Imperial College London

Faculty of Engineering
Department of Civil & Environmental Engineering

MSc
Advanced Structural Engineering Cluster

Student Handbook

2019-20
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Welcome to the College

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

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

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

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

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 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
1. Introduction to the Department

Welcome from the Head of Department

I trust you have had a great summer, whether you were gaining work experience or taking a well-earned rest, and I hope that you are now ready to study again with renewed vigour!

You will be working alongside some of the brightest and most motivated students from around the world, taught by an exceptional group of internationally-leading experts. A strength of our Department, and the College as a whole, is its national and cultural diversity (well over 50 nationalities are represented in our Department alone) and we don’t intend to allow Brexit, or any other outside influence, to change that.

London is a wonderful place to be a student. Please take full advantage of your once-in-a-lifetime opportunity and find a good balance between studying hard to fulfil your potential, and enjoying the company of your fellow students and life in London.

Good luck for the coming year!

Professor Nick Buenfeld

Welcome from the Programme Director

On behalf of all staff involved in the delivery of the MSc courses in Advanced Structural Engineering I am pleased to welcome you all to Imperial College. I hope that the 2019-2020 academic year is one that you will look back upon with a great sense of pride and achievement.

We are proud of the history that our Section can boast of and the contributions that we have made, and continue to make, to our industry over the past decades. You are a part of that legacy now and I look forward to seeing the role you play in this ongoing narrative.

The sense of achievement you will feel upon completion will reflect the fact that the coming months will be demanding. Some of you will find the course more demanding than others, but all of you will be tested. You are fortunate to have access to world class resources, both in terms of the library and computational facilities as well as the calibre of the academic and support staff within the Section. I sincerely hope that you make the most of these resources while you are with us.

London is an incredible, vibrant city, and a wonderful place to live and study. I encourage you to experience life in London and to allow the energy of the city to invigorate your studies.

I look forward to interacting with you all in due course, and look forward to seeing what you all achieve this year.

Dr Peter J Stafford
## Academic and Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Room</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
English language requirement

The linguistic medium of the MSc Programmes is UK English. This includes all course-related activities, including groupwork exercises and discussions. You should observe this practice to ensure inclusion of group members in your discussions: you have a responsibility to your classmates in this.

Whilst studying on these programmes in London, you have the important opportunity to develop your skills in technical English as used in the transport field, which is in itself part of your education. This practise will also be beneficial to you in writing your research dissertation to the required standard.

For information on English language support available during your studies, see the Wellbeing, Support and Advice section.

Attendance and absence

You must inform your Cluster Administrator if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must produce a medical certificate immediately on your return to College. In such circumstances, a Mitigating Circumstances Form must also be completed.

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

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

Read through Appendix A – Monitoring Attendance, for information on the procedures in the Department of Civil and Environmental Engineering.

Summer Term and Project Period: Formal teaching may have finished for the year, but while you are working on your project and writing your research project, you are still subject to the attendance conditions of your degree, up to the expiry of your student registration at the end of September 2020. The exceptions to this are:

- Short breaks (approved by your supervisor and notified to your Cluster Administrator by email).
- Completion of all the academic requirements of your degree.
- Approved External Study Leave (e.g. Fieldwork) (specific form to be completed – see Appendix A).

Recording of External Study Leave

For those of you spending periods of time abroad which form part of your research project (e.g. Fieldwork), such absences must be covered by the Postgraduate Taught (MSc): Recording of External Study Leave Form (see Appendix A). This form must be completed and submitted, via your Cluster Administrator, in advance of the requested absence. The application will be logged with the College, and for Tier 4 Visa-dependent students is subject to approval by the Visa Compliance Office.
Key dates 2019–20

Term dates
Autumn term: 28 September 2019 - 13 December 2019
Spring term: 4 January 2020 - 20 March 2020
Summer term: 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

Programme dates
Written examinations: 13 December 2019
06 January 2020 (for 2 weeks)
27 April 2020 (for 3 weeks)
Project hand-in: Late August 2020
Board of Examiners meeting September 2020
End of course: 30 September 2020

Key events
Postgraduate Awards Ceremonies: 6 May 2020
Great Exhibition Road Festival: 3 -5 July 2020
2. Programme Information

Programme overview

The courses consist of a number of core subjects and elective modules which are taken in the first two terms. All core courses must be taken, in addition to electives in both taught terms, to a total of 12 modules in completion of the programmes. For certain spring term modules, a related module in autumn term may be a prerequisite. The electives enable students to develop a primary study theme (e.g. advanced structural analysis, structural assessment or seismic design of concrete structures). The courses attach considerable importance to both advanced structural analysis and theoretical concepts in structural engineering as well as fundamental and applied concepts related to structural design.

In the final months of the programme, all students undertake one two-week conceptual design project in a group environment before completing a major investigative research project, or a major detailed design oriented project (both of which are individual submissions).

The aims of our extensive suite of MSc courses are to:

- To provide students with a solid technical basis in the key areas of the engineering profession through delivery of a coherent, coordinated and balanced degree programme, integrating core engineering science with practical application.
- To enable students to acquire a mature appreciation of the context in which engineering projects are developed within the industry.
- To develop our students’ excellence in oral and written, and poster presentations.
- To provide students with sufficient material to explore and study the subject, in preparation for professional practice.
- To provide the basis for the recognition and understanding of the major features of structural engineering.
- To develop an understanding of how this knowledge may be applied in practice in an economic and environmentally sustainable manner.
- To foster the acquisition and implementation of broad research and analytical skills related to structural engineering.
- To attract highly motivated students irrespective of race, gender, background and disability, from the UK and overseas.
- To develop new areas of teaching in response to the advance of scholarship and the needs of the community including vocational training.
- To provide an introduction to the subject for students from other relevant and numerate disciplines.

Programme structure

The full time programme is taken over 12 months, with a single entry point per year at the beginning of October.

Part time options typically involve:

Part-time (Year One)

Students taking the MSc over two years typically take three modules in both Autumn term Spring term, giving an attendance commitment of 1.5 days per week, while their three-year counterparts take two modules in each of autumn and spring terms, with an attendance of two half-days per week. There is no commitment in the third term.
Part-time (Year Two)

Students taking the MSc over two years complete the remaining modules in each of autumn and spring terms, taking both the Group Conceptual and Design/Research Project in term 3 – completing the requirements of the degree.

Students on the three-year programme take two modules in each of autumn and spring terms, with an attendance of two half-days per week, and may undertake the Group Conceptual project in the third term.

Part-time (Year Three)

Students complete the remaining modules in each of autumn and spring terms, and Design/Research Project in term 3. Those who have deferred the Group Conceptual project take this in the final year, thus completing the requirements of the degree.

Term Release

The Advanced Structural Engineering courses may be taken part-time, on a term-by-term basis, as follows: http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/advanced-structural-engineering-cluster/term-release/

Programme delivery

Modules will be delivered through a series of lectures, although teaching methods will vary between individual modules. Other teaching methods employed may include tutorials, group discussions, group work, progress tests, computer laboratory sessions, practical work, and others depending on the member of academic staff responsible. Some lectures will be delivered by visiting academics or industry professionals, where appropriate.

Submission of Coursework

Coursework submissions may be online, in paper copy, or both depending on the preference of the setter.

Coursework Cover Sheets

Coursework coversheets for group and individual work can be found in the General Office. Each one contains a plagiarism declaration on the front which must be signed. An example of the coursework cover sheet used for individual and group work can be found in Appendix C.

Submitting Coursework

MSc coursework will be set with a due date and time, and specific submission information will be made available to students.

If you are required to submit your coursework in person, and are physically unable to do so, please contact the General Office on cvpgo@imperial.ac.uk to make alternative arrangements.
Receiving Marked Coursework

Lecturers should return coursework within three weeks of it being handed in (four, if this period includes a College vacation). If there is a delay you should consult your MSc Cluster Administrator.

Returned Marked Coursework

You are required to return all your marked coursework to your MSc Cluster Administrator, unless instructed otherwise, by the end of the academic session for inspection by the External Examiners.

Penalties for late submission

Submissions made within 24 hours after the deadline has passed will have the mark capped at 50%. Submissions made more than 24 hours after the deadline has passed will receive a mark of zero.

Module descriptors

A full list of all MSc Advanced Structural Engineering module descriptors can be found on the following link: http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/advanced-structural-engineering-cluster/syllabus/

Deadlines for confirmation of elective module choices

The deadline for choosing your autumn term elective modules is Tuesday, week 3.

The deadline for choosing your spring term elective modules is Monday, week 5.

Research / Design projects

Undertaken over the final months of the programme, you will aim to complete either:

- One group-based conceptual design project and a detailed individual design project, culminating in a written report.
- One group-based conceptual design project and a research-orientated project, culminating in a written dissertation.

The principle aim of the Research and Design Projects is to assess the capability of students to undertake independent research-based work.

