods are in December/January, and May/June. Exam timetables are typically released in November for the December/January exams, and in March for the May/June exams. Once the exam timetable is set and published it will not be changed. It is entirely possible that you may have an uneven distribution of exams and you should be prepared to have several exams in one week. We do our best to avoid any students having to sit two exams in one day, but it does occasionally happen and so you should be prepared for this. Do not leave all your revision to the last minute!
If, when you see the exam timetable, you think that you have a clash (e.g. two or more exams scheduled at the same time) then please contact the Student Office and we will be able to help.

**Accessing past examination papers**

You can access past examination papers via Blackboard to help with your revision.

**Resit-re-entry rules**

Students failing their first attempt at the year may, at the discretion of the Examination Board, return the following year to re-sit those examinations which were failed for modules which were failed. Normally, during a re-sit year, the student does not attend College, but the Examiners may, at their discretion, invite or require the student to retake the year in attendance. Coursework marks for students who are re-sitting exams will only be carried over from the year in which they took the coursework. Where a student is judged by the Examiners not to be engaged with the course and/or not working hard enough, the Examiners have the option of requiring the student to withdraw from the programme. Students attempting the year for the second time will not normally be considered for condoning of failures. Students failing their second attempt are required to withdraw from the programme.

**Missed Exams**

For non-final years, if a student misses any exams through illness or other reason with mitigating circumstances acceptable to the Board of Examiners, in the case that one or two exams are missed:

- If there was coursework for the course then the coursework mark to be considered in lieu of exam mark.
- If there is evidence of learning then the exam is set to ‘Pass’ and the course is removed from the year mark calculation.
- In exceptional circumstances, a special assessment may be set and sat at a later date.

Otherwise, if at least three exams are missed, the student is to be invited back to take exams the following summer, and the Board of Examiners should consider whether the student would benefit from attending the whole year again.

**Marking of Examinations**

In the Department of Bioengineering we take great care to ensure the marking of examinations is accurate and fair.

You can read the College policy on exam marking at: [https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

Examinations are marked by the module leader and/or a GTA close to that module. The marked scripts are returned to the Student Office. The scripts are then checked, so a second marker reads each script and confirms the marks awarded are appropriate, and that marks have been correctly summed and logged for the paper. Administrative staff also audit
examination mark sheets to ensure there are no errors in the arithmetic and no pages have been missed.

Sample exam scripts and coursework are audited by External Examiners.

**Moderation Policy**

Occasionally it is necessary to moderate exam and/or module marks to account for a variety of situations (e.g. an exam that turned out to be too difficult, or failed to discriminate between students well near the pass mark). Moderation only takes place on anonymised module marks.

The process of moderation for modules run by the Department of Bioengineering is explained below.

Module examiners mark exams and coursework according to the marking scheme agreed with the External Examiners. If small modifications to the marking scheme are necessary, these can be implemented and are noted at the Examiners’ Progression and Awards Board.

Modules are then reviewed by a moderation panel consisting of at least three of the following: Academic Tutor, Courses, Senior Tutor, Examinations Officer, Director of Postgraduate Studies or their representatives or deputies.

The panel reviews the mean, standard deviation and also the distribution of the module marks. If the panel decides the distribution is unsatisfactory then moderation is considered and the Departmental moderation policy applied. The following moderations are usually considered:

1. If the mean is outside desired range, the minimal shift to bring it into this range is normally performed;
2. If there is a double peak or a long tail, a ‘tail uplift’ moderation is usually performed;
3. If there is a more complex problem (e.g. faulty question part), the panel may consider the effect of using more targeted, question based moderation.

Moderations are discussed with the External Examiners prior to the Examiners’ Progression and Awards Board and again at the Examiners’ Progression and Awards Board itself. This ensures all students are treated fairly and no one is disadvantaged by the process. Finally, at the Board module leaders are requested to provide an explanation to the Board as to what happened and present a plan to avoid moderation next year.
Assessment of project work
Please see the Project Handbook for details on how the projects are assessed. This will be given to you later in the Autumn term, after an introductory talk given by the Projects Coordinator.

Coursework Deadlines and Academic Feedback Policy

Types of Coursework
During your degree, you will work on various sorts of exercises to be carried out outside the classroom. These will include problem sheets, projects, practical reports and essays. Many modules include some assessed coursework (summative assessment). You may also have coursework to complete which doesn’t contribute to your final mark but is for your learning (formative assessments). It is extremely important that you complete all your coursework, whether formative or summative, as it is set for your learning.

