Contents

1. Staff Contact Details ........................................................................................................2
2. Programme Information ..................................................................................................6
3. Assessment ....................................................................................................................21
4. Examinations ................................................................................................................26
5. Plagiarism ......................................................................................................................26
6. Board of Examiners .......................................................................................................32
7. Departmental Information, Imperial College London ..................................................33
   Facilities and Resources, Imperial ..................................................................................34
   Computing and Library Services, Imperial ....................................................................38
   Wellbeing and Advice, Imperial ..................................................................................40
   Health Services, Imperial ............................................................................................46
   Disability Support, Imperial .........................................................................................47
   Health and Safety, Imperial .........................................................................................48
   Student Feedback and Representation, Imperial ..........................................................50
   Policies and Procedures, Imperial ................................................................................53
8. Departmental Information, UCL ....................................................................................57
   Facilities and Resources, UCL .......................................................................................58
   Computing and Library Services, UCL .........................................................................61
   Academic Performance, UCL .......................................................................................65
   Wellbeing and Advice, UCL ........................................................................................68
   Health Services, UCL ....................................................................................................77
   Health and Safety, UCL .................................................................................................78
   Student Representation and Feedback, UCL .................................................................79
9. Appendix A: Monitoring Attendance ............................................................................81
10. Appendix B: Cheating Offences – Policy and Procedures ............................................85
11. Appendix C: Imperial Cover Sheets ............................................................................86
12. Appendix D.1: Map of Imperial’s South Kensington Campus ....................................88
13. Appendix D.2: Map of UCL’s Bloomsbury Campus ....................................................91
14. Appendix E: Health and Safety Booklet ......................................................................92
Welcome to the Intercollegiate MSc Programme in Transport

Congratulations on joining this renowned and well-established MSc programme. You are now a member of both of the two most prestigious universities in London: Imperial College London and UCL (University College London). As a student at each of these universities, you will enjoy the full rights and benefits of membership of both of them. As part of this prestigious community of discovery we hope you will take this opportunity to make your own unique contribution.

We are committed to providing you with the 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, from further training in an academic skill such as note taking, project research, groupwork activities or simply having someone to talk to.

As two of the best universities in the world, we are committed to inspiring the next generation of leading scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. We are committed to excellence in research and education and welcome your participation.

As a student on this programme, you will gain a systematic understanding of the causes, motivations and means of personal travel and goods movement; techniques for analysing and resolving transport problems; and methods of evaluating transport projects, plans and policies, recognising the need for public consultation and the political, social, commercial and financial issues involved.

The Centres for Transport Studies provide an energetic and exciting environment. Students benefit from engaging with the teaching staff who are actively involved in internationally leading research, and advising local, national and international transport agencies.

Both universities are located in the centre of one of the world's most exciting cities, near to relevant professional institutions and transport agencies. London provides a living laboratory in which students can observe many of the problems that they are studying, and analyse the success or failure of current efforts to deal with them.
## 1. Staff Contact Details

### Imperial College London: Academic and Administrative Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Room</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maya Mistry</strong></td>
<td>Transport MSc Cluster Administrator</td>
<td>405</td>
<td>020 7594 6100</td>
<td><a href="mailto:m.mistry@imperial.ac.uk">m.mistry@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Panagiotis Angeloudis</strong></td>
<td>Senior Lecturer in Transport Systems and Logistics, and Deputy Programme Director</td>
<td>337</td>
<td>020 7594 5986</td>
<td><a href="mailto:p.angeloudis@imperial.ac.uk">p.angeloudis@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Professor Dan Graham</strong></td>
<td>Transport MSc Cluster Director, and Professor of Statistical Modelling</td>
<td>611</td>
<td>020 7594 6088</td>
<td><a href="mailto:d.j.graham@imperial.ac.uk">d.j.graham@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Ke Han</strong></td>
<td>Senior Lecturer in Transport Operations and Logistics</td>
<td>605</td>
<td>020 7594 5682</td>
<td><a href="mailto:k.han@imperial.ac.uk">k.han@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Arnab Majumdar</strong></td>
<td>Senior Lecturer in Transport Safety</td>
<td>606</td>
<td>020 7594 6037</td>
<td><a href="mailto:a.majumdar@imperial.ac.uk">a.majumdar@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Professor Washington Ochieng</strong></td>
<td>Chair in Positioning and Navigation Systems</td>
<td>434</td>
<td>020 7594 6104</td>
<td><a href="mailto:w.ochieng@imperial.ac.uk">w.ochieng@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Aruna Sivakumar</strong></td>
<td>Lecturer in Travel Behaviour and Demand</td>
<td>604</td>
<td>020 7594 6036</td>
<td><a href="mailto:a.sivakumar@imperial.ac.uk">a.sivakumar@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Dr Marc Stettler</strong></td>
<td>Senior Lecturer in Transport and the Environment</td>
<td>614</td>
<td>020 7594 2094</td>
<td><a href="mailto:m.stettler@imperial.ac.uk">m.stettler@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Fionnuala Ni Dhonnabhain</strong></td>
<td>Postgraduate Office Manager</td>
<td>118</td>
<td>020 7594 5929</td>
<td><a href="mailto:f.donovan@imperial.ac.uk">f.donovan@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Yamini Chikhlia</strong></td>
<td>Postgraduate Office Administrator</td>
<td>118</td>
<td>020 7594 5932</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Room</td>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------</td>
<td>------</td>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Melanie Hargreaves</td>
<td>Postgraduate Office Administrator</td>
<td>118</td>
<td>Email: <a href="mailto:y.chikhlia@imperial.ac.uk">y.chikhlia@imperial.ac.uk</a>, Phone: 020 7594 5931</td>
<td></td>
</tr>
<tr>
<td>Angela Frederick</td>
<td>Postgraduate Office Administrator</td>
<td>118</td>
<td>Email: <a href="mailto:m.hargreaves@imperial.ac.uk">m.hargreaves@imperial.ac.uk</a>, Phone: 020 7594 6123</td>
<td></td>
</tr>
<tr>
<td>Pavlina Pyari</td>
<td>Postgraduate Administrator</td>
<td>216</td>
<td>Email: <a href="mailto:cege-pg-admissions@ucl.ac.uk">cege-pg-admissions@ucl.ac.uk</a>, Phone: 020 7679 4046</td>
<td></td>
</tr>
<tr>
<td>Mr Kamalasudhan Achuthan</td>
<td>Lecturer</td>
<td>211</td>
<td>Email: <a href="mailto:k.achuthan@ucl.ac.uk">k.achuthan@ucl.ac.uk</a>, Phone: 020 7679 1550</td>
<td></td>
</tr>
<tr>
<td>Dr Bani Anvari</td>
<td>Lecturer</td>
<td>211</td>
<td>Email: <a href="mailto:b.anvari@ucl.ac.uk">b.anvari@ucl.ac.uk</a>, Phone: 020 7679 2315</td>
<td></td>
</tr>
<tr>
<td>Professor Nicola Christie</td>
<td>Professor of Transport Safety</td>
<td>209</td>
<td>Email: <a href="mailto:nicola.christie@ucl.ac.uk">nicola.christie@ucl.ac.uk</a>, Extension: 32716</td>
<td></td>
</tr>
<tr>
<td>Dr Tom Cohen</td>
<td>Senior Research Associate</td>
<td>219</td>
<td>Email: <a href="mailto:tom.cohen@ucl.ac.uk">tom.cohen@ucl.ac.uk</a>, Extension: 32276</td>
<td></td>
</tr>
<tr>
<td>Dr Taku Fujiyama</td>
<td>Senior Lecturer</td>
<td>211</td>
<td>Email: <a href="mailto:taku.fujiyama@ucl.ac.uk">taku.fujiyama@ucl.ac.uk</a>, Phone: 020 7679 3042</td>
<td></td>
</tr>
<tr>
<td>Professor Benjamin Heydecker</td>
<td>Professor of Transport Studies</td>
<td>210</td>
<td>Email: <a href="mailto:b.hedayecker@ucl.ac.uk">b.hedayecker@ucl.ac.uk</a>, Phone: 020 7679 1553</td>
<td></td>
</tr>
</tbody>
</table>
Welcome from the Programme Director

On behalf of the staff of the Centre for Transport studies I would like to extend a warm welcome to our new and returning students to the 2019/20 academic year. I hope that you will find your courses stimulating and that the learning and expertise offered by the staff of this joint programme between Imperial College London and UCL will enable you to realise your full potential. I am delighted that you have chosen to study with us and I hope that you will really enjoy your time here in London.

With best wishes for a successful and fulfilling year.

Professor Daniel Graham
**English language**

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 11 Well-Being, Support and Advice.

**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**

Formal teaching may have finished for the year, but while you are working on your project and writing your dissertation, 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. A record will be held in the department and you must register your return from Study Leave in person to your Cluster Administrator in order that your record may be updated for audit purposes.

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 visas to the Home Office.

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

## Programme Dates 2019-20

[https://www.imperial.ac.uk/human-resources/procedures/leave/annual-leave/college-closures/](https://www.imperial.ac.uk/human-resources/procedures/leave/annual-leave/college-closures/)

[http://www.imperial.ac.uk/admin-services/registry/term-dates/](http://www.imperial.ac.uk/admin-services/registry/term-dates/)

<table>
<thead>
<tr>
<th>Week No</th>
<th>Dates</th>
<th>Term</th>
<th>Bank Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 01</td>
<td>30-09-04 Oct 2019</td>
<td>Autumn</td>
<td>Christmas Day 25-Dec-19</td>
</tr>
<tr>
<td>Week 02</td>
<td>07-11 Oct 2019</td>
<td>Autumn</td>
<td>Boxing Day 26-Dec-19</td>
</tr>
<tr>
<td>Week 03</td>
<td>14-18 Oct 2019</td>
<td>Autumn</td>
<td>New Years Day 01-Jan-20</td>
</tr>
<tr>
<td>Week 04</td>
<td>21-25 Oct 2019</td>
<td>Autumn</td>
<td>Good Friday 10-Apr-20</td>
</tr>
<tr>
<td>Week 05</td>
<td>28-Oct-01 Nov 2019</td>
<td>Autumn</td>
<td>Easter Monday 13-Apr-20</td>
</tr>
<tr>
<td>Week 06</td>
<td>04-08 Nov 2019</td>
<td>Autumn</td>
<td>Early May Bank Holiday 08-May-20</td>
</tr>
<tr>
<td>Week 07</td>
<td>11-15 Nov 2019</td>
<td>Autumn</td>
<td>Spring Bank Holiday 25-May-20</td>
</tr>
<tr>
<td>Week 08</td>
<td>18-22 Nov 2019</td>
<td>Autumn</td>
<td>Summer Bank Holiday 31-Aug-20</td>
</tr>
<tr>
<td>Week 09</td>
<td>25-29 Nov 2019</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>02-06 Dec 2019</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>09-13 Dec 2019</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>Week 12</td>
<td>16-20 Dec 2019</td>
<td>Xmas</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>23-27 Dec 2019</td>
<td>Xmas</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>30 Dec-03 Jan 2020</td>
<td>Xmas</td>
<td></td>
</tr>
<tr>
<td>Week 15</td>
<td>06-10 Jan 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>13-17 Jan 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 17</td>
<td>20-24 Jan 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 18</td>
<td>27-31 Jan 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 19</td>
<td>03-07 Feb 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 20</td>
<td>10-14 Feb 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 21</td>
<td>17-21 Feb 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 22</td>
<td>24-28 Feb 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 23</td>
<td>02-06 March 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 24</td>
<td>09-13 March 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 25</td>
<td>16-20 March 2020</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Week 26</td>
<td>23-27 March 2020</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 27</td>
<td>30 March-03 April 2020</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 28</td>
<td>06-10 April 2020</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 29</td>
<td>13-17 April 2020</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 30</td>
<td>20-24 April 2020</td>
<td>Easter</td>
<td></td>
</tr>
<tr>
<td>Week 31</td>
<td>27 April-01 May 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 32</td>
<td>04-08 May 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 33</td>
<td>11-15 May 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 34</td>
<td>18-22 May 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 35</td>
<td>25-29 May 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 36</td>
<td>01-05 June 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 37</td>
<td>08-12 June 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 38</td>
<td>15-19 June 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 39</td>
<td>22-26 June 2020</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>Week 40</td>
<td>29 June-03 July 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 41</td>
<td>06-10 July 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 42</td>
<td>13-17 July 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 43</td>
<td>20-24 July 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 44</td>
<td>27-31 July 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 45</td>
<td>03-07 Aug 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 46</td>
<td>10-14 Aug 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 47</td>
<td>17-21 Aug 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 48</td>
<td>24-28 Aug 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 49</td>
<td>31 Aug -04 Sep 2020</td>
<td>MSc Projects</td>
<td></td>
</tr>
<tr>
<td>Week 50</td>
<td>07-11 Sep 2020</td>
<td>Msc Boards of Examiners and Project Activities</td>
<td></td>
</tr>
<tr>
<td>Week 51</td>
<td>14-18 Sep 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 52</td>
<td>21-25 Sep 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 53</td>
<td>28 Sept-2 Oct 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Term Dates : 2019-2020