<table>
<thead>
<tr>
<th>Total Marks Allocated</th>
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<tr>
<td>Conceptual Project</td>
<td>30</td>
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<tr>
<td>Design or Research Project</td>
<td>270</td>
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Topics

Research Project: a list of topics will be released towards the end of the spring term with information on the selection process. Students are also encouraged to propose their own topics, in consultation with members of the teaching staff.

Design Project: as with Research Projects, selection of the detailed design projects is towards the end of the spring term. The projects are:

- Tall Building Project
- Bridge Project
- Concrete Building Project

Further information on Research and Design Projects (Conceptual and Detailed) including pre-requisite modules, are available from the following: [http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/advanced-structural-engineering-cluster/syllabus/CI9-STR-18/](http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/advanced-structural-engineering-cluster/syllabus/CI9-STR-18/)

Risk assessment forms

For those of you taking a fieldwork or lab-based project it is **compulsory** that you complete and submit a risk assessment form.

Purely desk-based projects conducted at the College do **not** need a risk assessment.

See the image below for where to find the form. This must be done on the Safety Management Site on SharePoint: [https://imperiallondon.sharepoint.com/sites/foe/CivilEng/Healthandsafety/default.aspx](https://imperiallondon.sharepoint.com/sites/foe/CivilEng/Healthandsafety/default.aspx)

Please refer to the Health and Safety Appendix of this handbook for instructions on how to access SharePoint site.

Supervision arrangements

The nature of supervision that you will receive over the summer term varies depending upon whether you undertake a detailed design project or a research project.

In the case of detailed design projects, a lead academic, often with support from industry, runs group tutorial sessions up to the first six weeks of the projects. At these sessions, all students undertaking a particular design project receive information and feedback on their progress.

In the case of undertaking a research project, you will receive one-to-one support from a member of academic staff. The particular arrangement in this case depend upon the nature of the topic and the preferences of the supervising academic. During the initial weeks of the project, most students will have weekly contact with their supervisors. The frequency of this contact typically reduces as the research progresses and students take greater ownership of their work.

It is important to understand that there is an expectation, and reward of marks, where there is evidence of critical thought, independent work and maturity of approach, in relation to both the detailed design project and the research project as show in the following
Criteria for the Marking of Projects, Research Projects, and Coursework Exercises

In the case of major projects, assessment should first be made under four general categories:

1. Evidence of enquiry, creative ability, critical thought
2. Level of understanding
3. Level of effort, competence and quality
4. Clarity and style of presentation (including Viva-Voce)

Particular value should be attached to work that is regarded as intellectually challenging. The project should then be considered as a whole and its features matched against the written criteria as a benchmark.

<table>
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<tr>
<th>Mark</th>
<th>Grade</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>85-100</td>
<td>A*</td>
<td>Distinction Standard: Outstanding achievement and presentation beyond the expectation of the supervisor, and making little demand for supervisory support.</td>
</tr>
<tr>
<td>70-84</td>
<td>A</td>
<td>Distinction Standard: Excellent work and presentation; substantial level of independent enquiry, of critical thought or creative ability.</td>
</tr>
<tr>
<td>60-69</td>
<td>B</td>
<td>Good: Well organised, clearly presented and adequately detailed; thorough grasp of relevant principles; some evidence of independent enquiry, of critical thought or creative ability; assessment of alternative solutions, designs or approaches.</td>
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Mark scheme for Design and Research Projects

<table>
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<th>Item</th>
<th>Maximum Mark</th>
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<tr>
<td><strong>Project report</strong></td>
<td><strong>Design Project</strong></td>
</tr>
<tr>
<td>– Evidence of enquiry, creative ability, critical thought</td>
<td>25 (10)</td>
</tr>
<tr>
<td>– Level of understanding</td>
<td>20 (10)</td>
</tr>
<tr>
<td>– Level of effort, competence and quality of work</td>
<td>20 (5)</td>
</tr>
<tr>
<td>– Clarity and style of presentation of report and drawings</td>
<td>20</td>
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<tr>
<td>Final presentation and defence</td>
<td>15 (5)</td>
</tr>
<tr>
<td><strong>Overall mark</strong></td>
<td>100</td>
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**Note:** The projects also include a research component that accounts for 30% of the final grade. Marks in brackets ( ) denote the breakdown in mark allocations to be awarded for work of an investigative nature.

Personal tutors and term reports (MSc students)

You are assigned a Personal Tutor from the academic staff in the first week of term. Your personal Tutors will:

- Be a source of support, both pastoral and academic, with whom you can discuss any issues and turn to them for advice and help.
- Take an interest in your academic and professional development.
- Likely act as a future referee on your behalf.
You are required to meet with your Personal Tutor at least once during each term, and together complete a report from known as a Term Report, the completed report to be submitted to your Cluster Administrator, Ruth Bello.

- To keep a record of your academic progress.
- To keep a record of any health or other problems to ensure that any issues you encounter are addressed.
- To follow your professional development.
- To be informed of your outside interests and activities, which we consider part of your life at College.

Your term reports will additionally be used as a check-point on attendance (UKVI), and for the College.

Further information on term reports including where to find them and submission dates will be provided by your Cluster Administrator.

**Timetable**

Your timetable will be delivered direct to your Imperial College Outlook calendar.

**Reading lists**

The College has established an interactive system called Reading Lists, for students to view their reading lists, and create their own virtual library collections. Each of your modules on Blackboard Learn will include a direct link to the core and supplementary recommended texts on Reading Lists. You can also view where in the Central Library your recommended texts are available, and how many copies are available, as well as commenting and collaborating with other students. [http://www.imperial.ac.uk/admin-services/library/learning-support/reading-lists/](http://www.imperial.ac.uk/admin-services/library/learning-support/reading-lists/)

**Programme specification**


**Transferring between courses**

Students wishing to transfer between courses should first contact the member of staff below, who will advise you as to whether or not this may be possible. Please note that for MSc students, transfers must be requested by the end of the first cycle of lectures, and may be restricted, in particular for those students under Tier 4 Visa restrictions.

Ruth Bello
Room 439
r.bello@imperial.ac.uk
**Accreditation and professional membership**

We would like to encourage you to become a Student or Graduate Member of the Professional Institutions in the field that you are studying in. The following professional bodies are relevant for the Master’s programmes that we are running at the Department of Civil and Environmental Engineering. For each of them, we define the most appropriate route for you to become a member:

**The Institution of Civil Engineers (ICE)**

Apply for graduate membership if you already have a degree in Civil Engineering: [https://www.ice.org.uk/membership/grades-of-ice-membership/graduate-membership](https://www.ice.org.uk/membership/grades-of-ice-membership/graduate-membership)

**The Institution of Structural Engineers (IStructE)** [https://skempton.wufoo.com/forms/q7x2x3/](https://skempton.wufoo.com/forms/q7x2x3/)

Further details of our accreditation are to be found at: [http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/](http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/)

**Development of professional skills**

Professional skills development will be delivered throughout the curriculum in various forms, including teamwork, problem-solving, applying concepts to real-world situations, and formal presentations. [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/)

**Work opportunities**

The Department encourages you to take early advantage of the careers education, information and guidance available from the following sources:

- College Careers Advisory Service (Level 5, Sherfield Building), with which you can book careers appointments, quick interview sessions, skills workshops, mock interviews, and much more: [http://www.imperial.ac.uk/careers/](http://www.imperial.ac.uk/careers/)
- The transferable skills training programme run by the Graduate School: [http://www3.imperial.ac.uk/graduateschools/](http://www3.imperial.ac.uk/graduateschools/)
- Careers presentations and careers fairs, which occur throughout the autumn and spring terms. Details are circulated to all students closer to the dates.
- Details of jobs will be posted on the careers sections of the website. New posts are notified to us throughout the year, so check online regularly: [http://www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)
- Additionally you can contact the Departmental Careers Advisor for further guidance and information:

Dr Peter Stafford
Room 321
p.stafford@imperial.ac.uk
**Employability statement**

Planning for your future is an important aspect of postgraduate study. At Imperial you’ll be well-supported by our Careers Service, who are on hand to help in a variety of ways. [http://www.imperial.ac.uk/careers](http://www.imperial.ac.uk/careers)

Imperial is one of the UK universities most targeted by graduate recruiters who also play an active role in our career development programme.

This provides access to hundreds of potential employers in a range of settings including industry sector forums, employer presentations, careers fairs, mock interviews and our one to one ‘recruiter-in-residence’ sessions.

A large number of employers also advertise their opportunities each year through [JobsLive](http) — our online careers platform, which Imperial students can access from the first day of term.

**Imperial Mobile app**

Don’t forget to 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](http://www.imperial.ac.uk/imperialmobile)

**Competency statements**

[http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/](http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/)
3. Assessment

The Advanced Structural Engineering cluster assessments are made up of two elements: examinations-coursework combined and projects (projects comprise Conceptual Design, Detailed Design and/or the Research Project).

