# Contents

1. **Introduction to the College** .............................................................................. 2  
   - Welcome to the College .................................................................................. 2  
   - Our Principles ................................................................................................. 4  
   - Useful dates ..................................................................................................... 4  

2. **Introduction to the Department** .................................................................. 5  
   - Welcome to the Department ........................................................................... 5  
   - Key MRes Bioengineering student contacts .................................................... 7  

3. **Departmental registration, access and resources** ..................................... 8  
   - Registration and collecting your ID card ....................................................... 8  
   - Accessing the Department ............................................................................. 8  
   - Computer access and College network ......................................................... 8  
   - Printing ........................................................................................................... 9  
   - Blackboard ..................................................................................................... 9  

4. **Your MRes Journey** ..................................................................................... 10  
   - Programme overview ..................................................................................... 10  
   - Assessments ................................................................................................... 10  
   - Progression ..................................................................................................... 11  
   - Examination and finishing your degree ......................................................... 12  
   - Staying in touch ............................................................................................. 12  

5. **Resources to complement your MRes** ..................................................... 13  
   - Lectures, seminars and more ......................................................................... 13  
   - Career development opportunities ............................................................... 13  
   - Library services and IT .................................................................................. 14  
   - Student feedback ........................................................................................... 15  

6. **Health and safety** ......................................................................................... 16  
   - Safety induction ............................................................................................. 16  
   - Accidents and near misses ............................................................................. 17  
   - Emergency procedures .................................................................................... 17  
   - Occupational Health ....................................................................................... 18  

7. **Wellbeing and support** .............................................................................. 19  
   - Pastoral care ................................................................................................... 19  
   - Physical and mental health ............................................................................ 20  
   - Support for international students ............................................................... 20  
   - Support for students with disabilities ........................................................... 21  
   - Religious and faith support .......................................................................... 21  
   - Student administration support .................................................................... 21  
   - Financial support ............................................................................................ 22  
   - Accommodation support .............................................................................. 22
7. Research information ........................................................................................................24
   Good research conduct ......................................................................................................24
   Ethics .................................................................................................................................24
   Animal research ...............................................................................................................24
   Data Protection ................................................................................................................24
   Copyright ..........................................................................................................................24
   Intellectual property rights policy ....................................................................................24

8. Important policies ............................................................................................................25
   Regulations compliance, code of practice and guiding principles ....................................25
   Feedback, Marks and Mitigating Circumstances ...............................................................25
   Academic integrity ..........................................................................................................26
   Attendance, leave and interruptions of studies ...............................................................26
   Working during your studies ............................................................................................27
1. Introduction to the College

Welcome to the College

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

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

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities (following an annual fee of £30 in 2019-20) across our campuses.

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

…from the Graduate School

The Graduate School is responsible for the postgraduate experience at the College. We work closely with the Union and the Graduate Students’ Union to ensure that, when decisions that affect your time at Imperial are being made, your voice is heard. Another important aspect of our role is to offer you a free and exciting range of professional development opportunities that you can access from where ever you are in the world. Whether you wish to pursue a career in academia, industry or
beyond, professional development training will improve your personal impact and help you become a productive and successful researcher.

The Graduate School also runs exciting social events and competitions throughout the year that are an opportunity to broaden your knowledge as well as to meet other students and have fun. You should regularly check the Graduate School’s website, blog, social media and e-Newsletters to stay updated with the latest activities available to you.

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

…from the Graduate Students’ Union (GSU)

The Graduate Students’ Union (GSU) are the elected representative body championing your interests as a postgraduate student. We are also here to help you make the most of your time at Imperial. We work towards building a thriving and enjoyable postgraduate community, spanning across all faculties and campuses at Imperial College.

As a postgraduate student, there are facilities and events available just for you. The Graduate School provides a range of invaluable courses, ranging from communication and professional progression to business skills courses and more. Our Union has over 100 different societies for you to get involved in. You also have your own, graduate only, bar (h-bar), which opens Monday to Friday from 5pm till late, offering food and events every week.

So, what are we up to for this coming year? We are going to focus on these major areas of action:

- Develop the GSU to become central to the postgraduate community by improving the two-way flow of information, between the GSU and you across all campuses;
- Improve services at h-bar to your needs;
- Organise exciting events, such as student wellbeing workshops and entrepreneurship opportunities throughout the year;
- Continue improving postgraduate wellbeing by increasing the quality of supervision and creating strategies to tackle common mental health challenges in higher education.

We are here to make your time here as enjoyable and beneficial as possible. If you have thoughts, ideas or feedback, make sure you get in touch! Finally, I hope you have a fantastic time here at Imperial and take advantage of the richness of opportunities that await you.