Deadlines for Coursework
There are very strict deadlines for the submission of assessed coursework. You should plan your work so that you can complete these assignments in the appropriate time. To help you plan and manage your time, the Department publishes the coursework deadlines for the forthcoming term, and publishes the date by which you can expect to receive feedback. This information is provided at the start of term.

The date and time for coursework submission will be published and it is essential that you submit your coursework by this time. Please be aware that all dates and times are in UK local time and it is your responsibility to ensure these are met. The method by which you submit your coursework will be explained by the relevant module leader.

Definition of Late Submission
Late submission is defined by the College as: “any piece of assessed work which is submitted beyond the published deadline (date and time).”

Penalties for Late Submission
Work submitted up to 24 hours after the assessment deadline will be marked but the mark will be capped at the pass mark (typically 50% for postgraduate students). Work submitted more than 24 hours after the deadline will not be accepted as a valid attempt and a mark of zero will be recorded. The Department is not obliged to mark (or provide feedback on) work submitted more than 24 hours after the deadline but may do so if it judges the submission to be in a reasonable time and that there are educational benefits. If late work is marked, feedback and marks may be provided outside of the published schedule. This policy relates to calendar days and so both weekends, weekdays and public holidays are included.

Plagiarism
Coursework must be your own work and not copied, or plagiarised, from others. Most coursework will be submitted electronically via Blackboard, which has a plagiarism detector called TurnItIn.
For more information on plagiarism, please see information in your handbook or on the College website at: www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/plagiarism-online/
Mitigating Circumstances
This policy on late submission does not apply where a student has been granted an extension as a result of successfully making a claim for mitigated circumstances, but it would apply if a student missed the extended deadline without any subsequent approved further extension. The full College Policy on Late submission of Assessment can be found online at: www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/

Academic Feedback on Assessment

Coursework Marks
Coursework marks will either be returned to you by the responsible lecturer, will be available from the Student Office, or will be available on the College's Virtual Learning Environment (VLE), Blackboard.

Issuing of provisional marks
The Department may release provisional marks for some assessed work prior to ratification by the Board of Examiners. It will be made clear to students in the coursework calendar if provisional marks will be released or not. Where such marks are released, they are provisional and are subject to change by the Board of Examiners.

Provisional marks will not be released for major pieces of work (e.g. dissertations) prior to the meeting of the Board of Examiners.

The College’s full policy on the Issuing of Provisional Marks to Students is available online at: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf.

Feedback formats
Feedback may be provided in one of a number of formats, including (but not limited to):
- Oral (during or after lectures, personally or as a group feedback session)
- Personal (discussion with academics during office hours, meetings with Personal Tutors)
- Interactive (problem solving tutorials with GTAs & study groups, peer feedback)
- Written (solutions/model answers to coursework, electronic feedback on online quizzes)

Timing of feedback
The dates for students to receive feedback on their assessments are indicated in the coursework calendars provided before the start of teaching. Typically, these deadlines are set for 10 working days (not including weekends, public holidays or College Closure days) after the submission deadline. However, in some circumstances, such as when an assessment is particularly significant and will therefore take a long time to mark, a longer timeframe for feedback may be set. A longer timeframe will also be set for feedback on examinations.
Please refer to the coursework calendar for information on when coursework is due for submission and when you can expect to receive feedback on your work.

Feedback on exams
Preliminary exam results will be provided to students as provisional marks. These results are provisional and are subject to change by the Board of Examiners, for example by moderation. Module leaders will produce a short summary of cohort performance in examinations which will be provided to students after the Board of Examinations.
College Policy on Exams and Religious Obligations
The major examination periods are timed to accommodate the requirements of each individual degree programme and you may therefore find that you have an exam scheduled during a particular religious festival or period of religious observance.
If this is the case you should speak to someone in the Department as soon as possible – usually this would be the Postgraduate Tutor. Your Tutor should listen to your situation and discuss potential solutions with you, although it will not always be possible to find a solution.

You can view the College’s Academic and Examination Regulations at:
www.imperial.ac.uk/about/governance/academic-governance/regulations/

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:

Instructions for exam candidates can be found here:

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 integrity is fundamental to learning, teaching and research and it is important to understand what it means you and the international community of research that you are joining.