The cluster assessments comprise individual and group coursework submissions; projects and presentations; written and oral examinations and a research project or detailed design project. To complete the requirements of the degree, all assessments must be undertaken to the appropriate level.

Criteria for the award of the degree

The MSc degree is awarded to any student who achieves all of the following:

1. An aggregate mark of 50% minimum in all examinations and associated coursework, AND
2. A mark of 50% minimum in the research project, including the Conceptual Design Project.
3. In line with the policy on assessment of advanced postgraduate courses provided by Imperial College London, no compensation will be given in assessments in which a candidate has achieved less than 40% in one or more of the examination papers.

Provided that all three of the above criteria are satisfied, the MSc degree will be awarded in one of the following classifications:

A. Pass (see above), or
B. Pass with Merit would normally be awarded if the aggregate mark of all examinations and associated coursework is not less than 60% AND the mark for the project is not less than 60% AND the MSc is completed in the minimum registration period, or
C. Pass with Distinction would normally be awarded if the aggregate mark for the examinations and associated coursework is not less than 70% AND the mark for the project is not less than 70% AND the MSc is completed in the minimum registration period.

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<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Comment</th>
</tr>
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<tbody>
<tr>
<td>85+</td>
<td>A*</td>
<td>Outstanding - distinction standard</td>
</tr>
<tr>
<td>70-84</td>
<td>A</td>
<td>Distinction standard</td>
</tr>
<tr>
<td>60-69</td>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>50-59</td>
<td>C</td>
<td>Adequate</td>
</tr>
</tbody>
</table>

The following are subject to discussion by the Board of Examiners

<table>
<thead>
<tr>
<th>Mark</th>
<th>Grade</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>40-49</td>
<td>D</td>
<td>Unsatisfactory/borderline</td>
</tr>
<tr>
<td>30-39</td>
<td>E</td>
<td>Not satisfactory – may need to be retaken</td>
</tr>
<tr>
<td>0-29</td>
<td>F</td>
<td>Not satisfactory – may need to be retaken</td>
</tr>
</tbody>
</table>

Mitigating circumstances

If you have a problem or issue affecting your study, coursework, or examinations, you must ensure that you inform a member of staff immediately, this might be your Personal Tutor, a member of the administrative staff, or the Senior Tutor (Postgraduate) as soon as possible.

A wide variety of things can be considered in mitigation, from health issues (physical or mental, acute or chronic) to bereavement or financial hardship.
If something out of your control affects your ability to study or to take assessments then it may be considered as a mitigating circumstance.

**Process:**

- If these circumstances affect examinations or other assessments, you should submit a mitigating circumstances form to your Department **within 5 working days** of the assessment or coursework submission deadline.
- The form **must** be supported by appropriate documentation, which may follow the submission of the mitigating circumstances form, if not immediately available. A medical certificate is essential where illness affects an exam. Telling someone afterwards is not sufficient.
- Please contact your Cluster Administrator, or the General Office if a problem arises on the day of an exam.

Submissions will be considered by the Departmental MSc Mitigating Circumstances Board, further information on which is available at the following: [https://www.imperial.ac.uk/civil-engineering/intranet/committees-and-representatives/mitigation-advisory-board-msc/](https://www.imperial.ac.uk/civil-engineering/intranet/committees-and-representatives/mitigation-advisory-board-msc/)


Forms are available from: [http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

For independent support and advice, contact the Imperial College Union Advice Centre. [https://www.imperialcollegeunion.org/advice](https://www.imperialcollegeunion.org/advice)

**Please note:**

- The [Imperial] College Health Centre cannot certify an illness if you have not been seen at the Health Centre during the illness.
- The [Imperial] College Student Counselling Service can only provide a letter on request if you already attend counselling.
- The [Imperial] College Disability Advisory Service can only help students to obtain appropriate evidence of disability prior to examinations taking place and are not able to certify for absences due to disability.

For independent support and advice, please contact the Imperial College Union Advice Centre on [https://www.imperialcollegeunion.org/advice](https://www.imperialcollegeunion.org/advice)

**Part time study: progression from year to year**

In order to progress to the next year of the programme, students should:

1. Have an average performance mark for the year of 50% or better in the relevant element(s);
2. Have passed all individual components at a minimum of 50%*
*where the mark achieved in (an) individual component(s) is below the 50% pass mark, the Board of Examiners may, in certain cases, allow compensation. No compensation is allowed where the mark achieved is below 40%**

**Where a mark below 40% in an individual component is presented, the student is then permitted to re-take that component (normally by written examination paper) at the next opportunity, which is typically in the following year. Where the overall performance is below 50%, the student is permitted to re-enter for the elements of assessment in question, but not to attend or to progress to a subsequent year.

### Unsatisfactory progress in year

For those students not attending or progressing to the satisfaction of the Cluster Director, a note of warning may be issued to him/her. This is called a “six-week warning” and is the equivalent to notice of withdrawal. If there is not satisfactory improvement then withdrawal will be required. The regulations may be found at the following: [https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2018-19/general/Student-Withdrawals-and-Appeals-Procedure_1819.pdf](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/regulations/2018-19/general/Student-Withdrawals-and-Appeals-Procedure_1819.pdf)

This may result in:

- (For Visa-dependent students) a report being sent to the UK-VI, and curtailment of the student Visa, and potentially revoking the right to remain in the UK.
- (For sponsored students) a report being made to your sponsors.
- Withdrawal from the programme.

### Past examination papers

Most academics will make available past examination papers and model answers to the Blackboard Learn VLE, or will work through example examination questions during tutorial sessions.

### 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’s Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations (All continuing students) and the Single Set of Regulations (all new entrant undergraduate students, and selected postgraduate programmes).

Instructions for exam candidates can be found here: [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-results/Instructions-to-candidates-for-examinations.pdf](www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-results/Instructions-to-candidates-for-examinations.pdf)

### Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism.
Academic misconduct is the attempt to gain an academic advantage, whether intentionally or unintentionally, in any piece of assessment submitted to the College. This includes plagiarism, self-plagiarism, collusion, exam offences (cheating) 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**

**Please refer to section 5 Plagiarism of this handbook for full Departmental guidelines.**

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

Plagiarism must be avoided, with particular care on coursework, essays, reports and projects written in your own time and 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.

**Collusion**

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

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

**Exam offences**

Exam offences fall into two main areas. This may be an attempt to gain academic advantage (cheating) or acting in such a way to is potentially disruptive to others in the same venue (sometimes referred to as a technical offence). Examples of cheating can include behaviour such as bringing unauthorised material into an exam, attempting to communicate with others apart from the invigilator, using an unauthorised electronic device, trying to remove examination material without permission, taking an exam for someone else or getting
someone else to take an exam for you. Examples of being potentially disruptive include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

**Dishonest practice**

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

Examination guidance and regulations

Materials Permitted in Examinations

- Pencil cases which must be clear plastic.
- College identity cards (i.e. swipe card) which must be displayed on your desk.
- Pens, erasers and other drawing instruments as required.

Unless specified or designated “Open Book”, no additional materials may be introduced into examinations by candidates. If, in the opinion of the Board of Examiners, such materials are required, they will be provided or notified to all candidates and the standard examination rubric amended to state that they will be provided or allowed. Calculators will be provided by the Department, you will be advised of the make and model in advance, to give you an opportunity to purchase one for personal use. Dictionaries are not permitted.

No food is permitted in an examination room unless prior permission has been given due to medical need. No drinks are permitted except for water in clear plastic bottles.

Conduct of Examinations

- Be prepared.
- Take with you only the items listed above.
- Arrive 15 minutes before the exam is scheduled to begin.
- When you enter the examination room, do so in SILENCE.
- Switch off your phones (and other electronic devices) and place them in your bag.
- Electronic watch devices are not permitted.
- Leave your bags in the area indicated by the Invigilator or Supervising Academic.
- Find the desk with the examination card which has your candidate number (or name) on it, then sit down at this desk.
- **DO NOT turn over or open your examination paper until you are instructed to do so by the Invigilator.** However you may start to fill in the front of your answer book giving:
  1. Candidate number (CID).
  2. Degree (Subject).
  3. Title of Paper.
  4. Date.
- You **MAY NOT SPEAK** to anyone other than the Invigilator. If you do need to speak to the Invigilator, raise your hand. Speak in a quiet voice so as not to disturb the other candidates.
- Write in **black or blue** ink. Candidates are **not permitted to use** red or green ink, or to use any writing implement that is capable of producing red or green marks on the script. You should **not** write in pencil.
- If unsure of the meaning of a word or question in the examination, write down your interpretation of that word or question, and continue.
- The use of correction fluids (e.g. Snopake® and Tippex®) is explicitly not permitted.
- Candidates should indicate incorrect work by drawing a single diagonal line through the work concerned.
- At the end of the examination, stop writing when instructed to do so by the Invigilator or Supervising Academic.
• Ensure that your answer book and all supplementary papers carry your College Identifier Number (which is also your candidate number), and that all graph paper and supplementary answer books are securely tied together inside the back cover of the main answer book. All of your exam materials will be collected in a designated folder.
• Remain seated and silent.
• When all examination materials have been collected by the examination team and you have been told you may leave, please do so in silence, collecting your belongings on the way out. You may not remove any examination material from the room.