Mohit Devgan
GSU President 2019-20
gsu.president@imperial.ac.uk

www.imperialcollegeunion.org/your-union/how-were-run/constituent-unions/graduate-students-union
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 with 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

Useful dates

Term dates
Autumn: 28 September 2019 - 13 December 2019
Spring: 4 January 2020 - 20 March 2020
Summer: 25 April 2020 - 26 June 2020

Closure dates
Christmas/New year: 23 December 2020 – 1 January 2020
(College reopens on 2 January 2020)
Easter Holiday: 9 April 2020 – 14 April 2020
(College reopens on 15 April 2020)
Early May Bank Holiday: 8 May 2020
Spring Bank Holiday: 25 May 2020
Summer Bank Holiday: 31 August 2020

Key events
Great Exhibition Road Festival: 3 - 5 July 2020

For a full list of key dates, visit https://www.imperial.ac.uk/admin-services/secretariat/information-for-staff/college-year-card/.
2. Introduction to the Department

Welcome to the Department

…from the Head of Department

I am delighted to welcome you to the Department of Bioengineering at Imperial College London and to congratulate you on gaining admission to Imperial. You have made a wise choice: Imperial is an outstanding university and bioengineering is an exciting field with a great future; bioengineering is the one field of engineering where engineers directly work to make sure people are fit and well; this will never go out of fashion and can only grow as technology drives ever stronger links between engineering, medicine and the life sciences. The Department of Bioengineering has a history that goes back to the 1960s, yet we are focussed on the future of this new and fast-developing field of engineering. I hope you will be energised by the excitement within the Department as we educate the leaders of tomorrow (that’s you!) and advance the frontiers of knowledge in this area.

Of course, university is about more than just the formal curriculum: here you will form lasting friendships and develop interests that will persist long after you have left Imperial. I hope you will sample all that the Department and College have to offer outside the classroom, whether that be sports, student union, student clubs or volunteering opportunities. On behalf of the Department, I wish you all the best during your studies here.

Professor Anthony Bull
Head of the Department of Bioengineering
September 2019

…from the Director of the MRes Bioengineering

Many congratulations on having secured a place on the MRes in Bioengineering at Imperial College London. On behalf of all members of staff, I extend to you a very warm welcome to our department.

Our MRes programme is designed to be a milestone in your career and bring opportunities in a broad range of employment areas. Bioengineering is a field with endless possibilities for creativity and ingenuity, something very important to consider when contemplating a future research career. Furthermore, Imperial College London is an ideal institution for interdisciplinary research both within the College and in collaboration other institutions. Its strategic location in the heart of a thriving metropolis offers a unique opportunity for collaborative work. Finally, more than 50% of our students come from overseas, and this will allow you to enjoy several cultures while gaining experience in scientific research.

I hope that you find your studies with us exciting and rewarding, and truly encourage you to excel and push the boundaries of our knowledge in the field of research upon which you embark.

Dr Armando E. del Río Hernández
Director of the MRes Bioengineering
September 2019
On behalf of the Department of Bioengineering, I wish you a warm welcome and congratulations on your achievements that have brought you to the leading department for bioengineering in the UK at one of the best universities in the world.

As Director of Postgraduate Studies (Research), I work with the Student Office and your Course Director to optimise your experience as a research student in the Department. While you are expected to take responsibility for your own learning and welfare, there are plenty of people and resources to support you in doing so; make the most of them! Likewise, Imperial may be very different to any other institutions where you’ve studied; don’t hesitate to ask us (key contacts, page 07 and 19) if you’re unsure of something.

At postgraduate level in the Department, you will not be able to miss the interdisciplinary nature of bioengineering. Through many opportunities to engage with colleagues who have different perspectives, backgrounds and research focuses, you will be actively encouraged and empowered to develop an interdisciplinary outlook of your own.

We hope you find the Department of Bioengineering to be a lively and inspiring place.

Dr Angela Kedgley
Director of Postgraduate Studies (Research)
September 2019

Welcome to the Department of Bioengineering of Imperial College London.

I will be your academic departmental representative for 2019-2020.

My role is to serve as a bridge between you and the Department. Please feel free to reach out to me with any academic concerns or feedback. The Department welcomes ideas for change and improvement, so student dialogue can have a real impact on student life and the course structure.

If you’re especially interested in representing your year in this regard, I recommend running for the upcoming MRes rep elections. The reps are one point of contact for academic and wellbeing issues. Don’t hesitate to reach out to them for any help you need. It’s likely that if you have a concern someone else does too, so raising it can help everyone.

The Bioengineering Society is one of the most active departmental societies, hosting a range of social and professional development events that you should definitely attend. Make sure you don’t miss their emails and follow them on Facebook.

I hope each of you has a great year!

Abhishek Roy
Departmental Student Representative
September 2019
Key MRes Bioengineering student contacts

Dr Armando E. del Río Hernández  
ad-rio-hernandez@ic.ac.uk  
Director of MRes Bioengineering

Dr Angela Kedgley  
a.kedgley@imperial.ac.uk  
Director of Postgraduate Studies

Dr Adam Celiz  
a.celiz@imperial.ac.uk  
Deputy Director of Postgraduate Studies

Dr Tom Ellis  
t.ellis@imperial.ac.uk  
Postgraduate Tutor

Ms Melanie Albright  
m.albright@imperial.ac.uk  
Student Programmes and Department Process Development Manager

Ms Jayne Stringer  
j.stringer@imperial.ac.uk  
Student Administrator (Research)

Dr David Labonte  
d.labonte@imperial.ac.uk  
GTA Coordinator

Mr Ken Keating  
k.keating@imperial.ac.uk  
Departmental Safety Officer

Ms Edit Toth  
e.toth@imperial.ac.uk  
Office Manager and IT Coordinator

Mr Marc Livingstone  
bioeng-orders@ic.ac.uk  
Finance Assistant

Mr Robert Ferguson  
robert.ferguson@ic.ac.uk  
Industrial Liaison Manager

Ms Sandra Rosco  
s.roscoe@imperial.ac.uk  
Student Wellbeing Adviser

Full list of academic and professional services staff: www.imperial.ac.uk/bioengineering/people/

3. Departmental registration, access and resources

Registration and collecting your ID card

You must register online before your programme start date; visit [http://www.imperial.ac.uk/students/new-students/postgraduates/before-you-arrive/registration/](http://www.imperial.ac.uk/students/new-students/postgraduates/before-you-arrive/registration/) for instructions on how to do so. If you have forgotten your password or are unable to log on to Student e-Service, please email engineering.admissions@imperial.ac.uk, providing them with your CID number.