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:

Definitions of the main forms of academic misconduct can be found below:

Plagiarism
Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own. Direct use of another person’s words verbatim should be in quotation marks, with a specific reference at the end of the quote. Even if you change the words, another person’s work should still be referenced, this time without the quotation marks. 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:


What is plagiarism?

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

Plagiarism is defined by the College as:

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

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

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

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

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

Why is it a problem?

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

It is important that you:

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

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

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

Submission for most coursework is through the Turnitin submission system in Blackboard (https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/blackboard/). The system enables institutions and staff to compare students’ work with a vast database of electronic sources and also with other submissions of the same piece of coursework. Turnitin is a highly effective tool in identifying attempts at plagiarism. Your programme team will explain how it is used in your programme.

Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in 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 go beyond the assessment brief with regards to individual work, always 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.

While discussion of concepts (verbally) to further your understanding of a topic is okay, sharing your (written) work with others goes beyond collaboration and becomes collusion. Do not share pieces of work with others, even if your colleague tells you they just want to use it to understand something. If your colleague copies your work and the similarities between the pieces is high, they will either be found guilty of plagiarism, or the two of you will be found guilty of collusion. In a similar vein, unless it is a group assignment, it is not permitted to work on a single piece of work, then individually tailor the finished piece for submission from multiple people. This is collusion, not collaboration.

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. Examples of disruptive behaviour includes causing a disturbance in the exam room, having an electronic device that has not been fully turned off or talking in the exam room. Behaviour that may considered an attempt to cheat includes bringing unauthorised material into an exam (such as notes, unauthorised books or other material), attempting to communicate with others apart from the invigilator, or trying to remove examination material without permission. You must ensure that you follow all reasonable instructions of the invigilators.

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 (which is now illegal in the UK) or other individual to submit as your own), taking an exam for someone else or getting someone else to take an exam for you, 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.
Board of Examiners

Postgraduate External Examiners

- Prof Azzam Taktak, Royal Liverpool University Hospital (Postgraduate)
- Dr Gavin Jell, University College London (Postgraduate)
- Prof Ciaran Simms, Trinity College Dublin, Ireland (Postgraduate)
- Prof Barbara Webb, University of Edinburgh (Postgraduate)
- Dr Steven Williams, Kings College London (Postgraduate)

External examining acts as an essential part of the College’s quality assurance and enhancement process, serving to ensure that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the College’s awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action.

A summary of External examiners reports from the previous academic year can be found here: [www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/)

Location and Facilities

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

Your main location of study will be:

- South Kensington
  Exhibition Road, SW7 2AZ

Members of the Department of Bioengineering are also located at:

- White City
  Wood lane, W12 0BZ

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/](https://www.imperial.ac.uk/food-and-drink/catering-outlets/)

Accessing the Department
Your ID card will give you access to the Department and laboratories (where appropriate/requested).

In the interests of safety and security, please:

- Do not prop doors open. Fire doors are key to our fire control and safety.
- Be aware of tailgating (someone following you through an access-restricted area)

You may work in the Department only between specified times, as detailed below. If you need to arrange other access please speak to your supervisor, tutor, or the Student Office. College Security is very strict about this and comes down heavily on students and staff who do not comply. If you have any problems with your ID card, please email staff at the Student Office.

Access times for different users in the Department of Bioengineering:

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

At some stage during your time in the Department, it may be necessary for you to gain access to some restricted areas, e.g. certain laboratories. If this is the case, you will need to follow these steps:

1. Get permission from your supervisor and the lead PI.
2. Ensure the relevant safety assessments are completed, including a risk assessment of work to be carried out.
3. Ensure the induction is carried out and the form completed (see Link to Swipe access information: [http://www.imperial.ac.uk/bioengineering/admin/info/swipe/] for more information)
4. Complete the online access request (including the uploading of the completed induction form).

**Library Services**

The Central Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building.

Make sure you find out who your subject librarian is as they’ll be able to help you find books and online resources for your assignments. 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. You can borrow up to 40 books and, whether you’re working on or off site, you’ll be able to access e-books, e-journals and databases from our collection of almost 400,000 titles. If we don’t have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

For any questions our staff will be happy to help, simply chat with us online or contact us via email, phone or social media, just check our website for details:

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

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 http://www.imperial.ac.uk/campus-security/safezonewww.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.