Exam Technique
• Read the rubric carefully BEFORE answering any questions.
• Take some time to read through the questions and make a sensible decision as to which questions to tackle.
• Ask yourself:
  o Which questions can I answer fully?
  o Out of the questions I cannot answer fully, which ones can I answer the majority of?
  o Am I fulfilling the exam rubric? You must make sure you have understood the rubric; ask your invigilators if you need clarification.
  o Example: How much time should you spend answering each question? If there are four questions to complete in two hours, that is approximately 30 minutes per question.
• If you make a mistake just put a line through your work.
5. Plagiarism

1. Introduction to Plagiarism

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College must be expressed in your own words and incorporate your own ideas and judgements.

Plagiarism, that is the presentation of another person's work, thoughts or words as though they were your own, must be avoided, with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments, but you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source.

Equally, if you summarise 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 reference list or bibliography. Staff are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

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 in a way approved by your Department. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College's Exams, Assessments and Regulations, & Plagiarism, Academic Integrity & Exam Offences, a full copy of which can be found at the following: [http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/) and is likely to result in a penalty being taken against any student found guilty of plagiarism.

There have been in the past a few cases of plagiarism in this Department, where we operate a zero-tolerance policy, leading to penalties that range from voiding a coursework mark to expulsion from the course. In the majority of these cases, plagiarism was the result of poor practice and lack of awareness, so you are strongly advised to familiarise yourself with what constitutes plagiarism and to seek clarification if and when in doubt.
2. Ethics and Academic Integrity

There are at least two very good reasons why plagiarism should be allowed no place in the academic business of Imperial College, and why it must therefore be met by severe punishment whenever it is encountered.

At its most fundamental, plagiarism is seeking to deceive somebody – one’s teachers or examiners, for example – by presenting the ideas of another person as though the ideas were one’s own – whether with that person’s assistance, or by theft. Deception and intellectual theft are morally unacceptable in any well-ordered society. In a society of professionally licensed engineers, such conduct is even more reprehensible in that it undermines the ethical foundation on which professional practice is based.

There is also a question of academic integrity. Students who knowingly use plagiarism as a painless way of compiling the work needed for assessments, and teachers who knowingly allow students to do it, are both contributing to a blight that undermines the quality and integrity of the degree qualification.

Students under intense pressure to produce a design, a technical report, or a research project may feel tempted to resort to plagiarism. They must resist. The Imperial College degree is highly prized because it is respected far and wide as a true mark of achievement. To safeguard the integrity of its degrees, Imperial College staff must take action whenever plagiarism is suspected. As for students, they must expect that the penalty for a student who is guilty of this offence will normally be severe.

3. Definition of Plagiarism

Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own – for example when you copy someone else’s work or use their ideas in your coursework, thesis, report etc, and then do not acknowledge that you have done this.

Definition:

‘The wrongful appropriation or purloining, and publication as one’s own, of the ideas, or the expression of the idea (literary, artistic, musical, mechanical, etc.) of another.’


Other forms of plagiarism include self-plagiarism, which involves using your own prior work without acknowledging its reuse; and collusion, which involves sharing or copying (individual) coursework.

Plagiarism, whether intentional or unintentional, is considered a cheating offence and must be avoided, with particular care on coursework, essays, reports and projects written in your own time, and also in open and closed book written examinations.

Plagiarism is classified as either Minor or Major in nature, this is normally determined by the weight, or marks value, attached to the work submitted. However, the following would also be classified as major:

- Two cases of Minor plagiarism by the same individual
- Copying the work of another student without their knowledge
- Design/Research Project
• Where the student does not admit that plagiarism has occurred, and that the plagiarism offence is upheld on appeal.

You are not permitted to act in collusion with another student or person, nor are you permitted to request or arrange for another individual to submit your coursework for you.

You must NEVER:

• Share your work, either electronically or in paper copy. If copying of material occurs as a result of such sharing, both parties are considered to have actively taken part in plagiarism.
• Give your work, whether electronically or in paper copy, to someone else to submit. If copying of material occurs as a result of such activity, both parties are considered to have actively taken part in plagiarism.
• Submit work on behalf of another student.

4. Collaboration (joint & group work) and Collusion

Students can struggle to understand the difference between collaboration and collusion.

Collaboration: Unlike collusion (where the work of another student is intentionally used with that student’s consent) which equates to deception, collaboration is encouraged as a professional skill much needed in engineering work. Collaboration involves mutual effort and joint work, to the benefit of all the parties involved, and where appropriate it should always be acknowledged, via footnotes for example. Students required to submit individual pieces must be clear on the distinction between the two.

Discussing coursework exercise submission with colleagues is fine: – what does the teacher expect from the work, what different approaches might there be, how much detail would be needed, how structured should the report be? In exploring with a colleague a range of approaches, or how to obtain specific solutions, one finds a positive help in learning something new. However, if the work is required to be an individual submission, then a line must be drawn where joint work is left behind and the individual work which is submitted for assessment should take over.

The results or calculations that form the basis of the report should be obtained by the individual student who is submitting the report as his/her own work, unless there is a clear expectation that others would be involved – as in the results of a survey – but then the contribution of the others should be made clear (for example, as footnotes in the report). The student is expected to write the report in his/her own words, to think of his/her own interpretations of the results and to make his/her own conclusions and recommendations.

Group work, for example group design projects, is work which is set by the teacher for joint working between two or more students and in which it is clearly understood that the teacher will give the assessment for the joint work undertaken. This provides valuable working experiences and learning opportunities, but these high-minded intentions can be severely undermined if any member of the group should not contribute in equal measure with his/her colleagues.

A student should always assume that coursework is individual work, unless it is clear that group assessment is planned by the teacher. If in doubt, seek the teacher’s advice about what working practices are acceptable. Do not hand over your work, under any circumstances, to another student.
Collusion: Where the work of another student is used with that student’s consent.

5. Exam Offences and Dishonest Practice

Exam offences include behaviour such as bringing authorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you.

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

6. Referencing

The recommended method of referencing is the Harvard style (author-date). All students have free access to RefWorks, an online reference management software package. More information is at the library website:

http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/

and library staff will provide training (contact details in section 6).

7. Advisory Services

Academic Staff

Your main source of information, and the College’s main source for the recognition of plagiarism, is the academic staff. Please be aware that you can approach them for advice and information if you are unsure or require clarification.

The Library

You can contact your librarian for advice, either in person or by emailing:

Liaison Librarian: Nicole Urquhart, n.urquhart@imperial.ac.uk

Department Librarian: Callum Munro c.munro@imperial.ac.uk

If you do have a query about a reference layout, include as much information as you have about the item you need help with.

The Central Library provides several sources of further information relating to referencing and plagiarism awareness:

- A guide to referencing and citing correctly, including how to use the Harvard style is available at http://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/
Further information about plagiarism awareness within College, please see the library website at [http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/](http://www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/)

In addition, you can access the Library’s online Blackboard course, “Ensuring Integrity 1: Plagiarism Awareness” for Master’s students, using your College username and password. The course is available at [http://bb.imperial.ac.uk](http://bb.imperial.ac.uk) and contains a section on plagiarism and how to avoid it.

**Turnitin-UK**

TurnitinUK is an online service hosted at [www.submit.ac.uk](http://www.submit.ac.uk) that enables institutions and staff to carry out electronic comparison of students' work against electronic sources including other students' work. Once papers have been submitted to the system they become part of the database, and will be used for future checking.

**IP / Data Protection**

Some people have asked whether departments need to seek permission from students before submitting their work to a plagiarism detection system. The answer is no as the registration form, which is signed by students, states the following:

The College may submit your coursework to an external plagiarism detection service. By registering with the College, you are giving your consent for any of your work to be submitted to such a service.

**JISC Plagiarism Advice.org**

[www.plagiarismadvice.org/](http://www.plagiarismadvice.org/)

Emphasis is on academic good practice from the lecturer's perspective, but the service can also provide help to students.

**8. Submission of Individual Items of Coursework**

Copying the work of others without acknowledgement of the source of the information is academic fraud, known as plagiarism. Wilfully copying is outright cheating, forgetting to list references and reference material is ineptitude. Neither form of plagiarism is acceptable and may well result in one or more parties, deemed to be involved, being awarded a mark of zero.

All coursework must be returned to the Department ahead of the Board of Examiners Meeting, held in the summer term. Should the student fail to return one or more pieces of coursework, they risk throwing away marks.

All coursework, project work and research submissions, including Design/Research Project must contain the following statement, signed by the student.
Declaration: I confirm that this submission is my own work. In it, I give references and citations whenever I refer to, describe or quote from the published, or unpublished, work of others.