During or after the registration process, upload a recent photograph of yourself (conforming to Passport standards) for your College identity card; you will need this card to gain access to the Department and other College facilities. If you cannot upload a photo or do not have a suitable one, go to the ID Card Office (Security) on level 1 of the Sherfield Building to have your photograph taken. Please bear in mind that the ID Card Office will have long wait times during the first week of term.

**Before you can be issued with your ID card, you must complete the day one safety induction.**

You must attend a group safety induction on (30 Sep 2019 at 14:00 in RSM 3.03). After the lecture, you will receive the completed Day One Safety Induction form, of which you must send a scan to bg-pgr@imperial.ac.uk in order to collect your ID card. Once you have sent the scan of your form, please visit the Student Office during the opening times of 09:00 to 11:00 and 12:30 to 15:00 to collect your ID card.

Accessing the Department

The Department is jointly based in the Royal School of Mines (12 on South Kensington map) and Bessemer (11) buildings. Soon, we will also be split across two campuses, as some research groups will move to the Sir Michael Uren Biomedical Engineering Research Hub in White City: [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses).

A free shuttle bus runs between the South Kensington, White City and Hammersmith campuses on weekdays. Seats are available on a first come, first served basis. You must show your College ID card to board: [www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus).

**Swipe Access**

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
- Do not allow tailgating (someone following you into an access-restricted area)

The Department is open to MRes students from Monday through Friday between 08:00 and 18:30. If you need to arrange other access please email bg-pgr@imperial.ac.uk. College Security is strict about these access times and comes down heavily on those who do not comply. If you have any issues with your card, complete the Access Request form: [https://www.imperial.ac.uk/bioengineering/admin/info/swipe/](https://www.imperial.ac.uk/bioengineering/admin/info/swipe/).

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

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

**Computer access and College network**

Computer access is available in RSM G.08 and RSM 3.06.
Instructions for accessing the College’s wireless networks can be found at https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/wifi-and-networks/.

Download the free Imperial Mobile app for access to College information and services, including College emails and a library catalogue search tool: www.imperial.ac.uk/imperialmobile.

**Rules for using the College network**

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

**Printing**

In the Royal School of Mines, the Department has ID swipe-accessible photocopiers in the utility areas of Levels 3 and 4 as well as in room 3.06. These can also be used as printers and scanners via the ICT print service. Visit https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing-photocopying-and-scanning/ for information on using this service. An additional colour (ICT) copier/printer is available in RSM 3.38.

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

**Blackboard**

All MRes work must be submitted through Blackboard to allow for plagiarism detection: https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/. Further information about your MRes, like deadlines and assignment descriptions, are also available on Blackboard.

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

If you have any problems accessing Blackboard, try troubleshooting:

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

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

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

Programme overview

The MRes is a full-time course over an entire calendar year. Students are expected to be in attendance for the whole year, apart from College closure dates: [http://www.imperial.ac.uk/human-resources/procedures/leave/annual-leave/college-closures/](http://www.imperial.ac.uk/human-resources/procedures/leave/annual-leave/college-closures/).

The MRes programme involves lectures and practical work, followed by full-time work on a research project. A variety of seminars and workshops are provided to deepen and broaden your research skill-base. The programme will prepare you to analyse and solve problems in bioengineering, using an integrated, multidisciplinary approach.

You will begin the programme with compulsory core modules and practical work in the first term. In the second and third term, you will take additional modules and short workshops. You will also attend seminars and journal clubs throughout the year, as well as mini-symposia.

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

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

<table>
<thead>
<tr>
<th>Module Weightings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Element</strong></td>
</tr>
<tr>
<td><strong>Taught Element</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Research Element</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

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

**Assessments**

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

*NB: Should formatting problems occur after submission, email a PDF of your assignment with the intended format to bg-pgr@imperial.ac.uk before its deadline.*
Students should take note of the assessment deadlines as detailed on Blackboard. The Student Office will email any changes to these deadlines in good time. Penalties apply for late submissions of assessments (see page 25).

**Computational & Statistical Methods for Research**

Assessed through an in-class quiz on statistical methods & theory (33%), an in-class progress test on computer programming skills (33%) and a lab report on combining statistics and python in Jupyter (34% weighting).

**Frontiers in Bioengineering Research**

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

**Topics in Biomedical Engineering**

Assessed through two written reports (50% each) summarising elective modules. Students must submit the two separate reports in one document with a cover page listing the names of the elective modules.

**Selecting modules through DSS**

You must select elective modules through the Departmental Student System (DSS) by the end of week one. Log in to your DSS profile for instructions on how to do so: [www.imperial.ac.uk/dss](http://www.imperial.ac.uk/dss). Not all combinations of elective modules may be possible due to timetabling constraints. If you have any difficulties or questions, please email bg-pgr@imperial.ac.uk.

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

**Research project**

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

**Progression**

Minimum standards (*i.e.* 50%) in both assessed elements will be required with an overall pass mark of 50%. To achieve pass with distinction, a minimum of 70% is required in each of the elements. To achieve pass with merit, a minimum of 60% is required in each of the elements.