**Autumn Term:**
- Sat 28 Sep to Fri 13 Dec 2019

**Spring Term:**
- Sat 4 Jan to Fri 20 Mar 2020

**Summer Term:**
- Sat 25 Apr to Fri 26 June 2020 [UG]
- Sat 25 Apr to Fri 25 Sept 2020 [PG]

## College Closure Dates

**Christmas:**
- Sat 21 Dec 2019 - Wed 1 Jan 2020 (incl)

**Easter:**
- Thu 9 April to Tue 14 Apr 2020 (incl)

## Graduation Ceremonies

**Commemoration Day**
- Wed 16 Oct 2019

**PG Awards Day**
- Wed 6 May 2020

## Key Dates

**Paviors Lecture**
- Tue 11 Feb 2020

**Examiners’ Progression & Award Board-UG**
- Fri 03 Jul 2020 (tbc)

**Great Exhibition Road Festival 2020**
- Fri 03 Jul 2020 to Sun 05 Jul 2020

## Examination Periods

**Week 11:** 09-13 Dec 2019
- Week 15: 06-10 Jan 2020
- Week 16: 13-17 Jan 2020
- Week 17: 20-24 Jan 2020
- Week 31: 27 April-01 May 2020
- Week 32: 04-08 May 2020
- Week 33: 11-15 May 2020
- Week 34: 18-22 May 2020
- Week 35: 25-29 May 2020
- Week 36: 01-05 June 2020
Introduction

The Centres for Transport Studies at Imperial College London and at UCL jointly offer a cluster of two Masters programmes in the field of transport:

- MSc programme in Transport
- MSc programme in Transport with Business Management

The objectives of these programmes are:

- To provide a systematic understanding of the causes and motivations of personal travel and good movement and of the means by which movement takes place;
- To provide a thorough grounding in techniques for analysing transport problems and developing and implementing policies and measures for resolving such problems;
- To develop appreciation of the importance and methods of evaluating transport projects, plans and policies, taking into account the political, social, environmental, commercial and financial issues involved.

In pursuit of these objectives, the programmes place emphasis on road and rail transport in the more industrialised countries, whilst recognising the important roles of other forms of transport and interchange with them, and the different context in which transport problems present themselves in less industrialised countries. Subject to this emphasis, the fundamentals are addressed in ways that are relevant to all means of transport and to every kind of society. The programmes are designed to equip their graduates for work in transport planning, engineering, operations, management, policy and research.

Availability

The programmes can be followed by full-time attendance over 12 months, or part time attendance over either two or three years, starting at the beginning of each academic year, which is usually the first Monday in October.

The academic requirements associated with the part time mode are exactly the same as those for full time study, but attendance at College is spread over two or three years on a day release or term release basis. In day release mode, students attend College between one and two days per week over two or three years. In each year they take a combination of relevant core and option modules. In their penultimate year they commence work on their Research Project, which is completed in their final year. In term release mode, the student attends College full time for a term in each of three years. Throughout their period of part time study, students are supported through contact with their Personal Tutors and Research Project supervisors. Further details regarding the arrangements for part time study are presented
later in this handbook.

Overview of Requirements

Full time students study core modules the first term (October-December) and select from a wide range of optional modules in the second term (January-March). In addition, an individual investigative design or research project (leading to the Research Dissertation) is carried out continuously from May to September. From May onwards, all student time is devoted to the Research Project. Part time students carry out the same activities spread over their periods of study.

The assessment of candidates is carried out by a Board of Examiners comprising academic staff and an External Examiner. It is based on three elements:

- Written papers, covering the material in each core and option module.
- Coursework associated with the core and option modules, and
- The individual research project.

Candidates are required to pass in each of these elements separately.

Teaching

Lectures are coordinated by the teaching staff from the Centre for Transport Studies at both Imperial College London and University College London, with students formally registered at each university. This means that you have access to the facilities (e.g., lecture rooms, libraries, social and sporting facilities) of UCL and Imperial. Lectures take place at both universities.

Substantial contributions are also made from other experts and professionals in the field. This provides a wide range of expertise amongst the staff and allows students to conduct their special study project with appropriate expert supervision. It is common for research projects to be undertaken in collaboration with an industrial partner.

The teaching provided by the academic staff responsible for the programmes is enriched by their active involvement in internationally recognised research, in advice to local, national and international transport agencies, in the work of relevant professional institutions, in collaborative work with leading firms of consultants, and in the provision of short courses in Britain and overseas for a range of transport professionals.

Further information about ongoing research and opportunities for PhD research in Transport at Imperial College London and UCL can be obtained from:

www.imperial.ac.uk/cts and http://www.cege.ucl.ac.uk/cts/Pages/cts.aspx
Programme overview

The programme offers a unique intercollegiate set-up between Imperial College London and University College London. Transport students undertake their study at both locations, and through this have access to a wide range of facilities including libraries, laboratories, PC labs, specialised software, and academic support.

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

- Attract able engineers, scientists and related professionals from around the world by offering in-depth programmes that focus on particular specialist areas and develop and extend students’ knowledge, professional skills and research experience.
- Meet the expectations of industry and academia, preparing graduates for professional or research careers in the UK and overseas, developing curricula that evolve to match the subjects’ changing requirements.
- Advance understanding of the underlying engineering science and practical techniques that underpin civil and environmental engineering.
- Provide teaching and learning that is informed by research and practice at the forefront of academic or professional disciplines.
- Provide an opportunity for students to show originality in the application of knowledge, and an understanding of how the boundaries of that knowledge are advanced through research.
- Develop students’ ability to deal with complex issues both systematically and creatively, demonstrating originality in tackling and solving problems.
- Engender the qualities needed for employment in circumstances requiring sound judgement, personal responsibility and initiative, in complex and unpredictable professional environments.
- Meet the career needs of students seeking specialist employment in planning and transport engineering, and address the skill-needs of their potential employers.
- Provide students with a solid technical basis in the key areas of the transport profession through delivery of a coherent, coordinated and balanced degree programme, integrating core transport studies with practical application.
- Enable students to acquire a mature appreciation of the context in which transport projects are developed within the industry.
- Develop our students’ excellence in oral and written communication, and poster presentations.
- Provide students with sufficient material to explore the subject, to carry out self-organised study, and to think about the issues and challenges of the material, in preparation for professional practice.

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 are:

- One day per week over three years (3YPT).
- One and a half, or two days per week over two years (2YPT)
- Term release (taken part time on a term-by-term basis, over three years).
  - http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/transport-cluster/term-release/
    - Year 1: Autumn term
    - Year 2: Fallow (or just project)
    - Year 3: Spring term and project
### Transport 2YPT

*Part-time students following the programme over 2 years*

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st year</strong></td>
<td><strong>1st year</strong></td>
</tr>
<tr>
<td>CI9-T-01 - Transport and its Context</td>
<td>Two Transport option modules of your choice</td>
</tr>
<tr>
<td>CI9-T-02 - Quantitative Methods</td>
<td>Select Research Project topic and commence work</td>
</tr>
<tr>
<td>CI9-T-05 - Transport Demand and its Modelling</td>
<td></td>
</tr>
<tr>
<td>Students attend special sessions during 1st fortnight of the term</td>
<td></td>
</tr>
<tr>
<td><strong>2nd year</strong></td>
<td><strong>2nd year</strong></td>
</tr>
<tr>
<td>CI9-T-03 - Transport Engineering &amp; Operations</td>
<td>Two Transport option modules of your choice</td>
</tr>
<tr>
<td>CI9-T-04 - Transport Economics</td>
<td>Continue work on Research Project</td>
</tr>
<tr>
<td>CI9-T-06 - Transport Policy</td>
<td></td>
</tr>
<tr>
<td>Continue work on Research Project</td>
<td></td>
</tr>
</tbody>
</table>

### Transport 3YPT

*Part-time students following the programme over 3 years*

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Spring Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st year</strong></td>
<td><strong>1st year</strong></td>
</tr>
<tr>
<td>CI9-T-01 - Transport and its Context</td>
<td>Two Transport option modules of your choice</td>
</tr>
<tr>
<td>CI9-T-05 - Transport Demand and its Modelling</td>
<td></td>
</tr>
<tr>
<td>Students attend special sessions during 1st fortnight of the term</td>
<td></td>
</tr>
<tr>
<td><strong>2nd year</strong></td>
<td><strong>2nd year</strong></td>
</tr>
<tr>
<td>CI9-T-02 - Quantitative Methods</td>
<td>One Transport option module of your choice</td>
</tr>
<tr>
<td>CI9-T-06 - Transport Policy</td>
<td>Select Research Project topic and commence work</td>
</tr>
<tr>
<td><strong>3rd year</strong></td>
<td><strong>3rd year</strong></td>
</tr>
<tr>
<td>CI9-T-03 - Transport Engineering &amp; Operations</td>
<td>One Transport option module of your choice</td>
</tr>
<tr>
<td>CI9-T-04 - Transport Economics</td>
<td>Continue work on Research Project</td>
</tr>
<tr>
<td>Continue work on Research Project</td>
<td></td>
</tr>
</tbody>
</table>
### Transport with Business Management 2YPT

**Requirements for Part-time students following the programme over 2 years**

<table>
<thead>
<tr>
<th>Autumn Term 1st year</th>
<th>Spring Term 1st year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI9-T-01 - Transport and its Context</td>
<td>Two Transport option modules of your choice</td>
</tr>
<tr>
<td>CI9-T-02 - Quantitative Methods</td>
<td>Select Research Project topic and commence work</td>
</tr>
<tr>
<td>CI9-T-05 - Transport Demand and its Modelling</td>
<td></td>
</tr>
<tr>
<td>Students attend special sessions during 1st fortnight of the term</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Autumn Term 2nd year</th>
<th>Spring Term 2nd year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI9-B1 - Microeconomics</td>
<td>CI9-B3 - Project Management</td>
</tr>
<tr>
<td>CI9-B5 - Innovation in Civil Engineering</td>
<td>CI9-B4 - Business Environments and Construction Law</td>
</tr>
<tr>
<td>CI9-T-04 - Transport Economics</td>
<td>Continue work on Research Project</td>
</tr>
<tr>
<td>Continue work on Research Project</td>
<td></td>
</tr>
</tbody>
</table>

### Transport with Business Management 3YPT

**Part-time students following the programme over 3 years**

<table>
<thead>
<tr>
<th>Autumn Term 1st year</th>
<th>Spring Term 1st year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI9-T-01 - Transport and its Context</td>
<td>One Transport option module of your choice</td>
</tr>
<tr>
<td>CI9-T-05 - Transport Demand and its Modelling</td>
<td></td>
</tr>
<tr>
<td>Students attend special sessions during 1st fortnight of the term</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Autumn Term 2nd year</th>
<th>Spring Term 2nd year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI9-T-02 - Quantitative Methods</td>
<td>One Transport option module of your choice</td>
</tr>
<tr>
<td>CI9-T-04 - Transport Economics</td>
<td>Select Research Project topic and commence work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Autumn Term 3rd year</th>
<th>Spring Term 3rd year</th>
</tr>
</thead>
<tbody>
<tr>
<td>CI9-B1 - Microeconomics</td>
<td>CI9-B3 - Project Management</td>
</tr>
<tr>
<td>CI9-B5 - Innovation in Civil Engineering</td>
<td>CI9-B4 - Business Environments and Construction Law</td>
</tr>
<tr>
<td>Continue work on Research Project</td>
<td></td>
</tr>
</tbody>
</table>
**Competency statements**

http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/

**Accreditation and professional membership**

We 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 Institute of Highway Engineers (IHE)**

http://www.theihe.org/membership/

**The Chartered Institution of Highways and Transportation (CHIT)**


Further details of our accreditation are to be found at:

http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/

**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 or in paper copy, or both, depending on the preference of the setter.