Signature: _______________________

Failure to submit the signed declaration with all written works will result in their being unmarked, or returned with a mark of zero.

An example of a Coursework Cover Sheet is given in Appendix C.
6. Board of Examiners

CHAIR
Professor Ahmer Wadee

EXAMINATIONS OFFICER
Dr Peter Stafford

MEMBER OF THE DEPARTMENTAL MSc MITIGATING CIRCUMSTANCES BOARD
Dr Ana Ruiz-Teran (or alternate)

SECRETARY
Ruth Bello

MEMBERS
All staff involved in the delivery, setting, and marking of assessment for the programmes.

EXTERNAL EXAMINERS
Professor Rita Bento, Instituto Superior Tecnico, Lisbon
Professor Miguel Angel Astiz, Universidad Politécnica de Madrid, Madrid

Master’s level students may have the opportunity to meet the external examiner during the assessment process.

External examining forms 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 direct 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 here:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/
7. 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:
Department of Civil and Environmental Engineering
Skempton Building
South Kensington Campus
Imperial College London
London SW7 2AZ

The Skempton building can be accessed from 07.00-00.00 daily. The main entrance requires the use of your college ID card between the hours of 07.00-08.00 and 18.00-00.00. During weekends and vacation periods you will be required to use your college ID card each time you enter and exit the building.

Your ID cards will be required to access PC laboratories and certain other rooms and spaces.

The Department’s Postgraduate (General) Office is located at SKEM 118 (ground floor) in the Skempton Building and open Monday – Friday, 08.00 – 17.00.

Facilities

PC laboratories

The Skempton Building houses three PC laboratories located in rooms 208, 314, and 317. These facilities are shared with the Department of Aeronautics and the Department of Mechanical Engineering. They are open to all registered students of the aforementioned Departments from 08.00-22.30 daily, except when timetabled for classes. Further PC facilities are available in, and shared with, the City and Guilds Building, and the College’s Central Library.

A full list of the College rules regarding computer use are available at: [http://www.imperial.ac.uk/admin-services/ict/](http://www.imperial.ac.uk/admin-services/ict/)

ICT resources

Find information on activating your College account, connecting to Wifi, using the Virtual Learning Environment (Blackboard Learn), and more ICT resources available for new students, visit: [http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/](http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/)

Shared teaching space

The Faculty of Engineering is committed to utilising its facilities and teaching space, hence there are a number of shared teaching spaces between Departments/Buildings. Teaching space in the Skempton Building is often timetabled to accommodate lectures between the Civil and Environmental, Mechanical, and Aeronautical Engineering Departments.

See the table below for full teaching space details.
<table>
<thead>
<tr>
<th>Room</th>
<th>Level</th>
<th>Capacity</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room 002</td>
<td>0</td>
<td>20</td>
<td>Seminars – presentations</td>
</tr>
<tr>
<td>Teaching Room 060A (P)</td>
<td>0</td>
<td>30</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Teaching Room 060B (P)</td>
<td>0</td>
<td>30</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Teaching Room 060C (P)</td>
<td>0</td>
<td>36 96</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Learning Centre 062</td>
<td>0</td>
<td>24</td>
<td>Exams – tutorials – study groups</td>
</tr>
<tr>
<td>Teaching Room 064A (P)</td>
<td>0</td>
<td>30</td>
<td>Lectures – tutorials – exams – presentations</td>
</tr>
<tr>
<td>Teaching Room 064B (P)</td>
<td>0</td>
<td>30 60</td>
<td>Lectures – tutorials – exams – presentations</td>
</tr>
<tr>
<td>Laboratory Room 043</td>
<td>0</td>
<td>N/A</td>
<td>Hydrodynamics Laboratory</td>
</tr>
<tr>
<td>Teaching Room 163 (P)</td>
<td>1</td>
<td>40</td>
<td>Lectures – tutorials – exams – presentations</td>
</tr>
<tr>
<td>Lecture Theatre 164 (P)</td>
<td>1</td>
<td>160</td>
<td>Lectures – presentations – seminars</td>
</tr>
<tr>
<td>Teaching Room 165</td>
<td>1</td>
<td>22</td>
<td>Lectures – tutorials – exams – presentations</td>
</tr>
<tr>
<td>Laboratory Room 158</td>
<td>1</td>
<td>N/A</td>
<td>Structures Laboratory</td>
</tr>
<tr>
<td>Lecture Theatre 201 (P)</td>
<td>2</td>
<td>122</td>
<td>Lectures – presentations – seminars</td>
</tr>
<tr>
<td>Lecture Theatre 207 (P)</td>
<td>2</td>
<td>50</td>
<td>Lectures – presentations – seminars</td>
</tr>
<tr>
<td>Munro Computing Lab 208 (P)</td>
<td>2</td>
<td>70</td>
<td>Computing – lectures – tutorials</td>
</tr>
<tr>
<td>Reprographics Room 218</td>
<td>2</td>
<td>N/A</td>
<td>Printing facilities</td>
</tr>
<tr>
<td>Laboratory Room 221</td>
<td>2</td>
<td>N/A</td>
<td>Intelligent Infrastructure Transport Systems Laboratory</td>
</tr>
<tr>
<td>Teaching Room 224 (P)</td>
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<td>50</td>
<td>Lectures – tutorials – presentations – seminars – practicals</td>
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<tr>
<td>Mezzanine Lab 240</td>
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<td>N/A</td>
<td>Workshops – lab practicals – design classes</td>
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<tr>
<td>Teaching Room 301 (P)</td>
<td>3</td>
<td>92</td>
<td>Lectures – tutorials – exams – presentations – seminars</td>
</tr>
<tr>
<td>Teaching Room 307 (P)</td>
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<td>76</td>
<td>Lectures – tutorials – exams – presentations – seminars</td>
</tr>
<tr>
<td>Computing Lab 314</td>
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<td>Teaching Room 315 (P)</td>
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</tr>
<tr>
<td>Computing Lab 317 (P)</td>
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<td>Computing – lectures – tutorials</td>
</tr>
<tr>
<td>Library 402</td>
<td>4</td>
<td>N/A</td>
<td>Study area</td>
</tr>
<tr>
<td>Meeting Room 444</td>
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<td>10</td>
<td>Meetings – PhD Exams – presentations</td>
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<tr>
<td>Teaching Room 427</td>
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<td>20</td>
<td>Lectures – tutorials – presentations – seminars</td>
</tr>
<tr>
<td>Laboratory Room 509</td>
<td>5</td>
<td>N/A</td>
<td>Environmental Laboratory (Roger Perry)</td>
</tr>
<tr>
<td>Laboratory Room 528</td>
<td>5</td>
<td>N/A</td>
<td>Geotechnics Laboratory</td>
</tr>
<tr>
<td>Teaching Room 601</td>
<td>6</td>
<td>30</td>
<td>Lectures – tutorials – meetings – exams – presentations</td>
</tr>
</tbody>
</table>

(P) = Panopto-enabled rooms
**College ID cards**

For MSc students who have uploaded their photos and registered online, ID cards can be collected from the General Office, Skempton Building from Wednesday morning, following confirmed attendance at the day 2 Health and Safety induction. For those who have their photos taken on arrival, the ID card is normally available from the General Office in the Skempton Building within two days.

**Printing and binding**

There are five multi-function printers in the Skempton Building. The first is in room 317, two are located in the BOSS Space on level 2, and a further two in room 218 adjacent the BOSS Space.

Additionally, the Service Point Print Shop is located in room 024 of the Sherfield Building. Service Point also offer binding at £1.00 per document. Service Point can be contacted by email at: imperial.college@servicepointuk.com

There are networked printers across the South Kensington Campus, which you can access with your College ID card. When you print a document, it is sent to a common print queue, meaning that you can collect it from any touch card printer that your College ID card gives you access to, including the Central Library and Departments across the Campus.

http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing/

**Lockers**

There are 312 lockers located on Level 3, Skempton, of which 156 have been allocated to MSc students. If you would like to be allocated a locker you need to complete the relevant form below. Numbers are limited and allocated on receipt of the form: https://skempton.wufoo.com/forms/lockermscapplicationform201920/

The Department’s Postgraduate/General Office is located in room 118 in the ground floor of the Skempton Building, open Monday-Friday 08.00-17.30.

**Lost property**

If you think you have lost something within the Department your first port of call is the Reception. If it is not there you should check with the Security Office in Sherfield as it may have been handed in there. (If an item is handed in with ID, an email will be sent to the owner immediately to inform them).

All items found within the Department (e.g. keys/phones/bags) should be handed into the Reception. All items found outside the Department should be handed into the Security Office in the Sherfield Building in the South Kensington campus. http://www.imperial.ac.uk/estates-facilities/security/lost-and-found-property/

**Facilities management**

Showering facilities are available within the Department, and are located in the toilets on levels 0 and 3.