**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:  

- [www.imperial.ac.uk/about/covid-19/](http://www.imperial.ac.uk/about/covid-19/)

**Life in the Department**

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

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

**Seminar Programmes**

The Department of Bioengineering hosts a seminar programme on Wednesdays at 4pm, with guest speakers from other institutions talking about a range of academic topics relevant to Bioengineering. Find out more, including upcoming dates, on the Events page of the website: [http://www.imperial.ac.uk/bioengineering/whats-on/events/](http://www.imperial.ac.uk/bioengineering/whats-on/events/).

**Outreach**

The Department of Bioengineering’s outreach team works to raise awareness of Bioengineering as an exciting and innovative engineering discipline. We develop and run a range of activities and events including summer schools, taster days and school visits which aim to raise aspirations and inspire the next generation of bioengineers. Outreach is very much a team effort, and we welcome support and ideas from all members of our community as we look to enhance our outreach provision. If you would like to get involved, please register your interest here. If you have any questions or would like further information, please contact the Admissions and Outreach Manager Jayne Shaw (jayne.shaw@imperial.ac.uk )

**Prizes and awards in the 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. Some are run by the Department and others are College-level awards. You can find out more about these awards and prizes, including background information and eligibility, on the website at: [http://www.imperial.ac.uk/bioengineering/admin/current-pgt/prizes/](http://www.imperial.ac.uk/bioengineering/admin/current-pgt/prizes/).

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

The IC Engineering Students’ Association has the following objectives:

- To aid the academic, welfare, sporting and social interests of members of the faculty
- To encourage, promote and support clubs and societies
- To represent the needs and interests of members to the College, ICU and external bodies.
Find out more by looking at the Association’s website: https://cgcu.net/

**Engineers Without Borders Society (EWB-UK)**
Engineers Without Borders Society (EWB-UK) is a student-led charity aiming to facilitate human development through engineering. If you wish to find out more please visit the website at: http://www.ewb-uk.org/

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

The College defines a placement as:

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

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

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

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

Your Departmental Placement Manager:

Mr Robert Ferguson
020 7594 6371
robert.ferguson@imperial.ac.uk

The Careers Service is available to provide students with additional support in sourcing work placement opportunities and preparing to apply for work placement opportunities:

www.imperial.ac.uk/careers/jobs-and-experience/work-experience/

For general information on undertaking a study or work placement visit the Placements website:

www.imperial.ac.uk/placements

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

www.imperial.ac.uk/placements/information-for-imperial-college-students
Working While Studying

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

Working in excess of these hours could impact adversely on your studies or health.

If you are here on a Tier 4/Student Route visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your supervisor or 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.
1. **Health and 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 to 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:


**Departmental Safety Adviser**

- Ken Keating
- +44 (0) 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/

**The College Safety Department**

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

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

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

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

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

- **www.imperial.ac.uk/safety**
To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly or the faculty safety advisor, Beth Wallis:

https://www.imperial.ac.uk/engineering/staff/safety/

**Occupational Health requirements**
The College Occupational Health Service provides services to:

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

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

www.imperial.ac.uk/occupational-health

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

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

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

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

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

- Comply with all local and College policies, procedures, and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- Ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- Attend appropriate induction and training.
- Report any accidents, unsafe circumstances, or work-related ill health of which you become aware to the appropriate person.
- Not interfere with any equipment provided for Health and Safety.
- Inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.
The Department will provide, manage, and maintain a work environment which is, so far as is reasonably practicable, safe and where risks to health are controlled.

The Department and College will offer training to all staff and students in safe methods of working and will foster responsible attitudes to health and safety. Specific methods of research and the safety of this is the responsibility of the Principal investigator.

**As a student, you must not work alone and unsupervised, nor out of hours.**

All major health and safety decisions are made by the Departmental Safety Committee, which meets termly.

Further safety specific information regarding the departmental processes and procedures can be found at the departmental website: [https://www.imperial.ac.uk/bioengineering/admin/info/safety/](https://www.imperial.ac.uk/bioengineering/admin/info/safety/) It is essential that you ensure to familiarise yourself with these sites.

**Emergency procedures**

In an emergency, dial extension 4444 from any internal phone or 020 7589 1000 This line is supported 24 hours a day. State your exact location, your name and extension number. Security Control will immediately mobilise the required emergency services. Alternatively, press the large red button on the SafeZone app which links straight and immediately to security for first aid (including an ambulance), security and fire. Do not ring 999 as this may cause delays to them getting on campus. Security will coordinate this to ensure that the emergency services gain site access.