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

Students will be given a mark for both assessed elements, plus an overall mark used to decide whether a Merit or Distinction is awarded. For this overall mark, the weighting of the individual marks is 17% for the taught element and 83% for the research element.

The pass mark for all master’s level modules is 50%. Students must pass all elements in order to be awarded a degree. If any module score is less than 50%, it must be compensated by other modules in the same element. However, if any module score is less than 40%, it is deemed to be failed and the Board of Examiners, at their discretion, will decide whether the student can be deemed to have passed the MRes overall.
Find out more about the UK grading system at https://www.imperial.ac.uk/students/success-guide/ug/assessments-and-feedback/improving-through-feedback/understanding-grades/.

Examination and finishing your degree

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.

It is inappropriate for you to submit complaints or representations directly to external examiners or to seek to influence your external examiners. 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 at www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/.

Staying in touch

Alumni services

As a current student, you can find out about what alumni from the College do now by reading some case studies online: http://www.imperial.ac.uk/careers/resources/case-studies/alumni-case-studies/.

You can also expand your network by meeting with the Department's alumni; find out more about them at http://www.imperial.ac.uk/bioengineering/people/alumni/alumni-spotlight/.

We value our alumni and hope you will stay in touch with us once you've completed your degree. As part of a lifelong global community of over 190,000 alumni, you'll have access to a range of alumni benefits, from discounts and networking events to access to useful resources and more.

Visit the Alumni website to find out more: www.imperial.ac.uk/alumni.

Opportunities for Further Study

After you have completed the MRes, you may choose to undertake a doctoral degree in Bioengineering: http://www.imperial.ac.uk/bioengineering/study/postgraduate-research/doctoral/.

To find out more about what graduates have gone on to do, visit http://www.imperial.ac.uk/bioengineering/study/career/.
4. Resources to complement your MRes

We believe that the Department of Bioengineering and, more broadly, the College are welcoming and lively places. With plenty of events happening throughout the year, we encourage you to get involved and make the most of the opportunities available to you.

Find out more at:
https://www.imperial.ac.uk/students/
http://www.imperial.ac.uk/bioengineering/whats-on/

Lectures, seminars and more

Panopto

Panopto is a College ICT service that allows the recording of a computer screen, in addition to audio and visual content. The Department aims to record as many lectures as possible and link them to the appropriate module page on Blackboard.

To watch lecture recordings, go to the respective module page on Blackboard, https://bb.imperial.ac.uk, and find the link called ‘Lecture Recordings’ in the left-hand menu. You will be prompted to log in once you click the link. If you cannot access a recording, please speak to the Student Office.

You can find out more about Panopto and lecture recordings at https://www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/panopto/.

Departmental seminars

During term, the Department hosts seminars on Wednesdays at 16:00 with guest speakers talking about a range of academic topics relevant to Bioengineering. Postgraduate researchers must attend the seminars and write a report about one that aligns with their project (see Assessment section for more information).

Since the Department’s research covers a broad range of subjects, many—probably most—of the seminars will not be directly related to your project. Even when a seminar is not in your area, however, it can often spark ideas or new knowledge about methods that will be of value to your research. In this respect, the Department offers a truly interdisciplinary research environment, giving you a unique opportunity to broaden your scientific horizon.

Full details can be found at http://www3.imperial.ac.uk/bioengineering/events/departmentalseminars.

Career development opportunities

Get involved in outreach

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

- Contact Lorna Stevenson, the Department’s Admissions and Outreach Manager, at lorna.stevenson@imperial.ac.uk.
- Visit www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/.
- Find out more about Outreach Postgraduate Ambassadors (OPA) at www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/imperial-students-and-staff/volunteer/ambassador-schemes/opas/.

Departmental Careers Adviser

Students in the Department can seek advice and help with career planning from Robert Ferguson, the Industrial Liaison Manager. Working with a range of companies in the medical technology, healthcare and biotechnologies industries in the UK, EU and internationally, Robert can help you with your Bioengineering-related career plans through:
• Weekly employer presentations from companies in the Bioengineering sector
• The annual Bioengineering Careers Fair
• A database of information about companies operating in the Bioengineering sector
• Advice about job, internship or year-in-industry searching
• Help with applications and interviews

Information about Bioengineering careers is at [http://www.imperial.ac.uk/bioengineering/study/career/](http://www.imperial.ac.uk/bioengineering/study/career/).

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

**Imperial College Careers Service**

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

See the College’s Placement and Learning Policy at [http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning/).

**Graduate School**

The Graduate School has been set up to support all postgraduate students at the College through training and development courses, social and academic events that encourage cross-disciplinary interactions and forums to represent the views of postgraduate students throughout the College.

See their full range of free professional skills courses at [www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters).

**Success Guide**

The Imperial Success Guide is an online resource with advice and tips on the transition to master's level study: [https://www.imperial.ac.uk/students/success-guide/](https://www.imperial.ac.uk/students/success-guide/).

**Vitae UK**

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

**Library services and IT**

**Library**

The Central Library at South Kensington is open around the clock pretty much all year. The Library has a range of training workshops, over 170,000 electronic books, journals and databases available both on and off campus as well as a free document delivery service to help you source books and articles from around the UK and the rest of the world: [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library).

The Bioengineering librarian is Ms Eleni Zazani. You can contact her for referencing advice and reference management software, plagiarism workshops, finding books, using e-journals and more: e.zazani@imperial.ac.uk or 020 7594 8880.