**Coursework Cover Sheets (Imperial)**

Coursework coversheets for group and individual work can be found in the General Office, at Imperial. Each one contains a plagiarism declaration on the front which must be signed. An example of the coursework cover sheets 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 Maya Mistry on m.mistry@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 submit 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.

Imperial: 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.

UCL: Penalties for late submissions

- Penalties for late submission of coursework are set centrally by UCL. These rules apply equally to hard copy and electronic copy and both must be submitted for your coursework to be considered ‘on time’.
- The full allocated mark will be reduced by 5 percentage points for the first working day after the deadline for the submission of the coursework.
- The mark will be reduced by a further 15 percentage points if the coursework is submitted during the following six days.
- Providing the coursework is submitted before the end of the second week of term 3, but had not been submitted within seven days of the deadline for the submission of the coursework, it will be recorded as zero but the assessment would be considered to be complete.
- Coursework submitted after the end of the second week of third term will not be marked and the assessment will be incomplete.
- Coursework submitted after solutions have been released will receive a mark of zero, and may not be formally marked, even when the coursework was submitted within seven calendar days of the deadline. Nevertheless, the assessment will be considered to be complete provided the coursework contains material that can be assessed.

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/)

**Module descriptors**

A full list of all MSc Transport module descriptors can be found on the following link:

[http://www3.imperial.ac.uk/civilengineering/prospectivestudents/postgraduatetaughtadmissionss/mstctransportengineering/transportsyllabus](http://www3.imperial.ac.uk/civilengineering/prospectivestudents/postgraduatetaughtadmissionss/mstctransportengineering/transportsyllabus)

**Deadlines for choosing elective modules**

The deadline for choosing your spring term elective modules is end of October.

**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://www.imperial.ac.uk/careers) — our online careers platform, which Imperial students can access from the first day of term.

**Work opportunities**

You are encouraged to take early advantage of the careers education, information and guidance available from the following sources:

- College Careers Advisory Service (Level 5, Sherfield Building, Imperial), 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/graduateschool/](http://www3.imperial.ac.uk/graduateschool/)

- 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 information:

  Dr Peter Stafford

  Room 321
Continuing Professional Development

Students may also wish to be aware of the fact that one or more individual modules from our MSc course portfolio can be taken on a ‘Continuing Professional Development’ (CPD) basis. Although CPD students are not registered for the MSc degree, they follow the same programme of study as a Masters student, in the relevant modules. Note that these arrangements are intended principally for individuals who are already employed in the UK transport industry and who wish to extend or update their professional competence; in particular, these arrangements are not an alternative route to a Master’s degree.

Because our Master’s courses evolve over time to reflect changing industry needs and priorities, you may wish to consider returning as a CPD student at some point in the future. Note that graduates of the Intercollegiate course benefit from a substantial discount on the normal price of this CPD activity.

Attendance and certification of absence or illness

College Regulation for Certification of Absence: Taught Course Postgraduate Students who are absent from the College for more than three days must advise the Cluster/Programme (or Cluster Administrator) of the reason for their absence. An absence of more than seven days, if due to illness, must be supported by a medical certificate from the Imperial College Health Centre. However, if an examination is missed on account of illness, a medical certificate from the Imperial College Health Centre must be produced immediately. No other medical certificate will be accepted, except for a hospital medical certificate where the illness has resulted in a period in hospital.

If students are absent from the programme of studies without the permission of the Cluster/Programme, it will be presumed that they have withdrawn from the College. The Academic Registrar will then be asked to terminate their registrations for the MSc degree.

If a situation arises that requires a substantial absence from the Department, the Cluster/Programme will seek an Interruption of Studies. This will allow the student to remain registered for the MSc degree, but would mean that the student would complete the degree in the following year.

Course governance and management

The Intercollegiate MSc programmes in Transport operate in accordance with the relevant strategic agreement that has been established between the two universities. The programmes are governed by a Course Coordinating Committee drawn from the permanent academic staff teaching the course from the Centre for Transport Studies at Imperial College London and the Centre for Transport Studies at University College London.

The management structure consists of the Cluster/Programme, normally drawn from the permanent academic staff at Imperial College London and the Course Chairman, normally drawn from the academic staff at University College London. The Cluster/Programme, acting in consultation with the Course Chairman, is responsible for the overall academic management of the courses. The Course Chairman chairs the Course Coordinating Committee and the Board of Examiners. The Cluster/Programme and the Course Chairman are supported by a Cluster Administrator, based at Imperial College London.
structure ensures that students have access to day-to-day communication and support. If a student has a concern, he/she should in the first instance raise it with the individual concerned, before seeking the advice of their personal tutor and the Cluster/Programme. If the matter is not resolved to the student's satisfaction, he/she should seek the advice of the Departmental Post-Graduate Tutor and Director of the MSc programmes, before consulting the Imperial College's Registry website on how to take the matter further.

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

Further information

Further information on the MSc courses can be obtained from the following sections of this handbook and from the MSc course web site:

http://www.imperial.ac.uk/civil-engineering/prospective-students/postgraduate-taught-admissions/transport-cluster/

Timetable

As with our VLE’s, where UCL use Moodle and Imperial use Blackboard Learn, we also use different systems to deliver our respective timetables. For modules offered at UCL, your timetable is delivered via your timetable app, and for Imperial, it will be direct to your Imperial College Outlook calendar.

Supervision arrangements

Research projects will differ in their area of focus, but their role is to challenge the student to complete an independent piece of research under the direct supervision of a member of academic staff. Staff will provide one-on-one support and students are encouraged to maintain good contact with their supervisor throughout the period of research. The extent and nature of supervision will vary from one member of staff to another, so should a student have any difficulty, during the course of research, interfacing with his/her supervisor he/she should advise the Course Administrator as soon as possible.

Research Projects

Below is a list of typical example projects from the Transport MSc Cluster:

- Impact of driver manual operations on metro dwell time.
- Vulnerability and resilience analysis of road networks.
- Decision support systems for policy analysis
- Maritime Transport & Port Operations
- Demand responsive transport systems
- Measuring cyclist and pedestrian behavior
- Road transport safety
- The role of fatigue in transport safety
- Planning for the future in transport
- Railway Operation
- Designing Street Infrastructure
- Economic impacts of transport
• Public transport performance modelling
• Network and mechanism design
• Sustainable transport
• Transport planning methods
• Dynamics traffic assignment
• Travel behavior and activity patterns
• Parking/loading demand and supply
• Evacuation from fires in transport systems, focusing on human behaviour
• Air traffic flow management and airspace capacity analysis
• Public and private investments
• Transport telematics and intelligent transport systems
• Geodesy and surveying applications in transport
• Analysis and modelling of travel demand
• Smart cities and transport
• Modelling consumer attitudes to purchasing an electric vehicle
• Modelling the impact of social networks on choice behaviour
• Accessibility and transport equity analysis
• Environmental impacts analysis and policy
• Modelling and measurement of urban air quality
• Alternative fuels and vehicle powertrains
• Accessibility and access
• Transport policy and disability issues

Research Project
Students will attend a number of lectures aimed specifically at helping them to complete their Research Dissertation. These lectures take place throughout the autumn and spring terms. Part-time students should attend these sessions in their penultimate year. The sessions are:

1. Conducting a literature review
2. Formulating a research problem
3. Principles of research design
4. Data collection and analysis (to complement CI9-T-02)
5. Presenting your research

Students are also required to complete two pieces of work in addition to the Research Dissertation. These are a poster and a project proposal. Further details will be circulated early in the session.

The submission date for Research Dissertation reports is 5 September, or the next Monday in years when the 5th falls on either a Saturday or a Sunday. In the 2019-2020 session this will be Monday 7 September 2020. Guidance specific to the Intercollegiate MSc programmes in Transport on the preparation and submission of the Research Dissertation is circulated early in the session. This guidance takes precedence over more general departmental guidance.

Risk assessment requirements
When it comes to writing your dissertation, you will find that Imperial and UCL have differing risk assessment requirements.

• If your supervisor is based at UCL:
  o It is compulsory that you complete a UCL risk assessment form.
  o UCL will contact you regarding their specific requirements for completing their risk assessment form.
If your supervisor is based at Imperial:
  o For those of you taking a fieldwork or lab-based project it is compulsory that you complete and submit an Imperial risk assessment form.
  o If your project is solely desk-based at the College you do not need to complete a risk assessment.
  o You can find Imperial’s risk assessment form on the Safety Management Site on SharePoint: https://imperiallondon.sharepoint.com/sites/foe/CivilEng/Healthandsafety/default.aspx

If you have any queries about what is required from you with regard to risk assessments for your project, please ask your supervisor. You will be reminded of these requirements in the future.

Personal tutors (MSc students)
Transport MSc students are assigned a Personal Tutor from the academic staff during the first week of the first term. Personal Tutors provide a source of support to their tutees, both pastoral and academic. Your Personal Tutor will take an interest in your academic and professional development, and you can discuss any issues and turn to them for advice and help.

You should meet with your Tutor as timetabled, but also if you feel that you are experiencing difficulties or any issues that impact on your studies or student experience in general. You can also use these meetings to highlight any achievements that you would like to share.

  • To record your academic progress.
  • To record any health or other problems that you may encounter (and ensure that any such instances are appropriately recorded).
  • To follow your professional development.
  • To be informed of your outside interests and activities, which we consider part of your life at College.

Note also these meetings may:

  • Be used as a check-point on attendance.
  • Advise the Board of Examiners of any circumstances to be considered in mitigation in individual cases.

Your Personal Tutor is likely to act as a future referee on your behalf, you should therefore make and maintain contact with them as necessary.

A timetabled slot is set for you to meet your Personal Tutor, if that slot is inconvenient for your or your Personal Tutor, please liaise with your tutor to rearrange.

Reading lists
Imperial 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 programmes**

Students wishing to transfer between programmes 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 for those students under Tier 4 Visa restrictions.

Maya Mistry
020 7594 6100
m.mistry@imperial.ac.uk

**Withdrawing from the degree programme**

If you wish to withdraw from your programme you should first discuss it with your Programme Director. If you decide that you do want to withdraw please email your Imperial College administrator who will also inform UCL Student Records
3. **Assessment**

The Transport cluster assessments comprises three distinct elements: examinations, coursework and the research project, each of which has to be satisfied separately.