If you discover a fire, immediately press the nearest red alarm call point. Warn people in the vicinity. Evacuate the building and be ready to tell Security and Fire Officers where the fire is. Do not attempt to tackle fires, chemical spillages, or intruders yourself. More information about fire safety is available on the Fire Safety website: [http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/](http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/).

**Fire alarms**

The emergency evacuation alarm is a continuous siren in the building. Leave the building immediately by means of the stairways – do not use lifts. Do not attempt to tackle fires, chemical spillages, or intruders yourself.

**Building evacuation**

Familiarise yourself with the various evacuation routes and use the nearest staircase, this may not be the same as the one you came on- see the maps at the end of the safety section in this handbook. Do not always head for the main staircase in the RSM regardless of where you are as this gets very congested. There is fire evacuation signage throughout the building identified by a white arrow on a green background and sometimes a “running man”.

From the main RSM staircase the fire exit is onto Prince Consort Road. The assembly point is towards the junction of Prince Consort Road and Exhibition Road. For the other evacuation routes you should follow the signs down to the lower ground floor and then out onto the RSM courtyard at the rear of the building. The assembly point for these exits is by the Queens Tower.

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

Leave the building quickly. Never use the lifts. Do not return to collect personal belongings.
Pre-Existing health conditions including physical disabilities, mental health and neurodiversity, hidden disabilities, and severe allergies

The department is a proud supporter of the Sunflower Scheme. Please see the departmental website for information on this, to inform us (in confidence) of any Pre Existing Health Conditions, to obtain a sunflower card/badge and work with us to ensure that all required measure are put in place (including Epi pens). It is important that we can work with you to ensure your safety and the safety of others. For physical disabilities or any condition which will impair evacuation, such as breathing conditions, a Personal Emergency Evacuation Plan (PEEP) will be required. You should discuss this with Mr Ken Keating, the Department Safety Advisor. If you have any severe allergies (e.g. egg, nuts) please also let Sandra Roscoe and/or Ken Keating know, so that measures can be put into place, including the tailoring of labs as required. Central support is available through the disability advisory service and the student zone

First aid
Local emergency help is provided by qualified first-aiders – see the departmental website for a list of who these people are in the Department and for information on the first aid coordinator and how to get first aid trained. For college first aiders or an ambulance, ring Security on extension 4444 from an internal phone or +44 (0)20 7589 1000 or use the SafeZone app for immediate assistance. All security staff are highly trained in first aid. Note that only Security can call the police or an ambulance -this is to ensure that they will have access through the security gate and will be directed to the correct location.
Evacuation routes
**Safety Induction**

There will be a safety induction lecture during the first week of term - you are required to attend, and a register will be taken (this is online and will be logged).

**Laboratories and Workshops**

Undergraduates and MSc students may not use laboratory or workshop equipment without permission and until training has been given. All local rules must be always adhered to.

Please note

- that you will not be given access to the labs until you have completed the necessary safety procedures, training, and inductions - therefore do this promptly when you are asked
- that no work should be undertaken until the appropriate risk assessment is completed and approved with any and all risks appropriately assessed and mitigated against.

Departmental technical staff are here to assist you in your project, however, please be aware that these are busy roles with many people to help so please plan and decide in plenty of time to avoid disappointment.

**Practical Classes**

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

**Accidents and Near Misses**

All accidents, dangerous occurrences or near misses must be reported to the academic member of staff giving the lecture/tutorial or supervising the practical class. It is then essential that a [SALUS report is filed](https://www.imperial.ac.uk/bioengineering/admin/info/safety/first-aiders-and-fire-wardens/) to allow this to be logged and any potential lessons to be learned, or improvement/fixes to be made to help prevent future occurrences.

It is appreciated that mistakes happen and that we can all make them from time to time. The department fosters a strict no blame culture and would like all occurrences to be reported on SALUS for us to ensure the safety of each researcher, staff member and student within it.

**First Aiders**

For a list of the Department First Aiders please see the following link:

https://www.imperial.ac.uk/bioengineering/admin/info/safety/first-aiders-and-fire-wardens/

Mental Health first aiders:

https://www.imperial.ac.uk/bioengineering/admin/info/safety/mental-health-first-aiders/
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

Academic Feedback Policy
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

Marks
Coursework marks will either be returned to you by the responsible lecturer, will be available from the Student Office, or will be available on the College's Virtual Learning Environment (VLE), Blackboard.