**Information and Communications Technologies**

If you’re having problems with technology (including computers, laptops and mobile devices), you can get help from the Information and Communication Technologies (ICT) group Service Desk: 020 7594 9000 or [www.imperial.ac.uk/ict/service-desk](http://www.imperial.ac.uk/ict/service-desk).
Any problems or queries relating to computing, including requests for new software, should be addressed to ICT (service.desk@imperial.ac.uk) or our IT Support Officer (Edit Toth, e.toth@imperial.ac.uk). To avoid infringement of licensing arrangements and to prevent the introduction of viruses, you are strictly forbidden from bringing in external programs.

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

Please see the Conditions of Use of IT Facilities at www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/.

Software shop

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

Student feedback

A great way to complement and improve your MRes is by providing feedback. The Department values your feedback and there are multiple mechanisms through which you can provide it. From talking to your student representatives, the Student Office or the Director of Postgraduate Studies to answering confidential surveys, your feedback is always welcome and encouraged.

Departmental Staff-Research Student Committee

The Staff-Research Student Committee serves as a forum for exchange of students’ views and experiences and as a mechanism for compiling students’ feedback and suggestions. The committee meets termly, with feedback disseminated to students after each meeting by the student representatives. In addition, information from these meetings is collected by the Student Union in order to present a global view of the College.

More details can be found at http://www.imperial.ac.uk/bioengineering/admin/research/srsc/ and http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback/.

Confidentiality report

Students can submit a confidential report (not seen by their supervisor) to the Director of Postgraduate Studies or Postgraduate Tutor: https://imperial.eu.qualtrics.com/SE/?SID=SV_2lx02eW8xvZNNFr.

Student surveys

There are a variety of means to give your feedback on your Imperial experience, including College-wide anonymous surveys that provide opportunities to make your voice heard, such as the PG student online evaluation (PG SOLE), postgraduate taught experience survey (PTES) and student experience survey (SES). The more students take part, the more representative the results will be, so please do give your views.

Find out more about any of these surveys and see results from previous surveys at http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/. The Union’s response to surveys can be found at https://www.imperialcollegeunion.org/your-union/your-representatives/responses.

Contact the Registry's Surveys Team, surveys.registrysupport@imperial.ac.uk, for further information on surveys.
5. Health and safety

The Department of Bioengineering considers the health and safety of staff, students, contractors and visitors to be of paramount importance. We expect everyone interacting with the Department 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.

As each student is responsible for their own health and safety and that of others affected by their College-related work and leisure activities, you must

- Comply with all local and College policies, procedures and codes of practice and with the arrangements that 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 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.

In addition, since security and safety are closely linked, keep the building secure and safe by following the below 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.

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

The Department will provide, manage and maintain a work environment that 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 principle investigator.

All major health and safety decisions are made by the Departmental Safety Committee, who meets termly: https://www.imperial.ac.uk/bioengineering/admin/info/safety/h_s_committee/.


Further information about health and safety can be found on the College website at http://www3.imperial.ac.uk/safety.

Department-specific safety information regarding processes and procedures can be found at https://www.imperial.ac.uk/bioengineering/admin/info/safety/.

It is essential that you familiarise yourself with the information on these sites.

Departmental Safety Manager
Ken Keating (k.keating@imperial.ac.uk)
Room B211 – Bessemer building level 2
Telephone 020 7590 250 478

Safety induction

You are required to undertake a safety induction upon arriving to the Department. That for MRes students is scheduled for 30 Sep 2019 at 14:00 in RSM 3.03.

Laboratories and workshops
You will not be given access to the labs until you have completed the necessary safety procedures, training and inductions, so please do this promptly when you are asked. Likewise, Departmental technical staff are here to assist you in your project; however, these are busy roles with many people to help so please make arrangements in plenty of time to avoid disappointment.

Lab safety induction procedures are detailed at [https://www.imperial.ac.uk/bioengineering/admin/info/safety/](https://www.imperial.ac.uk/bioengineering/admin/info/safety/).

**Accidents and near misses**

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

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

Full information on reporting accidents and incidents can be found at [https://www.imperial.ac.uk/safety/safety-by-topic/accidents-incidents/](https://www.imperial.ac.uk/safety/safety-by-topic/accidents-incidents/).

**Emergency procedures**

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

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

**SafeZone**

SafeZone is the College’s new app, available for Apple and Android, through which you can quickly contact the Security team whenever you need. Registering is optional.

**Fire alarms**

If you discover a fire, immediately press the nearest red alarm call point and warn people in the vicinity. Evacuate the building via the stairs and be ready to tell Security and Fire Officers where the fire is. The emergency evacuation alarm is a continuous siren in the building.


**Building evacuation**

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

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

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

**Personal Emergency Egress Plan (PEEP)**

To arrange a PEEP, please see the college guidance and contact the Departmental Safety Manager: [http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/](http://www.imperial.ac.uk/estates-facilities/health-and-safety/fire-safety/peeps/).

**First aid**

Local emergency help is provided by qualified physical and mental health first aiders. A list of these contacts can be found at [https://www.imperial.ac.uk/bioengineering/admin/info/safety/first-aiders-and-](https://www.imperial.ac.uk/bioengineering/admin/info/safety/first-aiders-and-).
If no local help is available, call Security: 4444 (internal), 020 7589 1000 (external).