The examination and coursework elements are further broken down into assessment for individual modules, known as components.

The elements above also apply to those taking Business Management, in which examinations and coursework results will be integrated into the overall examination and coursework elements.

**Assessment Criteria for the Award of the Degree**

The MSc Transport [and the MSc Transport and Business Management] degree is awarded to any candidate who achieves all of the following:

- A mark of not less than 50% separately in all examinations*; AND
- A mark of not less than 50% in the research project; AND
- The submission of all set coursework and an aggregate mark of not less than 50% in the coursework element

*Where the candidate has an aggregate examination mark of 50% or above and no more than two examination marks between 40-49%, those marks may be accepted as compensated and the degree awarded at a capped Pass classification.

The degree may also be awarded in one of the following classifications:

**Award of the degree with Merit**

A candidate will normally be considered for the award of a degree with Merit if they satisfy the following criteria:

- The aggregate examination mark achieved at the first attempt is no less than 60% and no individual examination mark achieved at the first attempt is less than 50%; AND
- The research project mark achieved at the first attempt is no less than 60%; AND
- The aggregate coursework mark achieved at the first attempt is no less than 60%

**Award of the degree with Distinction**

A candidate will normally be considered for the award of a degree with Distinction if they satisfy the following criteria:

- The aggregate examination mark achieved at the first attempt is no less than 70% and no individual examination mark achieved at the first attempt is less than 50%; AND
- The research project mark achieved at the first attempt is no less than 70%; AND
- The aggregate coursework mark achieved at the first attempt is no less than 70%.

Where the Board of Examiners decides that a candidate has failed in one or more examinations at first attempt, the candidate may re-enter for those specific examination(s) on one occasion. Such re-entry will be at the next opportunity, which is typically in a subsequent year.

A candidate re-entering any part of the examination will normally only be credited with a minimum pass mark if successful.
Students who do not meet the criteria for award as detailed above, either at first attempt or re-entry, will be deemed to have failed the degree. Specifically this will occur where:

- The aggregate examination mark is less than 50%; or
- More than two examination marks are less than 50%; or
- One or more examination mark is less than 40%; or
- The research project mark is less than 50%; or
- The aggregate coursework mark is less than 50%.

The above applies to both full-time and part-time students.

**Part-time students: Progression from year to year**

In order for a part-time student who has not completed the programme of studies to progress to the next year, they are required to:

- Have attained an average performance mark for the year of 50% or better in the relevant element(s);
- 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.

**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/

Forms are available from: 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

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

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

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.
College Policy on Exams and Religious Obligations


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:


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 can either be attempts to gain academic advantage (cheating) or potentially disruptive to others in the same venue. This can 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. It would also include having an electronic device that has not been fully turned off or failing to follow a reasonable instruction of the invigilators.

**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 Cluster/Programme 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, Academic Integrity & Exam Offences, a full copy of which can be found at the following:


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 dissertation 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
- Dissertation/Major 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 work 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/](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/

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 and contains a section on plagiarism and how to avoid it.

Turnitin-UK

TurnitinUK is an online service hosted at 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/

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, project work and research submissions, including dissertation 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.

More information on the actions taken by the Department following cases of suspected plagiarism will be provided to you at the time that you are given your first coursework assignments.
6. Board of Examiners

CHAIR
Professor Nick Tyler

EXAMINATIONS OFFICER
Dr Arnab Majumdar

MEMBER OF THE DEPARTMENTAL MSc MITIGATING CIRCUMSTANCES BOARD
Dr Panagiotis Angeloudis (or alternate)

SECRETARY
Maya Mistry

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

EXTERNAL EXAMINERS

Professor Elisabetta Cherchi, University of Newcastle upon Tyne

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

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

It is inappropriate for you to submit complaints or representations 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/
Welcome from the Head of Department at Imperial

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

Imperial’s 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

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

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.

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

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

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</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>27</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>
<td>2</td>
<td>60</td>
<td>Lectures, tutorials, presentations, seminars, practicals</td>
</tr>
<tr>
<td>Mezzanine Lab 240</td>
<td>2</td>
<td>N/A</td>
<td>Workshops, lab practicals, design classes</td>
</tr>
<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>
<td>3</td>
<td>76</td>
<td>Lectures, tutorials, exams, presentations, seminars</td>
</tr>
<tr>
<td>Computing Lab 314</td>
<td>3</td>
<td>10</td>
<td>Computing, lectures, tutorials</td>
</tr>
<tr>
<td>Teaching Room 315 (P)</td>
<td>3</td>
<td>56</td>
<td>Lectures, tutorials, presentations</td>
</tr>
<tr>
<td>Computing Lab 317 (P)</td>
<td>3</td>
<td>36</td>
<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>
<td>4</td>
<td>10</td>
<td>Meetings, PhD Exams, presentations</td>
</tr>
<tr>
<td>Teaching Room 427</td>
<td>4</td>
<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>40</td>
<td>Lectures, tutorials, meetings, exams, presentations</td>
</tr>
</tbody>
</table>
**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 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.

**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](http://www3.imperial.ac.uk/estatesfacilities)

**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/](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/](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.

**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-skempton-20192020/](https://skempton.wufoo.com/forms/room-bookings-skempton-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

**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/](http://www.imperial.ac.uk/estates-facilities/security/lost-and-found-property/)

**Computing and Library Services, Imperial**

**Information and Communication Technology (ICT)**

If you’re having problems with technology (including computers, laptops, and mobile devices), you can receive help from the ICT Service Desk at:

Central Library, South Kensington Campus
020 7594 9000
www.imperial.ac.uk/ict/service-desk

**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/)

**Software store**

The Software Store offers a variety of general and subject-specific software programmes and packages for free or at a discounted price for Imperial students. [www.imperial.ac.uk/admin-services/ict/shop/software](http://www.imperial.ac.uk/admin-services/ict/shop/software)

**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/)
**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](http://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/](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](https://www.ice.org.uk/disciplines-and-resources/ice-library-and-digital-resources)
Wellbeing and Advice, Imperial

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.

Director of Student Services

The Director of Student Services has overall responsibility for all matters relating to student support and well-being. [http://www.imperial.ac.uk/student-space/here-for-you/director-of-student-services/](http://www.imperial.ac.uk/student-space/here-for-you/director-of-student-services/)

Departmental support and tutors

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 here. We have a collective responsibility to ensure that during your time with us, you feel that you are working in a safe and supportive environment. You should feel free to approach any member of staff at any time. If they cannot provide immediate assistance, they will be able to signpost you.

The greatest source of support you will have is your own fellow students. If you are concerned about a fellow student, then you should feel comfortable in approaching a member of staff for guidance. Any such approaches will be treated with sensitivity.

Details of trained First Aiders and Mental Health First Aiders are located in the lifts and on notice boards around the Skempton Building – and included in the Health and Safety (orange) section of this handbook.

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

Departmental Wellbeing Officer (part-time)
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.

Faculty Senior Tutor
There are a number of avenues within the College to seek help with academic or pastoral matters: http://www.imperial.ac.uk/student-space/. In the event that you would like to seek additional support or guidance, or that you wish to air your issues in confidence, the Faculty Senior Tutor, Dr Lorraine Craig, can be contacted by email l.craig@imperial.ac.uk in the first instance. Depending on the nature of your query, it may be passed onto other more relevant staff.

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, Cluster/Programme 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 Imperial’s guidance on working while studying: https://www.imperial.ac.uk/study/pg/apply/about-our-degrees/masters-study-experience/
Advice services

The tutor system is complemented by a College-wide network of advice and support. This includes a number of specialist services.

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

Level 3, Sherfield Building, South Kensington Campus

020 7594 9444

student.hub@imperial.ac.uk

www.imperial.ac.uk/student-hub

Imperial College Union (ICU) Advice Centre

Imperial College Union runs the Advice Centre independently of the College with advisers 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

Counselling and Mental Health

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

www.imperial.ac.uk/counselling

Religious support

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

www.imperial.ac.uk/chaplaincy

Financial support and tuition fees

If you’ve got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support
If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover emergencies such as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

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

**Careers Service**

The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based.

Visit the Career Service’s website to:
- Book a careers appointment
- Find resources and advice on successful career planning
  - www.imperial.ac.uk/careers

**Support for international students**

**English language support**

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

www.imperial.ac.uk/academic-english

**International Student Support team**

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

www.imperial.ac.uk/study/international-students
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 well-being workshops and entrepreneurship opportunities throughout the year;
- Continue improving postgraduate well-being 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
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)

**Health Services, Imperial**

Imperial College Health Centre  
40 Prince’s Gardens, South Kensington Campus  
020 7584 6301  
[imperialcollegehc@nhs.net](mailto:imperialcollegehc@nhs.net)  
[www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)

Imperial College Dental Centre  
Prince’s Gardens, South Kensington Campus  
020 7589 6623  
[imperialcollegedental.co.uk](http://imperialcollegedental.co.uk)

Counselling and Mental Health Advice Service  
020 7594 9637  
[counselling@imperial.ac.uk](mailto:counselling@imperial.ac.uk)  
[www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)
Disability Support, Imperial

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:

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.

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
Health and Safety, Imperial

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.


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**

STAY CONNECTED

Department of Civil & Environmental Engineering

Department Alumni  cv-alumni@imperial.ac.uk

Join the Imperial College alumni  www.imperial.ac.uk/alumni

Follow us on twitter  @ImperialCiveng  flickr
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)

**Transport (Imperial)**
00 44 (0) 207 594 6100 (Maya Mistry)

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 Health & Safety Booklet – see Appendix E.)

**Student Feedback and Representation, Imperial**

**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 Departmental Postgraduate Representative acting as Deputy-Chair.

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, dissertation 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.registrysupport@imperial.ac.uk

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

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/

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/
Policies and Procedures, Imperial

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 may not add marks to that you have achieved.

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. Further information can be found at [link].

Through the procedure you may also be able to request and extension to deadline to some forms of assessment. It is expected that where possible this will be used as it will enable to you complete your studies within the normal College year (not having to complete over the summer or in the next year prior to progressing to the next stage of the programme).

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at [link].

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 [link].

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

**Arithmetic Marks Check**

If you consider that there may have been an error in the adding up of your marks, you may request an arithmetic mark check. Please note that this must be requested within 10 working days of the official notification of your results (email from Results providing the link to e-service) using the procedure below. 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/](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 [considered.](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline)

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

**Student Disciplinary Procedure**

The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. 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/](http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/)

**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/](http://www.imperial.ac.uk/students/enterprising-students/intellectual-property/)

**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/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/)
Student Records and Data

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
Welcome to Civil, Environmental and Geomatic Engineering at UCL

UCL Civil, Environmental and Geomatic Engineering is a multidisciplinary department with a long-established tradition of excellence in teaching and research. We currently hold the largest EPSRC research portfolio in civil engineering, with research projects and centres linking with industry leaders and reflecting a broad multidisciplinary view of the engineering world.

Our innovative undergraduate degree programmes have won praise from the Royal Academy of Engineering, with strong links to industry and our leading research embedded at every stage of the programmes. You can read more about them on our undergraduate pages and hear about them in our students’ own words on our YouTube channel.

We were proud to celebrate our 190th birthday in 2017. In 1827 the founders of University College London appointed a professor of engineering, John Millington, to teach civil engineering, the first such appointment in England. Over 190 years later, we are still at the cutting edge of the discipline, home to some of the most successful engineering departments in the UK.