Feedback formats
Feedback may be provided in one of a number of formats, including (but not limited to):
- Oral (during or after lectures, personally or as a group feedback session)
- Personal (discussion with academics during office hours, meetings with Personal Tutors)
- Interactive (problem solving tutorials with GTAs & study groups, peer feedback)
- Written (solutions/model answers to coursework, electronic feedback on online quizzes)

Timing of feedback
The dates for students to receive feedback on their assessments are indicated in the coursework calendars provided before the start of teaching. Typically, these deadlines are set for 10 working days (not including weekends, public holidays or College Closure days) after the submission deadline. However, in some circumstances, such as when an assessment is particularly significant and will therefore take a long time to mark, a longer timeframe for feedback may be set. A longer timeframe will also be set for feedback on examinations. Please refer to the coursework calendar for information on when coursework is due for submission and when you can expect to receive feedback on your work.

Feedback on exams
Individual feedback will not be provided on written examinations. However, feedback on the general performance of the cohort on the exam questions will be given after the Board of Examinations. Numerical results will be published after the meeting of the final Board of Examiners.

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:
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:


Late Submission Policy
You are responsible for ensuring that you submit your coursework assessments (including time remote 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/marking-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. Please see below and the policy document.

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).
Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at https://www.imperial.ac.uk/bioengineering/admin/current-pgt/programme-administration/

When genuine mitigating circumstances occur, the Department will do its best to help you deal with the situation and ensure that you are not penalised for something that is not your fault. The Department must also be careful to ensure that the circumstances are genuine and sufficiently serious enough to be classified as mitigating circumstances. Any fraudulent claims will be dealt with by the College’s disciplinary procedures.

There is a form for students to request that mitigating circumstances are considered, which is available from the Department website: https://www.imperial.ac.uk/bioengineering/admin/current-ug/

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

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

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

The following procedure must be followed:

1. Complete the online form
2. Obtain the necessary documentary evidence – e.g. if you are ill, a doctor’s note from a professionally recognised doctor. The College Health Centre is the best place for this as they understand that we require their opinion on the likely effects of your illness on your performance.

The completed form together with the documentary proof will be submitted to the Mitigating Circumstances Panel. Please ensure you complete the form within 5 working days of the start of the circumstances.

All cases will be considered by a Departmental Mitigating Circumstances Panel, consisting of the Senior Tutor, Deputy Senior Tutor, and Academic Tutor, who meet throughout the term to make a provisional ruling. This is subject to approval by the Examinations Board, which meets at the end of the academic year.

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

For example if an exam was missed for a reason that was not considered a genuine mitigating circumstance, (e.g. student had the wrong day) then the exam would be counted as a failure.

If the request for mitigating circumstances is accepted, the Departmental Mitigation policy is followed:
In the case that one or two exams are significantly affected, the following potential outcomes apply:

1. If there is an opportunity to resit the exam without disadvantaging the student, by for example taking a second mastery test as if it were the first attempt, then this is the favoured option.

2. If the exam was taken and there is some evidence of learning (from for example coursework) then the mark is set to ‘MP’, Mitigated Pass, which removes the mark from the degree calculations while allowing progression to the next year.

If a student has mitigating circumstances affecting all exams rather than one or two exams specifically identified as being affected, one or two exams may be set to ‘MP’, to take into consideration their overall performance. Otherwise, if more than two exams are significantly affected or, if overall performance is catastrophic, the student will be invited back to take exams, and the Board of Examiners should consider whether the student would benefit from attending the whole year again.

In the case that coursework has been missed, the following potential outcomes apply:

1. The coursework be accepted for full credit or.
2. That a new piece of coursework be submitted with a new deadline for full credit or.
3. The Committee will suggest an appropriate alternative assessment.

Please note that the Board of Examiners will look at patterns of lateness of coursework submissions, along with lecture, tutorial and lab attendance over all terms when deciding which of the above outcomes are applicable.

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:

www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/

Academic Misconduct Policy and Procedures
As has been highlighted under the Academic Integrity section, 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/

Unsatisfactory Engagement
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. If a student does not engage satisfactorily engage with these supportive measures, they can be withdrawn from their studies. 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
**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. Should 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](http://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. Please note that a marks check is not a remark of your work, but an administrative check that the marks have been accurately recorded.