**Occupational Health**

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

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

Postgraduate students who will be handling human pathogens, GMOs of class 2 or higher or unfixed human tissue, including blood, in a laboratory environment must be health cleared for this activity. Send a completed Biological Agents Health Assessment to OH. Students who will not be directly handling unscreened blood or who will be handing only screened samples, e.g. blood supplied by the NBS, do not need health clearance or vaccination.

Full details can be found at [https://www.imperial.ac.uk/occupational-health/health-surveillance/working-with-pathogens/](https://www.imperial.ac.uk/occupational-health/health-surveillance/working-with-pathogens/).

**Health surveillance enrolment for work with laboratory animals**

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

Full details can be found at [https://www.imperial.ac.uk/occupational-health/health-surveillance/working-with-animals/](https://www.imperial.ac.uk/occupational-health/health-surveillance/working-with-animals/).

**NHS health clearance**

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


**Emergency assessment and treatment of laboratory accidents**

Postgraduate students based on hospital campuses can attend the hospital OH clinic for emergency assessment and treatment of inoculation accidents involving human blood or unfixed tissues. Any other emergency assessment will be carried out by the College OH at South Kensington. For information on the urgency and assessment form, consult the laboratory accident guide, a copy of which can be obtained by emailing occhealth@imperial.ac.uk.
6. Wellbeing and support

Pastoral care

The Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. We take the welfare of our students seriously and will provide all the help we can if you encounter any problems. Below is a list of postgraduate research (PGR) student support contacts and resources, both in the Department and beyond.

Departmental Student Office PGR contact: bg-pgr@imperial.ac.uk


<table>
<thead>
<tr>
<th>DPS(R)</th>
<th>Deputy DPS(R)</th>
<th>Course Director</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Kedgley</td>
<td>Adam Celiz</td>
<td>Armando E. del Río Hernández</td>
<td>Oversight of the MRes Bioengineering programme, including:</td>
</tr>
<tr>
<td><a href="mailto:a.kedgley@ic.ac.uk">a.kedgley@ic.ac.uk</a></td>
<td><a href="mailto:a.celiz@ic.ac.uk">a.celiz@ic.ac.uk</a></td>
<td><a href="mailto:a.del-rio-hernandez@imperial.ac.uk">a.del-rio-hernandez@imperial.ac.uk</a></td>
<td>Providing general and pastoral student support</td>
</tr>
<tr>
<td>020 7594 0747</td>
<td>020 7594 1049</td>
<td>020 7594 5187</td>
<td>Oversight of your degree progress from start to finish</td>
</tr>
<tr>
<td>RSM 3.11</td>
<td>RSM 4.37</td>
<td>RSM 3.08</td>
<td>Advice on academic issues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Guidance on training and development</td>
</tr>
</tbody>
</table>

Oversight of the Department’s research programmes, including:
- Providing academic advice in cases where a student’s supervisor cannot help
- Providing general and pastoral student support

<table>
<thead>
<tr>
<th>Postgraduate Tutor</th>
<th>Student Office PGR contacts</th>
<th>Departmental Student Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Ellis</td>
<td><a href="mailto:bg-pgr@imperial.ac.uk">bg-pgr@imperial.ac.uk</a></td>
<td>Abhishek Roy</td>
</tr>
<tr>
<td><a href="mailto:t.ellis@imperial.ac.uk">t.ellis@imperial.ac.uk</a></td>
<td>RSM 3.21c</td>
<td><a href="mailto:abhishek.roy16@imperial.ac.uk">abhishek.roy16@imperial.ac.uk</a></td>
</tr>
<tr>
<td>020 7594 7615</td>
<td>Jayne Stringer</td>
<td></td>
</tr>
<tr>
<td>Bessemer 7.04</td>
<td>020 7594 8157</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Melanie Albright 020 7594 5122</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All aspects of postgraduate research student administration, including:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General welfare and pastoral support</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advice on regulations, policies and procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supporting student progress and registration changes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Wellbeing Adviser</th>
<th>College and Faculty Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Rosco</td>
<td><a href="http://www.imperial.ac.uk/health-and-wellbeing/">http://www.imperial.ac.uk/health-and-wellbeing/</a></td>
</tr>
<tr>
<td><a href="mailto:s.roscoe@imperial.ac.uk">s.roscoe@imperial.ac.uk</a></td>
<td>Faculty Senior Tutor</td>
</tr>
<tr>
<td>020 7594 5181</td>
<td>Lorraine Craig</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:l.craig@imperial.ac.uk">l.craig@imperial.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>020 7594 6436</td>
</tr>
<tr>
<td></td>
<td>Academic and personal student support</td>
</tr>
</tbody>
</table>

Student-supervisor partnership

The College has created a document summarising the mutual expectations of the MRes Student-Supervisor Partnership to help establish effective working relationships between students and supervisors: https://www.imperial.ac.uk/media/imperial-college/study/graduate-school/public/FINAL-VERSION-FOR-COMMITTEE---Mutual-Expectations---Masters-Student-Supervisor-Partnership.pdf.
In addition, please see how supervision roles are defined at https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/ga/public/good-practice/roles-and-responsibilities/Roles-&-Responsibilities---Masters-Main-Project-Supervisor.pdf.

Physical and mental health

Student Support Zone

The Student Support Zone is the central point for information on health and wellbeing: http://www.imperial.ac.uk/student-support-zone.

NHS Health Centre and finding a doctor

Even if you’re fit and healthy, we recommend you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP, visit www.imperial.ac.uk/student-space/here-for-you/find-a-doctor.