Following the recent EU Referendum result, UCL President and Provost Professor Michael Arthur and Executive Dean of Engineering, Professor Nigel Titchener-Hooker, would like to assure UCL students, prospective students and staff from EU countries that they will continue to be as valued and as welcome at UCL as before. If you have any queries regarding what the referendum result could mean for you and UCL, please read their responses.

Key dates 2019-2020, UCL

Please refer to the Useful Dates Document.

All students are expected to be available for study and in College throughout term, including the summer project period. Any absence should be discussed with your personal tutor/project supervisor and Programme Director and, if approved, notified to the relevant administrator.
About UCL

UCL is London's leading multidisciplinary university, with more than 11,000 staff and 38,000 students from 150 different countries. Founded in 1826 in the heart of London, UCL was the first university in England to welcome students of any class, religion, and the first to welcome women on equal terms with men.

UCL vision, aims and values

UCL's founding principles of academic excellence and research aimed at addressing real-world problems continue to inform our ethos to this day.

UCL is one of the world's leading multi-disciplinary universities. We operate in a global context and are committed to excellence, innovation and the promotion of global understanding in all our activities: research, teaching, learning, enterprise and community engagement.

Vision

Our distinctive approach to research, education and innovation will further inspire our community of staff, students and partners to transform how the world is understood, how knowledge is created and shared and the way that global problems are solved.

Mission

London's Global University: a diverse intellectual community, engaged with the wider world and committed to changing it for the better; recognised for our radical and critical thinking and its widespread influence; with an outstanding ability to integrate our education, research, innovation and enterprise for the long-term benefit of humanity.

Facilities and Resources, UCL

Departmental staff

The Head of Department is responsible for all aspects of the management of the department: academic, financial, administrative and personnel. Students are encouraged to discuss any problems that cannot be more rapidly and effectively solved by the appropriate person listed below with the Head at any time.

Each postgraduate module or undergraduate course unit within each degree programme is led by a member of academic staff who is responsible for teaching and examining.

Security

Security is a major issue and should be treated seriously at all times by everyone. In particular:

- Ensure that the access doors to the department are closed at all times.
- Do not leave valuables unattended in the department - there have been thefts in the past, e.g. from handbags and pockets of jackets left over chairs.
- Do not allow entry to anyone who you do not recognise as having right of access.
- Report suspicious objects, or anyone acting suspiciously, to a member of staff, or to the security staff at the college entrance if no departmental staff are available.
- In an emergency dial 222 from any telephone in the department. Stay on the phone and be prepared to give your location in UCL.

**Communication with and within the department**

When you enrol with the College you will receive a "user ID", which is used to log in to e-mail and other web-based systems such as Moodle and Portico. You can access your email via the Internet from any terminal around the world: [http://www.ucl.ac.uk/isd/students/mail/live](http://www.ucl.ac.uk/isd/students/mail/live)

Except in the case of emergencies, departmental staff will contact you by e-mail at your UCL address. This form of communication will be used for a multitude of purposes, e.g. changes to the timetable, announcements of special lectures and opportunities for employment. It is your responsibility to check your email on a daily basis. When you are given a UCL address, we strongly advise you to set up forwarding either to or from your UCL email address if you primarily use another address (e.g. Hotmail etc.). Further information: [http://www.ucl.ac.uk/isd/services/email-calendar](http://www.ucl.ac.uk/isd/services/email-calendar)

You have your email address for life. In the event that we have to communicate with you after you have left, for example, with information regarding resits, this is how we will do it. So you MUST ensure that you keep your password up to date. You also have access to PORTICO for life.

You have your email address for life. In the event that we have to communicate with you after you have left, for example, with information regarding resits, this is how we will do it. So you MUST ensure that you keep your password up to date. You also have access to PORTICO for life.

The department operates an SMS Text service through which, when possible, you will be advised of any cancellations of lectures that may happen at short notice.

It is essential that the department has up to date local and home addresses as well as mobile phone numbers. It is your responsibility to ensure that this is the case. For information on how this is managed please see the section on PORTICO (see below).

If you need to see a member of staff you can go to their office or send them an email to arrange an appointment.

Once your end date has been reached (i.e. you are no longer formally enrolled as a student at UCL), access to most systems will stop. This includes revocation of access to:

- The Library, including borrowing privileges.
- Electronic resources.
- Remote Working Services.
- Restricted departmental web pages.
- Certain other services requiring UCL user id and password to log on.

*NOTE: In certain circumstances, the Library may grant continued discretionary access to the person as a "de-registered student" once they have reached their formal end date. This would allow physical access to the Library, limited borrowing rights, and access to electronic resources only through the dedicated workstations situated in the libraries.*

To secure de-registered student access to the UCL Libraries, the person involved must obtain a formal request, bearing a specific expected date of completion / return to normal study, from their Department (either the undergraduate or MSc/MRes administrator). The request letter should then be presented to one of the Library issue desks.
**UCL directory**

Email addresses of UCL staff and students can be found online through the UCL directory:

http://www.ucl.ac.uk/directory

Staff information can also be found on departmental web sites.

**Lockers**

There are 144 lockers available in the department, which are situated in room G04. You are allowed the use of one locker but you will need to provide your own padlock. Lockers are available on a first come first served basis.

To reserve a locker you must log in to CEGE’s Sharepoint site. This can be accessed via the CEGE Student Information page on Moodle under “General information” – Apply for a locker.

Padlocks on any unidentified lockers will be removed and contents disposed of after the 31st July. There are also a limited number of lockers available to MRes and Doctoral students in room 121. **The department accepts no responsibility for personal belongings left unattended or left in the lockers, locked or not.**

https://moodle.ucl.ac.uk/course/view.php?id=26073&section=0

**Mobile phones**

The department permits use of mobile telephones on the premises, **but students are asked to switch them off during all lectures, tutorials and laboratory classes, and when in academic staff offices.** You are also asked to respect your fellow students who may be working. So please keep conversations on your mobile at a reasonable level that will not disturb others.

**Post**

Post should only be sent to you at the departmental address in exceptional circumstances. You will be notified by email that any post has arrived and you will have a limited amount of time to collect it from the General Office (G03) before it is discarded.

Please note: the department is not responsible for lost or missing post.

**Notice boards**

A notice board has been allocated for communication from staff to students and is located in G04. Generally it is expected that students will communicate amongst themselves by email, but notices may be given to the Departmental Receptionist in the General Office (G03) for display on the student board. All notices placed on the boards should be dated and will be removed two weeks after display unless otherwise requested.
In addition, boards are provided announcing employment opportunities, meetings, UCL and departmental notices relevant to students.

**Smoking**

No smoking is permitted in any building in UCL. The area outside the fire-escape doors that lead to the main quadrangle from the Chadwick Building are also NON SMOKING AREAS as indicated by the signs. The ventilation system for the department is situated above the doors and any smoke within 5m of the doors gets directed into the building.

Please **DO NOT** smoke within 15m of any external door.

**Computing and Library Services, UCL**

**Library**

The College Library is housed on several sites. The DMS Watson Science Library is located in Foster Court and contains engineering textbooks, references and journals. It maintains a reference section comprising most of the prescribed textbooks for the various degree programmes. Normally members of staff give advice on the purchase of textbooks early in their course. All new students are given a tour of the College’s library facilities at the start of their course. Full details of the College libraries can be found at: [http://www.ucl.ac.uk/Library/](http://www.ucl.ac.uk/Library/)

The main library and Science Library (DMS Watson) are open as follows:

Monday 08.45 to Saturday 21:00 (open all the time between those two times/days) Sunday 11:00 to 21:00

The ground floor of the Science Library is an open social space where you can talk without the threat of being thrown out. There are also bookable group study rooms in the Science Library that hold between 4 and 8 people; there are 4 on the ground floor and 2 on the third. The rooms can be booked in advance via the library website, but if they are empty you can use them without booking.

To book please see here: [http://library.ucl.ac.uk/F/?func=file&filename=room-book](http://library.ucl.ac.uk/F/?func=file&filename=room-book)

**Computing facilities**

The department has a cluster room which can be found on the first floor (Room 119), running 20 PCs. This is purely for specialist applications not usually found on UCL cluster machines. Students should not be using the cluster room computers to access Social media sites. They should also respect the fact that other students are trying to work and therefore should keep noise to a minimum.

All departmental machines available to students run either Windows 7, 8 or 10, and Microsoft Office 2013 applications. Secure shell terminal (SSH) software provides access to the college-wide UNIX computer system as well as to other departments (e.g. Geography).

Instructions for connecting your own laptop to the UCL college-wide wireless system can be found at: [http://www.ucl.ac.uk/isd/services/get-connected](http://www.ucl.ac.uk/isd/services/get-connected)
There is a large amount of software available for student use. Some of this can be found at: http://swdb.ucl.ac.uk

The site above will say if software is available for student use.

We are able to provide free Microsoft software (operating systems and other developer tools). To access this you will need to register for MSDN Academic Alliance via: http://e5.onthehub.com/d.ashx?s=qr5kuolaul

Other software that students can buy at a discount or install for free to their own machines is here: http://www.ucl.ac.uk/isd/services/software-hardware/student-software

All hardware or software problems with departmental machines must be reported to the IT Team: cege-it-support@ucl.ac.uk by phone on 0207 679 7819, or notified to us in room 112.

Do not attempt to fix a problem yourself. Never switch off any machine or attached a device unless told to do so by a member of the IT team.

In addition to the computing facilities available in the department, students can also make use of the College clusters of Suns, Macintoshes, and PCs. Students may use any of these if they are not booked for a class. The nearest College cluster is in the basement (room B04) or second floor (room 223) of the Chadwick Building. Full details of College IT facilities can be found at the web site of the Information Systems Division: http://www.ucl.ac.uk/isd

Students may print documents in College clusters, and they have a quota for the use of printing facilities. For more information, please refer to: http://www.ucl.ac.uk/isd/services/print-copy-scan

Paper for the laser printers is available from the IT team during office hours.

**Computer training courses**

UCL’s Information Systems division offers online training courses for applications such as Microsoft Word, Excel, PowerPoint and Access. Course workbooks are available free of charge from the UCL Information Systems helpdesk. Or you can register for an online course. For more information, go to: http://www.ucl.ac.uk/is/training/student

**CEGE Sharepoint (SP) and UCL Cloud**

Sharepoint is the departmental intranet and can be accessed here https://sp.cege.ucl.ac.uk please click “sign-in” on the top right of the page and enter your user ID and password.

In the event that you cannot access the site if/when you are sent links to various sections of SP by members of staff, please contact IT Support Staff in room 112 on the 1st floor of the Chadwick building cege-it-support@ucl.ac.uk

DSSCC minutes:

https://sp.cege.ucl.ac.uk/committees/DSSCC/Forms/AllItems.aspx

Teaching committee minutes:

https://sp.cege.ucl.ac.uk/committees/Teaching%20Committee/Forms/AllItems.aspx
UCL Cloud

Information you will find useful during your time at UCL can be found here:
http://uclcloud.com/

UCL learning resources

Moodle is UCL's "Virtual Learning Environment": https://moodle.ucl.ac.uk
All of the department's modules and most of the other courses you undertake will have a presence on Moodle. The content varies and depends on what those who teach the course wish to make available in this way. For example, some lecturers will put up lecture notes and other material for download from Moodle. Others might use Moodle for more interactive activities such as tests or on-line forums. Many staff will use Moodle as a means of asking students for feedback about courses. You may also be required to submit coursework electronically via the relevant module code on Moodle.