Bicycles are not permitted within the Department. This is College policy. The following link provides information on suitable bicycle storage within the South Kensington Campus: http://www3.imperial.ac.uk/estatesfacilities
Room bookings
Room bookings on weekdays during term-time may be requested via an online form, or in person at the Postgraduate/General Office. This form is to be used only for room booking requests in the Skempton Building: https://skempton.wufoo.com/forms/room-bookings-20192020/

Please note: We do not make room bookings for Imperial College Union Societies. These need to be made via the Student Union.

Room booking requests outside of normal College hours should be made via the Conference Office: conferenceandevents@imperial.ac.uk

Central library
The Central Library at South Kensington is open around the clock pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world:

www.imperial.ac.uk/library

Departmental library
The Civil Engineering Library provides a space for the exclusive use of students and staff of the Department. Funded by the Department, the Library hosts a collection of around 15,000 books, 400 online and print journal titles, a large collection of reports from industry, and historical collections. During term time it is open from 09.00 to 19.00, Monday-Thursday, and 09.00-17.00 on Fridays.

Our dedicated Librarian offers support with coursework and information skills in one-to-one or group formats. The Library engages with students via Twitter @CivEngLib.

Further information about the library and its services is available from the library staff and from the Departmental Library webpage:

Callum Munro
Departmental Library, Room 402
http://www.imperial.ac.uk/civil-engineering/about-us/library/

Institution of Civil Engineers Library (ICE)
The library located at the Institution of Civil Engineers (ICE) is home to the world’s largest dedicated collection of civil engineering materials. In addition to printed books and journals, the ICE library also offers access to a number of digital services, including e-books and advanced search tools, and a quiet place to work. All ICE members can borrow up to three items in person, or by post.
Institution of Civil Engineers Library
1 Great George Street, London, SW1P 3AA
020 7665 2251
library@ice.org.uk
https://www.ice.org.uk/disciplines-and-resources/ice-library-and-digital-resources

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 and students 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 the College’s new app through which you can quickly and directly contact the Security team whenever you need them. In an emergency situation, whether you’re 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 to and is now available to download on the Apple and Android App stores.

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.
8. Working While Studying

If you are studying full time, it is recommended 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 must be principally at weekends and not within normal College working hours.

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

If you are here on a Tier 4 visa you are not permitted to work more than 20 hours a week during term time [for MSc students, this includes the project period]. 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 Personal Tutor, Course Director or Senior Tutor (Postgraduate). If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

Please refer to our policy on working while studying:

https://www.imperial.ac.uk/study/international-students/visas-and-immigration/work-rules-during-your-studies/
9. Health and Safety

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

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

The College’s Health and Safety Policy can be found at: www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Your Departmental Safety Officer is:
Dr Geoff Fowler
SKEM 413, Skempton Building
020 7594 5973
g.fowler@imperial.ac.uk

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

- Health and Safety induction, at which a checklist must be completed, signed by the student, and a relevant member of staff (Note: ID cards, available from the Postgraduate/General Office will only be given to those presenting the completed and signed Health and Safety checklist).

A copy of the Department Health and Safety Booklet can be found in Appendix E.

The College Safety Department

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

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

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.
The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

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

www.imperial.ac.uk/safety

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

**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

**Communications**

It is not possible to provide a service for incoming telephone messages except in the case of emergency. Please ensure that your family/next of kin are aware of the following contacts:

**Civil Engineering General (Postgraduate) Office**
00 44 (0) 207 594 5929 (Fionnuala NiDhonnabhain)
00 44 (0) 207 594 5932 (Yamini Chikhlia)
00 44 (0) 207 594 5931 (Melanie Hargreaves)
00 44 (0) 207 594 6123 (Angela Frederick)

**Advanced Structural Engineering**
00 44 (0) 207 594 6040 (Ruth Bello)

Please ensure that your student-e-service contact details are up-to-date at all times, including your next-of-kin-contact information.

The Department is not able to provide a postal or fax service.
Working alone and emergency contact numbers

It is prohibited under College safety regulations for any person to work alone in a laboratory or workshop at any time. At least one other person must be within calling distance. All members of the College must know how to contact the College’s emergency response services.

Please save the following number in your mobile/cell phone for use in all emergencies anywhere on the College’s South Kensington campus – including where an ambulance is felt to be needed, the call will go direct to the College Security Control Desk: 020-7589-1000. The Security team are on duty 24/7 and will assess the emergency and implement the necessary response for the situation (including calling the London Emergency services).

If using an internal College phone, the number to call is 4444.

Any activity involving tools or machinery is deemed to be "working in a laboratory or workshop"; purely office or computing activities are excluded.

Full details are given at the front of the orange Safety Booklet – see Appendix E.
10. College Policies and Procedures

Regulations for Students

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

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

Please note that your examination scripts once completed are belong to the College under the GDPR legislation. This means that you do not have the right to view them. Please see the College GDPR webpages for further information at http://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2-exam-records/

Provisional Marks Guidance

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


Late Submission Policy

You are responsible for ensuring that you submit your coursework assessments in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission. 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**

Sometimes 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.

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.

Your department will have specific instructions for making a claim for mitigation or for requesting an extension.

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/support/exams/](http://www.imperial.ac.uk/disability-advisory-service/support/exams/)

**Academic Misconduct Policy and Procedures**

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/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/)

**Unsatisfactory Progress**

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

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

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

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

**Arithmetic Marks Check**

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

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

**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.

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

**Student Disciplinary Procedure**

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

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

**Use of IT Facilities**

View the Conditions of Use of IT Facilities:

www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/
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/students/enterprising-students/intellectual-property/

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.pdf
11. 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.

Senior Tutor (Postgraduate)

In the event of an issue arising, within the Department there are a number of avenues for you to seek support. This will include your departmental Senior Tutor (Postgraduate), Dr Ana Ruiz-Teran, and other designated staff such as:

- Personal Tutors
- Programme directors
- MSc Taught Courses Manager
- Cluster Administrators/General Office

Mental Health First Aiders

Specific members of staff within the Department, and the rest of the College, are trained as Mental Health First Aiders (MHFA).

MHFAs will provide you with a safe space to start a confidential talk about your mental health, and signpost you to the most appropriate source. You can identify MHFAs by looking for bright green lanyards, and checking the Departmental First Aid notices (also contained in Appendix E of this handbook). [https://www.imperial.ac.uk/health-and-wellbeing/mental-health/mental-health-first-aid/](https://www.imperial.ac.uk/health-and-wellbeing/mental-health/mental-health-first-aid/)

Support Staff

The Department has a wealth of experienced and capable support staff. Departmental support staff will often be your first port-of-call if you have any queries, or need assistance. [http://www.imperial.ac.uk/civil-engineering/people/departmental-officers-and-support-staff/](http://www.imperial.ac.uk/civil-engineering/people/departmental-officers-and-support-staff/)

Departmental Wellbeing Officer

The Student Wellbeing Advisor can provide you with confidential support and advice with a variety of things such as accommodation, exercise, food and nutrition, sleep, identity, mental health, stress and anxiety and general wellbeing.
Appointments are available by email on m.langan@imperial.ac.uk – she also offers drop in hours on Mondays and Tuesdays. 30 minute of 1 hour confidential appointments to all Civil Engineering students.

**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.

Mrs Louise Green
Undergraduate Office, Room 401
020 7594 6045
l.green@imperial.ac.uk

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

More information about how to request additional arrangements for exams if you have a disability is available at: www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability

If you have any issues regarding a disability that you would like to discuss with your Department, or if you believe you will require special examination arrangements due to a disability, please feel free to speak to Mrs Louise Green in Room 401, or email for an appointment.

**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 Union’s advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety. www.imperialcollegeunion.org/advice

**Student representatives**

Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union’s Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.
If you have any feedback about issues in your Department relating to academic or wellbeing issues, you can speak to one of your student representatives. www.imperialcollegeunion.org/your-union/your-representatives/a-to-z

**Student Hub**

At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, and exams. www.imperial.ac.uk/student-hub

**Student Support Zone**

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

**Welcome from the Graduate School**

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate 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 from where ever you are in the world. Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact and will help you to become a productive and successful researcher.

The Graduate School also runs a number of exciting social events and competitions throughout the year which 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 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.

**Welcome from the Graduate Students’ Union**

I am delighted to welcome you to Imperial College! Let me introduce you to the Graduate Students’ Union (GSU). We are the elected representative body standing up for your interests as a postgraduate student. In addition, we are here to help you to 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 to professional
progression to business skills courses. Our student Union has over 100 different societies for you to get involved in, ranging from boxing to consulting. You also have your own, graduate only, bar (h-bar) which opens Monday to Friday from 5pm till late with tapas style food and events every week ranging from Karaoke to weekly pub quizzes.