**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](mailto:student.complaints@imperial.ac.uk)

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

**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. This Procedure is currently under review and will be updated during the 2022-23 academic year. The general principles of the Student Disciplinary Procedure are available on the College website:

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

**Intellectual Property Rights Policy**

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

[www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy](http://www.imperial.ac.uk/research-and-innovation/research-office/research-policies/research-related-policies/ip-policy)
Further information about the Imperial Enterprise Lab can be found at:
- www.imperial.ac.uk/students/enterprising-students
- www.imperialenterpriselab.com/support/experts-in-residence

**Use of IT Facilities**
View the Conditions of Use of IT Facilities:
- www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/

**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.
- www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf

**Trusted contact scheme**
We are collecting the data below so that we can:
1. deliver and administer your education, record the details of your studies (including any placements with external organisations), and determine/confirm your academic achievements (e.g. results, prizes).
2. enable your participation at events (e.g. careers, inspiration lectures).
3. communicate effectively with you by post, email, and phone, including the distribution of relevant newsletters.
4. direct you towards appropriate support (e.g. Disability Advisory Service)
5. enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us).

This information will not be shared with anyone outside of the Department unless there is a clear and immediate danger to you or another person or if required to do so by law.

The data will be collected, stored, made available to you for the purposes of checking and correction and retained according to the Data Protection Procedures and Policy of Imperial College:
**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.

For more information please see:

[www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research](http://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research)
Wellbeing, Support and Advice

In your department
Your department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time at Imperial.

Your Personal Tutor
Your Personal Tutor 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 (although most Personal Tutors will have set office hours or may require you to make an appointment).

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

Your Personal Tutor 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. Your Personal Tutor will meet with you in groups of three or four in alternate weeks during the first year, and periodically during the second, third and fourth years. The attendance of Personal Tutorials (time-tabled in first year) is compulsory. These are occasions where you can raise any areas of difficulty, but these sessions will also be programmed to help you develop learning strategies.

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.

Additionally, as Bioengineering is a highly multi-disciplinary subject, your Personal Tutor may not always be able to answer all technical questions on modules outside their specialism, but they will happily put you in contact with someone who can - such as the appropriate lecturer or Module Leader. Other members of the academic staff will generally make themselves available to discuss aspects of the module with which they are concerned. Please e-mail them to make an appointment. Remember – your Personal Tutorials are timetabled and the attendance of them is compulsory.

Student Wellbeing adviser, Sandra Roscoe
Email: s.roscoe@imperial.ac.uk
Telephone: +44 (0) 7395 252288
To book an appointment: Bioengineering Student Wellbeing Appointments (office365.com)
Website: https://www.imperial.ac.uk/bioengineering/student-wellbeing/

Sandra 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.

Mums and Dads scheme
Imperial College Union’s ‘Mums and Dads’ scheme matches first years with returning students in your department to help you tap into their experience and find peer support available from existing students.

www.imperialcollegeunion.org/mums-dads
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.

Your Departmental Disability Officer is:
Ms Sandra Roscoe
Email: s.roscoe@imperial.ac.uk
Telephone: +44 (0) 7395 252288

To book an appointment: Bioengineering Student Wellbeing Appointments (office365.com)

Ms 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:
- www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/

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


More information about Pre-Existing health conditions is available at:
https://www.imperial.ac.uk/bioengineering/admin/info/safety/PreExistingHealthConditions/

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

**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:  [https://www.imperial.ac.uk/disability-advisory-service/](https://www.imperial.ac.uk/disability-advisory-service/)

**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.

**Your Union**

All Imperial students automatically become members of Imperial College Union when they register at the College. The Union provides a range of independent support.

**Imperial College Union Advice Centre**
The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, College accommodation, and internal and external signposting. Contact advice@imperial.ac.uk and complete the registration form to speak with a member of the team.

[www.imperialcollegeunion.org/advice](http://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](http://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z)
Officer Trustees
The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial College. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the College and the wider community. The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your views as a student body do make sure you get in touch with them if there’s something you would like to discuss or change.

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.

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.