MyPortfolio: https://myportfolio.ucl.ac.uk/
MyPortfolio is personal learning platform that includes a blogging tool, CV builder and social networking system. This facilitates UCL students and staff in creating online communities via groups.
We suggest it is used to build up a portfolio of your activities at UCL for professional development. We've provided some tutorials to get you started with MyPortfolio which are available at: http://bit.ly/UCLMyPortfolio

Knodium: http://www.startupranking.com/knodium
Knodium is a network of communities within your university allowing you to collaborate on group projects, engage with people on your courses or even to have discussions around common interests. You don't need to register and can sign in using your UCL account. Anyone can go and start or join a community and it's a great way to have discussions, share documents and resources and connect with people in your university. You can even include equations, chemical formulae and snippets from documents straight in the documents.

Lecturecast
A number of staff within UCL Engineering make use of the UCL LectureCast service. This is available in most lecture theatres and enables staff to record the lecture (usually audio, slides and video). This enables students to look back at the lectures after and revisit the material that was presented. These are not a substitute for attending lectures, as it is a very different experience and in some venues things like the whiteboard do not record that well.

The best use of this technology is to go back and look at specific sections of material that you found difficult to understand at the time, or to make more detailed notes than you were able to do 'live' in class. To help you do this, Lecturecast has a 'scenes' function; this lets you jump to different points in the lecture based on the slides. Links to lecturecast material are usually advertised via the appropriate Moodle course. If you are not sure whether or not your class is going to be recorded, please ask the lecturer.

Security and privacy

UCL's information security policy sets out to ensure that our computing systems, and all the information held on them, are adequately protected against loss and misuse, and that protection is provided in a cost-effective way.

The policy applies to staff and students alike, and to anyone else who has been authorised to use our facilities. It has been endorsed by UCL's Information Strategy Committee.
http://www.ucl.ac.uk/informationsecurity/policy
MATLAB

MATLAB by Mathworks is a powerful numerical computation tool and programming language allowing users to process and plot data as well as create user interfaces to both code and hardware. MATLAB will be used in a large number of courses and you are well advised to become familiar with it. UCL has a full licence for the software which allows students to use in on UCL machines, through the desktop@UCL anywhere service or for students to download a personal copy to their own machines. A set of tutorial material, including details of how to download it are available on the open-access Moodle course, Basic MATLAB for Engineers.

ResponseWare

This year we are piloting an app-based voting software called ResponseWare. This enables staff to run in-class polls with the results automatically collected and instantly available to the class. You can use this in a number of ways:

Download the App:
- Android OS 1.6 and higher
- Apple OS 3.0 or higher – available free from the app store. Search for ResponseWare. If download to iPad check the iPhone only option for this to appear in the search) Use through the web on laptop or tablet: Visit: http://www.rwpoll.com

If you do not own or do not wish to bring a smart phone, laptop or tablet to college, we have a number of dedicated ‘clicker’ devices that will enable you take part in polls. Contact the Faculty Learning Technologist Matthew Lever (m.lever@ucl.ac.uk) for details.

In the class that uses the system you will be given a session ID to use.

UCL GO!

UCL GO! is an application for you to access UCL University and Union information directly from your mobile devices:
www.ucl.ac.uk/isd/ucl-go

Timetable

For room details and names of lecturers, you should access your personal timetable via the online app:
https://timetable.ucl.ac.uk/tt/postLogin.do
At the top right, you can see the academic year: make sure this is 2019-20.
If you go via “Personal”, it will show you all the modules you are registered for.

You can view any UCL module by clicking “Custom” and then Click to start. In this view you will need to click on ’switch Module Info’ and then enter the module code> search. Click on the module code> create timetable> the current display will show the whole year.

There may be unavoidable changes during the year, so you should check your personal timetable at the start of each week or more frequently. If it is a very late change, you will be told via email.
The Online Timetable will also offer a calendar subscription service, allowing you to get a feed of your personal timetable directly to your live@UCL account, or to your smartphone or personal calendaring service (e.g. Google Calendar, Apple iCal).

https://timetable.ucl.ac.uk/tt/postLogin.do

The overview Timetables for each year can be found on CEGE Student Information Moodle site under the appropriate heading

https://moodle.ucl.ac.uk/course/view.php?id=26073

Portico: The UCL student information system

UCL students own their personal data held by UCL on their central record and are responsible for maintaining their addresses (i.e. home/term time) and other personal details via the PORTICO web site; if students do not do this they will not receive any mail from UCL. To access PORTICO (either at UCL or from around the world), students should use the link www.ucl.ac.uk/portico/ and enter their main UCL user id [e.g. zcaaxxx] and password to gain access. Students who do not know their UCL ID should contact Information Systems http://www.ucl.ac.uk/isd/

Information will be sent out over the summer each year to the address held on students’ record by the Registrar's Division at that time. (Addresses of agents, non-residential clubs, UCL departments, etc., are not acceptable. (UCL cannot accept responsibility if official communications fail to reach students because they have failed to maintain their addresses online.)

Please remember that passwords automatically expire after 150 days, unless they have been changed. Warnings are sent to your UCL email address during a 30-day period, prior to your password being reset.

You can change your password or recover your password on the web, at any time, at http://myaccount.ucl.ac.uk

Passwords cannot be issued over the telephone.

If you have any comments or suggestions for PORTICO, please email: portico-services@ucl.ac.uk

Please note that optional modules may be withdrawn due to lack of numbers and other modules may have a limit on the number of students allowed to take them. If this is the case then students for whom the module is compulsory will have preference and then it will be on a first come first serve basis.

Academic Performance, UCL

Coursework

Coursework is used to assess a variety of skills, including: technical understanding of the subject, competence in the management and execution of projects, the ability to discuss and draw conclusions from experiments and experience, and skills in written communication, presentation, teamwork, and time management.

Every effort has been made to distribute the coursework load evenly throughout each term, but, inevitably, there are periods that are more intense than others. Students are advised to plan ahead, to start work as early as possible and to submit coursework in advance of the deadline whenever possible. It is compulsory for students to submit 100% of their coursework; failure to do so will lead to “Not complete” being recorded and may result in overall failure of the module and the year.

UCL firmly believes that it is a form of cheating to present the work of others as your own. In its
extreme form, copying the work of others in its entirety or in part, without acknowledgement and without the use of quotation marks, is deemed an act of plagiarism. It is immaterial whether the work you plagiarise is published (for example as part of a book, a journal article or material on the Internet) or unpublished (e.g. a research report, planning document or previous work submitted by a student), copying is classified as cheating and UCL treats cases of plagiarism seriously. Where work is part of a joint project, the contribution of the individual to any common submission must be stated clearly. Further information and guidance on plagiarism can be found in Section 11 below.

For further guidelines on coursework please see the Marking Guidelines in Moodle on CEGE Student Information under General Information.

Submission of coursework (UCL)

Coursework is typically submitted in hard-copy format and/or electronically. You will be informed of how to make the submission when the coursework is set. Coursework should be placed in the Coursework Box, which is located near the departmental General Office (G.03). The box is emptied regularly and coursework date stamped and forwarded to the appropriate member of staff.

Where submission through Moodle is specified it is vital that work is indeed uploaded in this way. Coursework submitted through Moodle is checked for plagiarism by a system called Turnitin®.

The hand-out sheets for individual pieces of coursework will include instructions for submission, including a deadline. You must ensure that your coursework is submitted on time - a penalty will be imposed for any work submitted late. If you are in doubt about how, where or when to submit coursework, it is your responsibility to consult the appropriate instructor.

Coursework required in hard copy format must be submitted bound in a folder with a signed cover sheet clearly visible. A copy of the cover sheet is available in Appendix I; please photocopy as necessary. There will also be hard copies outside the General Office (G03) on the ground floor where you submit the coursework.

Extension to Coursework Deadline requests

Extensions will only be granted if medical evidence (certificate) is provided, so you should plan to complete and submit your coursework well before the published deadline. However, if you do wish to request an extension to a deadline, you will be required to submit an Extenuating Circumstances (EC) Claim Form and supporting documents.

A hard copy of the completed form and supporting evidence should be submitted to Mark Fairweather in Room 216. We also require it to be submitted by email to mark.fairweather@ucl.ac.uk

Please see the “Extenuating Circumstances” section for more information before submitting a request

Penalties for over-length coursework

- The length of coursework will be specified in terms of a word count or number of pages.
- Assessed work should not exceed the prescribed length.
- For work that exceeds the specified maximum length by less than 10% the mark will be reduced by ten percentage marks; but the penalised mark will not be reduced below the pass mark, assuming the work merited a pass.
- For work that exceeds the specified maximum length by 10% or more, a mark of zero will be recorded.
• The method of measuring the length of coursework should be specified to students in writing. For example, a word count will depend on the software application and a page count on the margins, font and point size.

• For discipline specific practices such as bibliographies, tables, pictures and graphs, departments/divisions should specify in writing to students whether these are recorded as part of the maximum length and how this will be determined.

• In the case of coursework that is submitted over-length and is also late, the greater of the two penalties will apply.

Return of coursework

Coursework will be marked and returned to you, via your personal tutors (undergraduates) or the person setting the work (MSc/MRes), as soon as possible after the appropriate submission deadline. Strengths and weaknesses will be identified, and the coursework will be given a mark. A description of the marking system can be found below.

The aim is to return coursework within three weeks. If the three week deadline passes you should report that it is late (see below).

We welcome student feedback at any time during the year, particularly relating to the late return of coursework. If coursework isn’t handed back to you on time please email: cege-feedback@ucl.ac.uk making sure that you enter into the subject area the module code and name of member of staff. In the body of the message please give details of which assignment it was, the date it was set, and the date it was due to be given back. Emails to this address go ONLY to the teaching support administrators who will remove the sender’s name from the email and then pass it ANONYMously to the Director of Studies and the Section Head for them to take action.

Coursework for Exam Boards

You MUST retain all coursework after its return as it will be required for inspection by the External Examiner at the end of the academic year. For the June exam board, ALL students must submit a folder containing ALL items of coursework from the academic year. The folder should be clear plastic and must clearly show the name and degree programme of the individual to which the folder belongs. You can collect your folder after the Exam Board has met. You will be informed from where you can collect it. You should note that coursework is NOT retained by the department. If you don’t collect it, then it will be disposed of. Marks are not re-assessed at the exam board. The External Examiners view the work of students (including exam scripts) to ensure quality control.

Results

Final results are disclosed by Imperial College, via the student-e-service portal, typically before the end of October immediately following completion of your programme for full-time students, and annually for part-time students.

Provisional indications of progress may be communicated to the student by their Personal Tutors following the July and September meetings of the Board of Examiners.

Attendance

In the absence of documented extenuating circumstances, CEGE students are expected to be in full-time attendance during the UCL terms throughout their programme of study (excluding the approved vacations at Christmas and Easter, unless there is a requirement to attend a vacation or field course) unless enrolled on a part-time programme. Please refer to the
college policy via the link below, and note that you may be refused entry to exams/assessment on the grounds of insufficient attendance.

In particular please take note that your travel arrangements should not encroach on term-time and that those absent due to illness must provide a medical note from an NHS registered doctor.

If you need any clarification about what is required of you, feel free to discuss it with your personal tutor, the Department Tutor (Dr Buldakov) or the Administrator for our undergraduate programmes (Anthony Colasanto or Ewa Kedzierska). You can also find the UCL policy regarding absence here:

https://www.ucl.ac.uk/current-students/services/studyinformation/absence

**Extenuating circumstances**

We know that certain events (family matters, illnesses, financial problems, accidents) can affect your studies. These are called extenuating circumstances, and you MUST notify us as soon as possible using the extenuating circumstances form found under the general tab in the CEGE Student information Moodle page. The form should be submitted to Mark Fairweather by email to mark.fairweather@ucl.ac.uk

An Extenuating Circumstances Panel will review each case and, where appropriate, take them into account in the end-of-year assessment. Extenuating Circumstances do NOT excuse you from engaging with your studies and taking your assessment – they may allow greater flexibility with, for example, coursework deadlines. An Extenuating Circumstances Panel will review each case and, where appropriate, take them into account in the end-of-year assessment. Extenuating Circumstances do NOT excuse you from engaging with your studies and taking your assessment they may allow greater flexibility with, for example, coursework deadlines. Some serious extenuating circumstances may prevent you from engaging with your studies for weeks or even months. In such cases, your Tutor may advise you to apply for an interruption of studies, which can give you time to address whatever problem you are having. You may be prevented from attending an examination by an accident, an illness, bereavement or a similar serious event of force majeure. In such a case, if you are not a finalist you may apply for a deferral of your examination. Please complete the extenuating circumstances form. Final year students may be assessed using Special Provision.