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 by 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 that 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

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
imperialcollegedental.co.uk

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
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
English language support
Centre for Academic English
Level 3, Sherfield Building, South Kensington Campus
www.imperial.ac.uk/academic-english

International Student Support team
020 7594 8040
www.imperial.ac.uk/study/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/shop/software
The Student Records and Data Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

The Team is 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 Records and Data 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 and examinations**
+44 (0)20 7594 7268
records@imperial.ac.uk

**Degree certificates**
+44 (0)20 7594 8037
certificates@imperial.ac.uk
13. Work-Life Balance

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

Civil Engineering Society (CivSoc)

The Civil Engineering Society is the departmental student society, of which all Undergraduate and Postgraduate students are automatically members. Run by an elected committee of students, CivSoc is one of the most active departmental societies in the College and organises regular events throughout the academic year. These include numerous lunchtime lectures given by industrial companies, site visits, social events and parties. The highlight of the CivSoc year is the extremely popular international trip in the spring, open to all students in the Department. Additionally, CivSoc writes and publishes the departmental student newspaper LIVIC.

All students are encouraged to participate in CivSoc-run activities. Announcements concerning upcoming events and society news are emailed to all members, displayed on the screen in the second floor Breakout Student Space, as well as being available on CivSoc’s website and social media pages.

Chair: Remi Pelletier

Secretary: Jaime Artaza Guerrero

Treasurer: Alberto Garcia Sinobas

LIVIC Editor: Lijithan Kathirkamanathan

Events Officer: Rhys Rickard-Frost

Industrial Liaison Officer: Will Dubin

Tour Officer: Sima Jovanovic

Alumni and Mums & Dads: Lilas Gimard

Marketing and Web Officer: Meena Bashier

Departmental Wellbeing Representative: Louise Benard

Department Representative: Tomas Schuscheim
**Imperial College Union**

The Union’s range of 375+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

[www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us)

**Graduate Students’ Union**

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

**Active Imperial**

Imperial College has a wide range of sports and activities on offer that cater for all standards 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.

With an annual fee of £30 you will get use of the gym and swimming facilities on our campuses.

[www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)
14. Student Feedback and Representation

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.

Student representation

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

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

Due to the number and complexity of our MSc programme configuration, elections to the positions of Programme Student Representatives are managed within the Department. You will be advised of the processes, both on self-nomination for the positions, and the selections processes, during the cluster induction sessions. Typically we look for one representative from each of the core programmes and one or two from Business Management.

Staff-Student Committee

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

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

There are three committees: Undergraduate, Master’s and Research Students/Staff. They meet once each term, and their remit is as follows:

- To provide a forum for debate about important matters.
- To receive feedback from students.
- To initiate enquiries or investigations on matters of concern to students.
- To represent the interests and requirements of the student body.
- To air grievances.

The membership is drawn from the student body, with members being elected by their peers at the beginning of term, the Student Union, the Graduate Student Association and relevant Departmental Officers.

The Undergraduate SSLC is chaired by the Director of Undergraduate Studies and both the MSc and PhD are chaired by the Senior Tutor (Postgraduate), with the MSc and PhD Departmental Representatives acting as Deputy-Chair.
15. Student Surveys

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

- PG SOLE lecturer/module Survey
- Student Experience Survey (SES)
- Postgraduate Taught Experience Survey (PTES)

The PG SOLE lecturer/module survey runs at the end of the autumn and spring terms. This survey is your chance to tell us about the modules you have attended and the lecturers who taught them.

For PG SOLE your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please do not use offensive language or make personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. Whilst this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

The Student Experience Survey (SES) is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The Postgraduate Taught Experience Survey (PTES) is the only national survey of Master’s level (MSc, MRes, MBA and MPH) students we take part in. This is the only way for us to compare how we are doing against the national average and to make changes that will improve our Master’s students’ experience in future. PTES covers topics such as motivations for taking the programme, depth of learning, organisation, project and professional development. PTES last ran in spring term 2018.

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

The Union’s response to surveys can be found here: https://www.imperialcollegeunion.org/your-union/your-representatives/responses

If you would like to know more about any of these surveys or see the results from previous surveys, please visit: www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys

For further information on surveys, please contact the Registry’s Surveys Team at: surveys.registysupport@imperial.ac.uk
16. After Your MSc

Alumni Services

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

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

Visit the Alumni website to find out more about your new community, including case studies of other alumni and a directory of local alumni groups in countries across the world. [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni)

Opportunities for Further Study

After you have completed your Master’s programme, you may choose to continue your studies on a PhD, CDT or other CPD programme at Imperial. [http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-research-admissions-phd-engd-mphil/](http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-research-admissions-phd-engd-mphil/)

Explore the Departmental Alumni Profiles to find out what previous graduates have gone on to achieve: [http://www.imperial.ac.uk/civil-engineering/alumni/alumni-profiles/](http://www.imperial.ac.uk/civil-engineering/alumni/alumni-profiles/)
17. Appendix A: Monitoring Attendance

Since the introduction of Tier 4 of the Points Based System in March 2009, the College has held a license permitting us to sponsor the visas of students from outside the European Union to enable them to attend our courses.

Sponsorship of students, under our Tier 4 Visa License, brings with it an obligation for us to inform the Home Office whenever we withdraw sponsorship from a student. This may be as a result of a student withdrawing or being expelled from their course, interrupting their studies, or not being in attendance. This is reflected in the College’s regulations and procedures to ensure the welfare and academic progress for all students. See Academic Regulation Paragraph 9.4 of the General Regulations for Students:

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

The College does not wish to discriminate in its treatment of students from outside the European Union, and so all procedures for monitoring attendance and reporting student activity apply equally to all students.

The procedure for compliance adopted for the Master of Science Programme within the Department of Civil and Environmental Engineering is to base the monitoring of attendance around a number of ‘check-points’, which are:

- Start-of-Session Induction.
- Confirmation of attendance at the Health and Safety Induction, which is a requirement of the College for issue of ID cards.
- Submission of selected items of coursework.
- Attendance at Field Trips/Site Visits.
- Examinations and Progress Tests.
- Randomly selected lectures/laboratories/tutorials.
- Scheduled meetings with Personal Tutors and/or Project Supervisors.

In order to make this process efficient, the following shall apply.

- The Cluster Administrator (or other relevant staff) shall conduct the monitoring using a class list supplied by Imperial College Registry.
- There shall be one location (which will be notified to you by email) for the submission of randomly selected coursework related assessment items.
- Each student shall sign (digitally or paper) the class list at each check-point.
- The Cluster Administrator shall inform the relevant Senior Tutor and Course Director of any student who fails to interact with the College on three consecutive occasions.
- The student will be invited for interview, and a warning may be issued.
- If non-attendance continues, the Senior Tutor shall inform the Head of Department and the College Registry.
- The Imperial College Registry report directly to relevant authorities, including HEFCE, the UK-VI and sponsors.

The Department expects students to demonstrate their commitment to their degree programme by attending lectures, complying with specific requests within specified deadlines, and submitting coursework on time. If students cease to engage properly with the course, e.g. by being absent without permission or adequate cause, this may be reported to the relevant authorities, and may result in being asked to leave the College. In the case of those attending with Student Visas, this could jeopardise the individual’s ability to stay in the UK.
Internships

Postgraduate students can only undertake work placements if they are an approved part of their course of study (an example of which might be as part of the project element). Students who may wish to interrupt their studies to take an internship (in the UK or overseas) will have the sponsorship of their visa withdrawn and will need to apply for a new visa in order to return to their course at a later date.

Recording Study Leave

This form should be used to cover any and all study time which is spent outside of the UK for the following situations:

a. Field work and data collection.
b. Study Leave which is not subject to the Placement Learning Policy, such as extended field work. The College’s Off-Site Working procedures should be followed: http://www.imperial.ac.uk/safety
c. For Tier 4 students the College is required by UKVI to report any time away from the College as a ‘change of study location’ within 10 days of this change taking place. This will not impact on a student’s visa status in the UK.

The form is to be:

• Completed by the student,
• Authorised by the supervisor
• Submitted to the Cluster Administrator (who will file a digital copy with the General Office, Skempton Building (cvpgo@ic.ac.uk))

The General Office will be responsible for any further notifications required.