Useful support contacts

Health and wellbeing
Imperial College Health Centre
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
020 7594 9637
counselling@imperial.ac.uk
www.imperial.ac.uk/counselling
Multi-Faith Chaplaincy Service
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

International students’ support
Centre for Academic English
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/students/international-students/

Careers
Careers Service
Level 5, Sherfield Building, South Kensington Campus
020 7594 8024
careers@imperial.ac.uk
www.imperial.ac.uk/careers

ICT and software
ICT Service Desk
Central Library, South Kensington Campus
020 7594 9000
www.imperial.ac.uk/ict/service-desk

Software shop
www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/
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
Work-life Balance

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

Imperial College Union
The Union’s range of 360+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

www.imperialcollegeunion.org/about-us

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

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

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

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

You can find out more about the role of external examiners on the website at: http://www.imperial.ac.uk/bioengineering/admin/current-ug/external-examiners/.

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

Many of our programmes are reviewed in detail and at regular intervals by the Professional Engineering Institutions to ensure that the high standards required for professional accreditation are maintained.

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

Formal routes by which students are involved in course evaluation are in the Staff-Student Committee, which meets once a term, and in your completion of surveys. You will be given more information about how to complete these surveys later in the term. The surveys give you the opportunity to comment anonymously on the modules and the lecturers. It is very important that these are completed since the feedback that they give to us is invaluable in improving the degree programme for you. You can raise issues at any time – you don’t have to wait for the SSCM.

Ultimately - if there is something wrong please tell the Academic Tutor or the Student Office as soon as possible, so that we can fix it.

The Department’s “You Said, We Did” Campaign
You can find out more about what the Department has changed in response to student feedback by looking at our You Said, We Did webpage at: http://www.imperial.ac.uk/bioengineering/admin/current-ug/you-said-we-did/.
The Union’s “You Said, We Did” Campaign
You can find out more about some of the changes that have been made as a direct result of student feedback online, at https://www.imperialcollegeunion.org/you-said-we-did.

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

www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview

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

In the Department of Bioengineering, the Staff Student Committee meetings serve as platform of exchange of students’ experience in the programmes; and for compiling the students’ complaints and suggestions. Staff also report implemented changes back to the students. In addition, all information is collected by the Student Union to present a global view of the College. Further, relevant issues raised at SSCM are discussed at the Departmental Teaching Committee Meeting, where academic staff discuss solutions. Students from every year group of each degree programme are elected annually to serve as representatives. This could be you!

More details can be found here:
https://www.imperial.ac.uk/bioengineering/admin/current-ug/staff-student-committee/

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 College experience, the following surveys give you regular opportunities to make your voice heard:

- Module Evaluation Questionnaire (MEQ)

The MEQ is your chance to tell us about the modules you have attended. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms. The survey is confidential. The more you take part the more representative the results so please take a few minutes to give your views.

- Student Experience Survey (SES)

The SES is an annual survey which aims to gather feedback on a range of College services and on Imperial College Union. The survey seeks to understand your opinions on life at the College beyond lecture theatres or labs. The survey is open to all non-final year undergraduate students and runs across the autumn and spring terms.
• **National Student Survey (NSS)**
  The NSS is an annual survey which asks respondents to rate a range of elements related to their student experience such as academic support, learning resources and assessment and feedback. The survey is open to final year undergraduates at participating UK institutions and runs in the spring term. Results of this national survey are made publicly available.

All surveys are confidential. The more you take part, the more representative the results so please take a few minutes to give your views.

Last academic year, the College asked students to take part in the Postgraduate Taught Experience Survey (PTES). This is a national survey that helps us to compare how we are doing against other institutions, to make changes that will improve what we do in future and to keep doing the things that are valued by our students. The results of the 2022 survey are published online (link below). PTES is run bi-annually at the College.

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

- [www.imperialcollegeunion.org/you-said-we-did](http://www.imperialcollegeunion.org/you-said-we-did)

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

- [www.imperialcollegeunion.org/your-union/your-representatives/responses](http://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](http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys)
And finally

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

- discounts on further study at the College and at Imperial College Business School
- alumni email service
- networking events
- access to the Library and online resources
- access to the full range of careers support offered to current students for up to three years after you graduate
- access to our Alumni Visitor Centre at the South Kensington Campus, with free 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 your MSc Human Robotics and Biology degree, you may choose to continue your studies either at Imperial or elsewhere. Previous graduates have gone on to study for different a Master of Science (MSc), Master of Research (MRes), or doctorate (PhD) awards both in the Department of Bioengineering and elsewhere