**Wellbeing and Advice, UCL**

**How to get help**

Those members of staff serve as the primary advisers to students and should be the first contact when any difficulty arises. The MSc Programme Directors and Graduate Tutor have overall responsibility for the welfare of students in the department and are also available to give pastoral advice.

Welfare support provided by UCL can be found here http://www.ucl.ac.uk/current-students/support and general support here http://www.ucl.ac.uk/support-pages

If there are any issues with a lecturer, you should in the first instance approach them to try and resolve the problem. If you remain unsatisfied with the outcome, you should take up the issue with the module coordinator as soon as possible; if the matter remains unresolved, you should speak to the Programme Director, Director of Studies or the Head of Department. You should also
report it to your personal tutor.

For general help in connection with their degree programmes, students should speak to their Undergraduate Year Coordinator or MSc Programme Director. All students should familiarise themselves with the content of the *UCL Student Handbook*.

http://www.ucl.ac.uk/current-students

**Union rights and advice centre**

The UCL Student Union runs a Rights and Advice Centre that offers free and confidential advice to UCL students on all welfare and academic related issues (*eg* financial advice, immigration, housing and benefits). The Centre is located on the 1st Floor, Bloomsbury Building, 15 Gordon Street. For more information, including opening hours, go to: http://www.uclunion.org/get-advice

**Equal opportunities liaison officer**

UCL is committed to providing equal opportunities, including race equality. UCL’s Race Equality Policy can be found at: [http://www.ucl.ac.uk/hr/equalities/](http://www.ucl.ac.uk/hr/equalities/)

All students and staff are expected to abide by this policy. Every department at UCL has a Departmental Equal Opportunity Liaison/Information Officer (DEOLO). Our departmental officer is Dr Luiza Campos. She is the first point of contact regarding personal issues relating to equal opportunity, such as discriminatory practices and harassment.

**Female students**

Ms Denise Long is the College’s adviser especially concerned with the welfare and social needs of women at UCL. She is available to provide individual, confidential advice on welfare issues: denise.long@ucl.ac.uk

Miss Liz Jones is the departmental contact.

**UCL careers service**

The Faculty Careers Service offers a range of activities aimed at developing the skills required by students for a career in engineering. It also provides information about employment opportunities and summer placements:

http://www.engineering.ucl.ac.uk/careers/

The Departmental Careers Advisor oversees a programme of events embedded in the curriculum for each year of study. CEGE alumni give talks on their experiences since graduation and provide excellent role models for current students:

http://www.cege.ucl.ac.uk/industry/Pages/Postgraduate-Career-Opportunities.aspx

Students should also be aware of the support that can be given by the UCL Careers Service. For more information, see: http://www.ucl.ac.uk/careers/
**Accommodation**

Students can extend their accommodation at the Halls of Residence or apply for summer vacation accommodation by going here [https://ucl.ac.uk/apply-for-accommodation](https://ucl.ac.uk/apply-for-accommodation) and submitting an application. In case of any problems please contact UCL Student Residences directly on 020 7679 6322.

**Expenses**

All students are responsible for course fees according to College regulations. Some additional expenses will also be incurred during the degree programme (e.g. for the costs of visits or field courses). Where payment is made to the department, this will be required in advance of the trips concerned. Should you have any concerns about your ability to meet such extra costs, you should speak with the relevant instructor, or Programme Director as soon as possible.

**Bank account**

If you need to open a Bank Account please follow the link for information: [http://www.ucl.ac.uk/iss/when-you-arrive/bank-account](http://www.ucl.ac.uk/iss/when-you-arrive/bank-account)

**Volunteering services unit**

London is the most diverse city in the world, and the best way to discover it is by getting involved in with the Volunteering Services Unit. UCL has the one of the biggest volunteering departments in the UK – with over 500 different opportunities to choose from – so make the most of us whilst you're here!

As a CEGE student, volunteering is a great way to get involved in local projects and apply your diverse skills for the benefit of the community. You'll make new friends and improve your chances of getting decent paid work too. But most of all, you'll be making a difference right here in this exciting city!

You'll get loads of support and advice from both the Volunteering Services Unit and the student-run Volunteering Society. Here's what we do:

**Volunteering Services Unit**

- Provide a weekly newsletter packed with new opportunities
- Give support and advice to students and staff
- Run our programme of Student Led Projects
- Host an online directory of all active opportunities with our partners
- Send targeted roles to your department
- Advertise one-off events
- Manage the Global Citizenship Voluntary Sector Programme
• Run an annual Awards Ceremony to recognise volunteers

Volunteering Society

• Run amazing socials and charity fundraising events
• Provide information on volunteering abroad
• Run an annual International Volunteering Fair
• Have regular meetings to meet fellow volunteers and steer the society

The Next Step...

• Have a look at our website
• Drop in and see us on the first floor of the Lewis’s Building at the top of Gower Street
• Email us at volunteering@ucl.ac.uk
• Come to our Volunteering Fairs

Health Services, UCL

UCL general practice (Doctors)

Health Care is free in the UK (but some medications are not) as long as it is provided by the National Health Service (NHS). There is an NHS General Practice (i.e. doctors and nurses) based within UCL. The address is:

Ridgmount Practice
8 Ridgmount Street
London, WC1E 7AA
Tel: 020 7387 6306

Email: GPP@nhs.net

For information about the Ridgmount Practice (formerly Gower Place Practice), eligibility to register and how to register see: http://www.gowerplacepractice.nhs.uk/

You are eligible to join if you are a student and live within the postcodes listed on their Website

Those who are not eligible to join may find a General Practice near where they live via: http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx?

Student dental care

The UCL Dental Centre is found at the following address:

139 Euston Road, London, NW1 2AA

A deposit has to be paid for appointments, and treatments incur the NHS dental charge.
Surgery hours: Mon-Fri 9.00-17.00
Health and Safety, UCL

The CEGE Safety Statement Policy can be viewed at: https://sp.cege.ucl.ac.uk/building/Safety/Home.aspx

The Departmental Safety Office (DSO) and Senior Fire Evacuation Marshall (SFEM) is Keith Harvey keith.harvey@ucl.ac.uk

Students wishing to discuss a Health and Safety matter should at first do so with the DSO or the Head of Department cge.hod@ucl.ac.uk. If problems are not resolved contact the student safety officer Mr Huanfa Chen huanfa.chen@ucl.ac.uk

Risk assessments

CEGE operates a strict Risk Assessment policy. Before you begin any project work or field work you must, in conjunction with your supervisor, produce a suitable and sufficient Risk Assessment.

Once this has been approved you can begin to procure any materials you require and begin your project. If there are any major changes to your project work along the way, such as a period of time that may involve fieldwork, or the purchasing of chemicals, then you must go back and review and amend your risk assessment to incorporate these changes.

Follow the link to Project & Fieldwork Risk Assessments: https://sp.cege.ucl.ac.uk/building/Risk%20Assessments/Forms/AllItems.aspx

Remember, you have a duty of care for the Health & Safety to yourself and others who may be affected by your acts or omissions.

Laboratory work

All laboratories have their own set of local rules. It is your duty to ensure that you have read and understood these local rules.

If you going to be working in the Labs you MUST read the Moodle page Principles of Laboratory Safety: https://moodle.ucl.ac.uk/course/view.php?id=26875

Safety footwear

All laboratories have a mandatory safety footwear policy in place. You must, at all times, ensure that you are wearing safety footwear when working in a laboratory. Failure to comply with this will result in you being asked to leave and return when you have the correct footwear on.

Personal Protective Equipment (PPE)

Any PPE that is required for you to wear whilst working in laboratories or fieldwork will be provided to you. It is your responsibility to ensure that you comply with this.
First aid

There are a large number of fully trained First Aiders throughout the department. Should you incur an injury then you can call upon a First Aider.

The following people in the department possess a valid first-aid certificate:

<table>
<thead>
<tr>
<th>Name</th>
<th>Room Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Les Ansdell</td>
<td>Room B07 Civil Eng Workshop</td>
<td>Ext 32704</td>
</tr>
<tr>
<td>Warren Gaynor</td>
<td>Room B15 Concrete Lab</td>
<td>Ext 32692</td>
</tr>
<tr>
<td>Keith Harvey</td>
<td>Room B07</td>
<td>Ext 32702</td>
</tr>
<tr>
<td>Judith Zhou</td>
<td>Room B17a</td>
<td>Ext 32713</td>
</tr>
<tr>
<td>Sarah Davies</td>
<td>Room 217</td>
<td>Ext 31586</td>
</tr>
<tr>
<td>Eugeny Buldakov</td>
<td>Room GM02 (Mezzanine)</td>
<td>Ext 32708</td>
</tr>
<tr>
<td>Paul Groves</td>
<td>Room 106 1st floor</td>
<td>Ext 32730</td>
</tr>
<tr>
<td>Jon Iliffe</td>
<td>Room 118 1st floor</td>
<td>Ext 32733</td>
</tr>
<tr>
<td>Liz Jones</td>
<td>Room 216A</td>
<td>Ext 30674</td>
</tr>
<tr>
<td>Cerine Yudin</td>
<td>Room 219 2nd floor</td>
<td>Ext 32704</td>
</tr>
<tr>
<td>Tristan Robinson</td>
<td>Room 301 3rd floor</td>
<td>Ext 37224</td>
</tr>
<tr>
<td>Patrick Rickles</td>
<td>Room 118 Pearson Building</td>
<td>Ext 32452</td>
</tr>
<tr>
<td>Ilan Adler</td>
<td>Room GM07</td>
<td>Ext 30536</td>
</tr>
<tr>
<td>James Ford</td>
<td>Room GM07</td>
<td>Ext 37729</td>
</tr>
<tr>
<td>Les Irwin</td>
<td>Civil Engineering Workshop</td>
<td>Ext 32702</td>
</tr>
<tr>
<td>Martin Allchin</td>
<td>Civil Engineering Workshop</td>
<td>Ext 32702</td>
</tr>
<tr>
<td>Pedro Ferreira</td>
<td>Room 1M04</td>
<td>Ext 34366</td>
</tr>
<tr>
<td>Rodolfo Lorenzo</td>
<td>Room GM03</td>
<td>Ext 54084</td>
</tr>
</tbody>
</table>

First aid boxes

First aid boxes are located on all floors and laboratories and are maintained by the DSO.

Accident/Incident reporting procedure

1. ALL accidents, whether they involve personal injury or not, should be reported, as soon as possible after the occurrence, to the DSO or the member of staff in charge of the work.
2. The member of staff informed will then report the accident via [http://www.ucl.ac.uk/estates/safetynet/](http://www.ucl.ac.uk/estates/safetynet/) (Report an incident)
3. "Near Misses" should also be reported to the DSO so that action can be taken to prevent any reoccurrence.
4. If there is nobody from the department to help, then the following procedure should be followed:
   - If you require medical advice - ring 37200 - which will put you through to a duty doctor or nurse at the Gower Place Practice.
   - In an emergency - ring 222 - which will allow you to call an ambulance. Stay on the phone and be prepared to give your location in UCL.
   - In cases where hospital treatment is considered necessary, you will be taken to the Accident & Emergency Department of UCH.
Students wishing to discuss a Health & Safety matter should at first do so with the DSO or the Head of Department s.robson@ucl.ac.uk. If problems are not resolved, contact the student safety officer.