If you’re feeling unwell, you may visit the Imperial College Health Centre on our South Kensington Campus during clinic hours. If you live within the practice catchment area, we encourage you to register with them. Visit them at www.imperialcollegehealthcentre.co.uk or contact them directly at 020 7584 6301 or imperialcollege.hc@nhs.net.

NHS Dentist

The Imperial College Dental Centre, based in the Imperial College Health Centre, offers a full range of NHS and private treatment options: www.imperial.ac.uk/student-space/here-for-you/dentist.

Physical activity and sport

Imperial College has a wide range of sports activities on offer that cater for all standards and abilities. Students wanting to use the gym and swimming pool can purchase a £30 annual membership, valid from 1 September to 31 August: http://www.imperial.ac.uk/ethos/memberships/students/.

Counselling and mental health

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

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

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

- Contact the Health Centre (details above) or the Student Counselling Service at 020 7594 9637 or counselling@imperial.ac.uk.
- If you feel you can, contact someone in the Department, such as the Director of Postgraduate Studies or the Postgraduate Tutor (contact details on pages 07 and 19 of this handbook).

Support for international students

English language support

The Centre for Academic English provides free in-sessional English courses and tutoring for international students while they are studying: http://www.imperial.ac.uk/academic-english/.

International Student Support team

Our International Student Support team offers year-round support to help international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest: www.imperial.ac.uk/study/international-students.
**Visa compliance**

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

In addition, the UK Visas and Immigration (UKVI) require the College to monitor attendance for overseas students. Any student not in attendance at the College (e.g. missing lectures or meetings with their supervisor) will be reported to the UKVI via the College Registry. Students in breach of their visa conditions may face serious consequences, including refusal of British visas in the future.

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

**Support for students with disabilities**

**Disability Advisory Service**

The Disability Advisory Service provides confidential advice and support for all students with disabilities or specific learning difficulties. If you think you may have dyslexia or another specific learning difficulty, but have never been formally assessed, the Disability Advisory Service offers initial screening appointments: [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service).

Room 566, Level 5, Sherfield Building, South Kensington Campus
020 7594 9755
disabilities@imperial.ac.uk

**Departmental Disability Officers**

Departmental Disability Officers are the first contact point within your department. They facilitate support within your department.

The Bioengineering Disability Officer is Sandra Roscoe, reachable at 020 7594 5181 or bg-ddo@imperial.ac.uk.

More information on Departmental Disability Officers is available at [www.imperial.ac.uk/disability-advisory-service/support/ddos](http://www.imperial.ac.uk/disability-advisory-service/support/ddos).

**Disabled Students Allowance**

All home students who are UK residents, pay home fees and who have a disability can apply for the Disabled Students Allowance to pay any costs that are a direct result of disability. As this is a grant, you are not expected to pay it back. Contact disabilities@imperial.ac.uk for details on how to apply.

**Accessibility**

Information about South Kensington Campus’s accessibility is available online through the DisabledGo access guides: [www.disabledgo.com/organisations/imperial-college-london-2](http://www.disabledgo.com/organisations/imperial-college-london-2).

**Religious and faith support**

The Chaplaincy Multi-faith Centre has chaplains from different religions, prayer rooms and information on places of worship. It runs meditation classes and mindfulness workshops for stress management. Find more information, including on student-led events, at [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy).

**Student administration support**

**Registry**

The Registry offer guidance and support on a range of academic matters. Visit them online at [http://www.imperial.ac.uk/admin-services/registry/](http://www.imperial.ac.uk/admin-services/registry/).
**Student Hub**

The Student Hub represents a single contact point for all key administrative information and support, with the team being able to help with a range of queries, including about accommodation, visas, financial support and tuition fees as well as records and regulations. Located on Level 3 of Sherfield, you can reach the Student Hub at 020 7594 9444 or student.hub@imperial.ac.uk. You can also visit them on the Web at www.imperial.ac.uk/student-hub.

**Student Records and Data**

The Student Records and Data team are responsible for the administration and maintenance of the student records, including enrolments, programme transfers, interruption of studies, withdrawals, processing examination entry, results and awards. They also produce a variety of standard documents for current and previous students, such as council tax, attendance and degree confirmation letters.

**Student Records and Examinations**

020 7594 7268
student.records@imperial.ac.uk

**Degree certificates**

020 7594 8037
certificates@imperial.ac.uk

For more information, visit https://www.imperial.ac.uk/student-records-and-data/.

**Financial support**

**Student Financial Support**

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

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

**Tuition Fees**

For tuition fees queries, contact the Tuition Fees team at 020 7594 8011 or tuition.fees@imperial.ac.uk.

**Accommodation support**

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

**Union support**

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

**Imperial College Union Bioengineering Society**

The Imperial College Union Bioengineering Society is a constituent society of the Imperial College Union under the wing of the City and Guilds College Union (CGCU). Started 14 years ago by a group of
enthusiastic MSc students, the ICU Bioengineering Society aims to broaden the experiences of Bioengineering students beyond that of the curriculum: https://www.union.ic.ac.uk/guilds/bioeng/.

**Imperial College Union Advice Centre**

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

**Graduate Students’ Union**

The Graduate Students’ Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises academic and social events during the year: www.imperialcollegeunion.org/your-union/how-were-run/constituent-unions/graduate-students-union.

**Student representatives**

If you have any feedback about issues in your department relating to academics or wellbeing, you can speak to one of your student representatives, who will be listed under the contacts tab at http://www.imperial.ac.uk/bioengineering/admin/research/mres/ once they have been elected shortly after the start of the programme.