Queries regarding this form should be addressed to Fionnuala in the General Office or by email to f.donovan@imperial.ac.uk

For students with Tier 4 visas

The Visa Compliance Team may be contacted by email on visacompliance@imperial.ac.uk for advice.
Department of Civil and Environmental Engineering

Postgraduate Taught (MSc): Recording of External Study Leave Form
(please see notes overleaf)

This form must be completed by the Student and Supervisor and returned to the Cluster Administrator for processing

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<th>CID No:</th>
<th>Date of Initial Degree Registration:</th>
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<table>
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<tr>
<th>Student’s Surname:</th>
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<tr>
<th>Student’s Forename(s):</th>
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<tr>
<th>Supervisor(s) (print name(s)):</th>
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<th>Research Topic</th>
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<tr>
<th>Are you a Tier 4 Student? If yes, please seek advice immediately from the Visa Compliance Team (see notes)</th>
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<td>YES / NO</td>
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<tr>
<th>List any previous periods of external study leave:</th>
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**Details of External Study Leave**

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<th>Details of remote location:</th>
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<tr>
<th>Departure date: Return date:</th>
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<tr>
<th>Purpose and relevance of external study leave:</th>
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<tr>
<td>E.g. Site visits, field work, remote data gathering</td>
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<tr>
<th>Details of remote contact: (in case of emergency)</th>
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**The following to be completed by the principal supervisor**

I approve this period of study leave and confirm that I will maintain regular contact with the student named above

<table>
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<th>Signature of supervisor(s):</th>
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<table>
<thead>
<tr>
<th>Date:</th>
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18. Appendix B: Cheating Offences – Policy and Procedures

The Policy and Procedures contained in this document apply to all students and former students at Imperial College registered for Imperial College or University of London awards. A complete copy of the College regulations governing Cheating Offences: Policy and Procedures, under which Plagiarism is categorised, is available to download from the following link:


In any proceedings under these Policy and Procedures, the student shall be presumed to be innocent until the contrary is established beyond reasonable doubt.

Where the offence is an instance of suspected plagiarism, it shall be dealt with in accordance with the following procedures, commensurate with the severity of the suspected offence.

If you are not sure, please ask. Useful reference points are academic and library staff.

Plagiarism is defined as the presentation of another person’s words, ideas, judgement or data as though they were your own. For example; not referencing the source of your ideas or arguments when they have derived from your reading; taking verbatim the words of someone else’s work and putting it into your project without quotation marks and referencing; taking whole sections out of books, the internet, articles, lecture notes, other reports or other students’ work, and including them in your report uncited. Plagiarism may also occur in formal written examinations - the above document addresses this possibility. An example might be where candidates have been able to learn text by heart (by rote) and simply reproduce this without acknowledgement of source. Where the examination is based on technical knowledge, this may be acceptable and not regarded as plagiarism. In other subjects where candidates are asked to write essay-type questions, the examiners may regard text reproduced without reference or critical analysis as plagiarism. This will be clarified, where appropriate, in the examination rubric on the front page of the examination paper.

You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment. This means that if part of the work is plagiarised, all group members will be held accountable unless proof can be provided by each individual member of their contribution. You should, therefore, retain an audit trail of your contribution for this purpose.

When submitting (both individual and group) assessed coursework you will be required to complete and attach a Coursework Cover Sheet (examples on the following page) confirming that you have read and understood the definition of plagiarism. Submitting this form will certify that the work presented is entirely your own, except where indicated.

Plagiarism is a serious offence. The Examination Board reserves the right to take further action as it deems appropriate to protect the name of the Department and the College, and this may involve expulsion of a student from the programme or delay or withdrawal of a degree award.
19. Appendix C: Cover Sheets

You will be required to complete and attach a cover sheet (examples given below) to all of your paper assignments.

You can collect Individual or Group cover sheets from the General Office (SKEM 118), just behind the door, at any time.

You must read the Plagiarism Declaration, and, in signing the cover sheet, you agree that you have understood and complied with the Department’s guidelines on plagiarism.

For more information on plagiarism, please refer to section 5 of this handbook.
The Plagiarism Declaration Guidelines, which are printed overleaf on the individual/group cover sheets read as follows:

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College must be expressed in your own writing and incorporate your own ideas and judgements.

You must NEVER give your coursework, whether electronically or in paper copy, to someone else to submit, nor should you accept to hand in coursework on someone else's behalf. If copying of material occurs as a result of such activity, both parties are considered to have actively taken part in plagiarism.

Plagiarism, that is the presentation of another person's thoughts or words as though they are your own, must be avoided with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally if you summarise another person's ideas, judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography and/or reference list. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

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 in a way approved by your Department. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Failure to observe any of these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College's Cheating Offences Policy and Procedures and may result in a penalty being taken against any student found guilty of plagiarism.
20. Appendix D: Map of South Kensington Campus

South Kensington Campus
Building key

1  Beit Quadrangle
   Beit Hall, Imperial College Union

2  Imperial College Union

3  Elthos Sports Centre
   Sport Imperial

4  Prince’s Gardens, North Side
   No. 8: Early Years Education Centre
   No.10: Chaplaincy, Dyson School of Design Engineering
   No.11: UK Energy Research Centre
   No.15: Centre for Environmental Policy

5  Weeks Hall

6  Blackett Laboratory
   Physics, Institute of Shock Physics

7  Roderic Hill Building
   Biology, Centre for Process Systems Engineering, Chemical Engineering, Composites Centre

8  Bone Building
   Chemical Engineering

9  Royal School of Mines
   Earth Science and Engineering, Materials

10  Aston Webb
    Earth Science and Engineering

11  Bessemer Building
    Centre for Blast Injury Studies, Bioengineering, Imperial Incubator, Institute of Biomedical Engineering, Institute for Systems and Synthetic Biology

12  Goldsmiths Building
    Bioengineering, Materials

13  Huxley Building
    Computing, Institute of Shock Physics, Mathematics, Physics

14  ACE Extension
    Chemical Engineering, Business School

15  William Penney Laboratory
    London e-Science Centre

16  Electrical Engineering Building
    Electrical and Electronic Engineering, Energy Futures Lab

17  Business School
    Innovation and Entrepreneurship, Management, Centre for Health Economics and Policy Innovation

18  53 Prince’s Gate
    Business School Department of Finance, Brevan Howard Centre for Financial Analysis

19  Eastside
    Gabor Hall, Linstead Hall, Wilkinson Hall, Eastside bar and restaurant, Essentials convenience store

20  Sherfield Building
    Level 1: Catering, Centre for Health Policy, Queen’s Tower Rooms, Security Reception
    Level 2: Bank (Santander), Fuel Stop, Great Hall, Junior Common Room, Newsagent, Optician, QT snack bar, Senior Common Room, Union Shop
    Level 3: Academic Visitors’ Accommodation, Centre for Academic English, Centre for Co-Curricular Studies, Conference Office, Equality and Diversity Unit, Finance, Graduate Schools, HR Pensions, Human Resources, International Student Support, Outreach, Centre for Continuing Professional Development, Registry, Sport Imperial, Student Accommodation Centre, Student Hub
    Level 4: Archives, Continuing Professional Development Unit, ICT, ICT Helpdesk, Occupational Health Service, Safety Department

Level 5: Blyth Music and Arts Centre, Careers Service, Communications and Public Affairs, Development, Educational Development Unit, Estates (Projects, Facilities, Finance, Property Management), Read and Pippard Lecture Theatres, Seminar and Learning Centre (SALC)

21  Graenham Institute – Climate Change and the Environment

22  Faculty Building
    Academic Health Science Centre (AHSC), Central Secretariat, Climate-KIC, Communications and Public Affairs, Corporate Partnerships, Faculties of Engineering, Medicine and Natural Sciences Administration, Finance, Human Resources, Institute for Security Science and Technology, Institute of Global Health Innovation, Planning, President’s Office, Research Services

23  58 Prince’s Gate
    Ballroom, Billiard Room, Boardroom, College Room, Garden Room, Imperial Consultants (ICON), Oak Room, Programme Management Office – Enterprise Division

24  170 Queen’s Gate
    Council Room, Dining Room and Solar, President’s Residence

25  Central Library
    Library Archives and Special Collections

26  Queen’s Tower

27  Skempton Building
    Civil and Environmental Engineering, Centre for Environmental Control and Waste Management, Centre for Transport Studies, Wohl Reach Out Lab

28  City and Guilds Building
    Aeronautics, ICT, Mechanical Engineering, Vibration University Technology Centre

29  Southside
    Falmouth Keogh Hall, Selkirk Hall, Tizard Hall, Health Centre, Dentist

30  Sir Ernst Chain Building – Wolfson Laboratories
    Biology, Cell and Molecular Biology, Centre for Bioinformatics, Electron Microscopy Centre, Glycobiology Training, Molecular Biosciences, Research and Infrastructure Centre, Centre for Structural Biology

31  Flowers Building
    Cell and Molecular Biology, Centre for Integrative Systems Biology and Bioinformatics, Chemistry, Electron Microscopy Centre, MRC Centre for Molecular Bacteriology and Infection

32  Chemistry Building
    Chemistry

33  Sir Alexander Fleming Building
    Medicine, Biology, Biomedical Sciences, Cell and Molecular Biology, Molecular Biosciences

34  Chemistry RCS1
    Biochemistry, Biology, Centre for Photomolecular Sciences, Chemistry

35  52 Prince’s Gate
    Imperial Innovations

36  Alumni Visitor Centre
    College Cafe

37  Observatory Building
    Dyson School of Design Engineering

38  Dyson Building of Design Engineering
    Dyson School of Design Engineering
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21. Appendix E: Health and Safety Booklet