More information about the role and instructions on how to become an academic representative are available at www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview.

**Officer Trustees**

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

Good research conduct

The College has adopted the Council for Science and Technology's Universal Ethical Code for Scientists and expects all research to be conducted with integrity: https://www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/.

Research misconduct

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

Ethics

According to the Imperial College Ethics Code, to which all members of the College are committed, any research work must comply with key principles. For postgraduate research students, these include:

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

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

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

Students whose projects need ethics approval must work with their supervisor on the request. Full information can be found at https://www.imperial.ac.uk/research-ethics-committee/application-process/.

Animal research

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, visit www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research.

Data Protection

The General Data Protection Regulation must be complied with when working with personal data. For full guidance, visit https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/research-data/.

In line with the above please see the College’s privacy notice for students. This forms 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.pdf.

Copyright

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

Intellectual property rights policy

Further guidance on the College’s Intellectual Property Rights Policy is available at https://www.imperial.ac.uk/research-and-innovation/research-office/ip/.
8. Important policies

Regulations compliance, code of practice and guiding principles

Students are required to comply with Imperial College London degree regulations and other College procedures and regulations, including those related to safety.

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

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

In addition, students should be familiar with the guiding principles of the Imperial community, developed by academic and professional services staff in partnership with undergraduates, postgraduates and Imperial College Union: http://www.imperial.ac.uk/students/our-principles/.

Feedback, Marks and Mitigating Circumstances

Academic Feedback Policy

We are committed to providing you with timely feedback to enable you to reflect on your academic progress. During your MRes, you will normally receive feedback within two weeks of the submission deadline directly from your supervisor.

Further guidance on the Policy of Academic Feedback can be found at 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.

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. The release of provisional marks is permitted except in certain circumstances. Guidelines for Issuing Provisional Marks to Students on Taught Programmes can be found at 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.

Late Submission Policy

You are responsible for ensuring that you submit your coursework assessments in the correct format and by the published deadline (date and time). Any piece of assessed work submitted beyond that deadline is classed as a late submission. Further guidance on Late Submission of Assessments can be found at www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf.

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

Mitigating Circumstances

If sudden or unforeseen circumstances arise, contact your supervisor for advice and support. If this happens at the time of, or immediately preceding an assessment, you may be able to make a claim for mitigating circumstances to enable the Board of Examiners to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year or with progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded.

All claims must be supported by independent evidence and submitted within 5 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.
Through the procedure you may also be able to request an extension to deadline to some forms of assessment. This procedure should be used where possible to enable students to complete their studies within the normal College year, rather than outside the teaching session.

Details on how to submit a case for mitigating circumstances can be found at https://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/bioengineering/public/student/MitigatingCircumstancesPolicyProcedures-Feb-2014-(1).pdf.

**Academic integrity**

You are expected to conduct all aspects of your academic life in a professional manner. 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/ and https://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/academic-integrity/.

**Plagiarism**

Plagiarism is a cheating offence and must not be committed. Because it is extremely important that you understand what plagiarism is and how to avoid it, you are required to complete the online plagiarism awareness course before your first assessment submission: https://www.imperial.ac.uk/study/pg/graduate-school/students/masters/professional-development/plagiarism-online/.

In addition, you can seek help and further training from Ms Eleni Zazani, the Bioengineering Librarian: http://www.imperial.ac.uk/admin-services/library/subject-support/bioengineering/.

**Student Disciplinary Procedure**

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The Student Disciplinary Procedure can be found at https://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/.

**Appeal and complaints procedures**

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been reasonably considered and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. If you believe you have grounds for complaint about academic or administrative services or wish to appeal the outcome of an assessment or final degree, there are clear and consistent procedures through which you can do so: www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline.

**Attendance, leave and interruptions of studies**

You are required to be in attendance throughout the course of your degree programme. Registry will be informed of all non-attendances. In addition, the College is obliged to report the attendance and non-attendance of Tier 4 visa holders to the UKVI.

**Sick leave**

If you must be absent due to illness or for any other personal reasons, you must contact your supervisor as soon as possible. If the absence is due to illness and exceeds seven days, you must produce a medical certificate upon your return.

If illness has impacted your ability to submit an assessment, you should seek advice and support from your supervisor or the Student Office about making a claim for mitigating circumstances (see page 25); you must submit the claim within 5 working days of the date the assessment is due.
**Study leave**

If your research requires some of your time to be spent away from College, your supervisor must apply for you to take study leave. For full guidance and forms, visit [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/).

Please also see the College's Off-site Working policy: [https://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/](https://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/).

**Working during your studies**

The College recommends that you do not work part-time during term. If this is unavoidable, we advise you to work no more than 15 hours per week, principally at weekends and not within normal College working hours. Working in excess of these hours could adversely impact your studies or health.

If you are considering part-time work during term, you are strongly advised to discuss this with your supervisor. If you are on a Tier 4 visa, please also seek advice from the International Student Support team regarding visa limitations on employment.

NB: The College’s examination boards will not normally consider negative performance impacts of part-time work during term to be mitigating circumstances. Deadlines cannot be rescheduled to accommodate part-time working arrangements.

For full guidance, visit [https://www.imperial.ac.uk/study/international-students/visas-and-immigration/work-rules-during-your-studies/](https://www.imperial.ac.uk/study/international-students/visas-and-immigration/work-rules-during-your-studies/).