Students are advised to purchase insurance cover (or check that they have existing cover) for personal effects and personal accident, specifically to include fieldwork and educational visits. You are also covered by the basic college insurance as well.

**Fire safety**

There is a weekly fire alarm test which takes place at 09:00 every Thursday morning.

In the event of a real emergency evacuation, all staff and students are to evacuate the building from the nearest exit. All internal doors that are swipe card access will de-activate in the event of the fire detection system being activated. Fire Evacuation Marshalls (FEMs) will be on call to assist with the evacuation and will direct you towards the Fire Assembly Point. This is located at the far left hand corner of the front Quadrangle. Please evacuate the building in a timely fashion, and do not re-enter until instructed to do so by the FEMs.

All students should be familiar with the "College Fire Procedure" and the leaflet "Steps to reduce the risk and spread of fire". These two items along with the Fire Evacuation plan (see following page) are posted on the department safety notice board.

It is particularly important that you are aware of the location of fire exits and of the meeting point in the event of a fire (well away from the Chadwick Building).

The Fire Marshalls for the Chadwick Building are:

Keith Harvey (Senior Marshall) Basement, Fluids Lab uceskeh@ucl.ac.uk
Judith Zhou Basement, Environmental Lab ucesqzh@ucl.ac.uk
Warren Gaynor Basement, Concrete Lab w.gaynor@ucl.ac.uk
Ben Boorman Basement, Geotechnics Lab b.boorman@ucl.ac.uk
Les Ansell Basement, Fluids Lab l.ansdell@ucl.ac.uk
Ian Seaton Basement workshop i.seaton@ucl.ac.uk
David Krupp Basement workshop d.krupp@ucl.ac.uk
Les Irwin. Ground floor, G04 l.irwin@ucl.ac.uk
Sarah Davies 2nd floor sara.davies@ucl.ac.uk
Simon Justin 2nd floor s.justin@ucl.ac.uk
Cerine Yudin 2nd floor c.yudin@ucl.ac.uk
Gert Van der Heijden 1st floor Mezzanine ucesgvd@ucl.ac.uk
Pedro M Ferreira 1st floor Mezzanine p.ferreira@ucl.ac.uk
Taku Fujiyama 2nd floor taku.fujiyama@ucl.ac.uk
Patrick Rickles Pearson Building Room 118 p.rickles@ucl.ac.uk
Martin Allchin Civil Engineering Workshop m.allchin@ucl.ac.uk
Melissa Canales HIRC Laboratory, second floor e.canales@ucl.ac.uk
Shi Shi Basement Concrete Lab shi.shi.11@ucl.ac.uk
Fire extinguishers should not be used by students unless they have had proper safety training.

**Laser safety**

Users of Class 3 lasers and above must attend the college laser safety course prior to undertaking any work.

**Field courses and general safety regarding laboratory use**

The UCL “Safety in Fieldwork” booklet should be read thoroughly before undertaking any field work, site visits or other activities outside the College. The booklet is available online at: [www.ucl.ac.uk/efd/safetyserviceswww/guidance/fieldwork/acop.pdf](http://www.ucl.ac.uk/efd/safetyserviceswww/guidance/fieldwork/acop.pdf)

Students should also consult the Safety Notice Board which is located opposite the lift on the ground floor of the Chadwick building. It is your responsibility, before attending a field course, to familiarise yourself with relevant safety guidelines.

Many of the activities in the department have potential dangers unless sensible precautions are taken. Students should be safety-conscious at all times, and take care to read and adhere to the Local Safety Rules for each laboratory. In order to comply with health and safety regulations, a risk assessment will be required for all laboratory and field work, indicating appropriate safety precautions, including protective clothing. **Safety boots (steel toe cap) MUST be worn when entering the Labs. Students can wear their own or purchase a pair of safety boots at the start of session from the Teaching Administrator for approximately £20.**

All taught student laboratory work must be supervised by an appropriate member of staff. Students may not use workshop facilities.

**Green issues/recycling**

The Departmental Environmental Officer (DEO) is Catherine Unsworth ([c.unsworth@ucl.ac.uk](mailto:c.unsworth@ucl.ac.uk)), Green Champion is Anthony Colasanto ([a.colasanto@ucl.ac.uk](mailto:a.colasanto@ucl.ac.uk)). Please feel free to contact either with any questions, suggestions or concerns.

The majority of waste generated by UCL is being recycled. There are bins placed around the department that clearly show how to separate recyclables, food waste and landfill waste. Please use them. Even if households and businesses reduce their waste by a tenth it will significantly reduce the 177 million tonnes of waste sent to landfill every year. We need your help to do that.

We encourage the use of re-useable cups which reduces waste. Cafes at UCL also offer a 10p discount to purchasers bringing re-usable cups.

We have double-sided printing set up as standard on all printers and this typically reduces total paper consumption by 40%. Please be careful when printing lecture notes etc.

Is there one thing you will commit to doing differently this year? Ideas for pledges include:

- Use one less carrier bag. Or even better none at all. You'll find canvas and jute bags at Freshers' events.
- Reduce food waste; pack a zero-waste lunch.
- Take clothes to a textile bank, charity shop or sell them online. You can find the training at: [https://moodle.ucl.ac.uk/course/view.php?id=21831](https://moodle.ucl.ac.uk/course/view.php?id=21831)

If you have any suggestions or observations that might help us operate a bit more sustainably please get in touch with Catherine or Anthony (or any of the Green Team).
**Keeping the department clean**

The department can only work efficiently if it is kept clean and tidy. Do not leave litter in the department. Please respect the working environment of other students and staff. The department operates a ‘clean desk’ policy in its public areas. Any books, papers, etc. left lying around will be removed.
Know your safety signs

The Health & Safety (Safety signs & signals) Regulations 1996

These regulations provide the legal means to require employers to provide safety signs in a variety of situations where there is a significant risk to health and safety which has not been avoided or controlled satisfactorily by other methods.

Know your safety signs

- Prohibition signs (Do not do)
  Signs prohibiting certain behaviour
  e.g. No Smoking

- Warning signs (Caution, Danger)
  Signs which indicate a specific course of action is to be followed
  e.g. Danger high voltage

- Mandatory signs (You must do)
  Signs which indicate a specific course of action is to be followed
  e.g. Safety helmets must be worn

- Safe Condition Signs (Safer way)
  Signs giving information about safe conditions, doors, exits and escape routes
  e.g. Fire exits

- Fire signs (Fire fighting equipment)
  Signs indicating the location of fire fighting equipment
  e.g. Fire point
Student Representation and Feedback, UCL

Student representation

Each cohort elects one or more student representatives (usually during the third week of the first term). Research students also elect one student representative. Their responsibilities include:

- Regularly consulting fellow students.
- Communicating promptly and directly with the relevant departmental staff members on matters relating to the whole cohort.
- Formally representing the cohort on the Departmental Staff/Student Consultative Committee.
- Organising the compilation of results from student feedback on teaching (MSc & undergraduate).
- Acting as a student spokesperson when required on visits outside the College.
- Representatives should familiarise themselves with the Department Manual.

Staff/Student Consultative Committees (DSSCC), StARS, and Departmental Teaching Committee (DTC)

There is a Departmental Staff/Student Consultative Committee (Undergraduate and Graduate Taught) which exists as a formal forum for raising issues of concern to staff and students in the department. They are intended to supplement and provide a formal structure above and beyond the normal opportunities for communication with lecturers, supervisors and tutors.

The committee meets two to three times a year: membership is comprised of academic staff and the student representatives from each year of the undergraduate programme and each graduate programme.

The College requires the SSCC's to:

- Record minutes (including attendance).
- Record actions to be taken and by whom.
- Ensure that minutes are signed by at least one student.
- Display the minutes prominently within the department.
- Submit the minutes to a Departmental Staff Meeting for consideration and action.
- Forward minutes to the UCL Student Mediator and College Joint Staff Student Committee (JSSC).

The College JSSC is responsible for advising and reporting on all matters affecting the relations of the student body with the College and to review and monitor the mechanisms for promoting such relations. It is also responsible for reviewing and monitoring the minutes of Departmental Staff Student Consultative Committees.

As a student representative you will automatically become a STAR (Student Academic Representative). Guidance can be found here [http://uclu.org/articles/stars-guide-star](http://uclu.org/articles/stars-guide-star).

The Departmental Teaching Committee meets on a regular basis to discuss all aspects of teaching within the department. It has responsibilities with respect to:

- The design of new degree programmes and modules.
- Ensuring the quality and appropriateness of current teaching.
• Assessment methods and procedures.
• Identifying priorities for the procurement of teaching resources.
• Ensuring adequate provision of transferable skills in courses based in the department.
• Considering matters arising at Staff Student Consultative Committee meetings.
• Agreeing the programme for Induction Week at the start of session.

The committee has formal student representation (usually one or two of the Student Representatives) and matters can be referred to it by the Staff/Student Consultative Committee (and vice versa). Other students may be invited to discuss specific topics.

**Harassment and bullying**

UCL, as part of its commitment to equality and diversity, believes that every student has a right to work and study in an environment which encourages harmonious relationships. UCL is committed to preventing harassment and bullying and its commitment to equal opportunity is enshrined in the principles on which it was founded.

Every student is also personally liable under the Equality Act 2010 and the Protection from Harassment Act 1997. Allegations of harassment and bullying will be treated seriously by UCL and could result in disciplinary action being taken against the perpetrator. UCL will ensure that any student raising a genuine concern under this policy is not victimised as a result. As allegations of harassment and bullying are serious, UCL will also treat seriously any such allegations proven to be malicious and these are also likely to be the subject of disciplinary action.


**Appeals and grievances**

UCL has formal appeal and grievance procedures for use in cases which cannot be resolved by informal discussion conducted via the undergraduate tutor in the department, the Faculty Tutor and/or the Dean of Students (Academic). A student may appeal against the result of a taught degree examination. Appeals and grievances should be implemented when a problem arises and not at the end of registration. Information may be found at:

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 Cluster/Programme 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](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

<table>
<thead>
<tr>
<th>CID No:</th>
<th>Date of Initial Degree Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student's Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student's Forename(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor(s) (print name(s)):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are you a Tier 4 Student? If yes, please seek advice immediately from the Visa Compliance Team (see notes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES / NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List any previous periods of external study leave:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Details of External Study Leave

<table>
<thead>
<tr>
<th>Details of remote location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departure date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>---------------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose and relevance of external study leave:</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. Site visits, field work, remote data gathering</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of remote contact: (in case of emergency)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### The following to be completed by the principal supervisor

<table>
<thead>
<tr>
<th>I approve this period of study leave and confirm that I will maintain regular contact with the student named above</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of supervisor(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

UCL STUDENT & REGISTRY SERVICES
Study Away from UCL Request Form

This form is for UCL Taught students who wish to study away from UCL.
Before completing this form please read the related regulation in the UCL Academic Manual:
https://www.ucl.ac.uk/srs/academic-manual/c1/taught-registration/study-away

Students may be permitted to study away from UCL on academic grounds which are not part of the standard
delivery of a programme or module e.g. collecting data or conducting research. Such a period of study away from
UCL must not be taken until it is authorised by the Departmental Tutor/Programme Leader. Students must inform
their Departmental Tutor/Programme Leader before they intend to study away from UCL, and provide the location
of study and the reason for doing so. The period of study away from UCL must not exceed three months.

Student Details

Surname: Student Number:
First Names:

Tier 4 student? Y/N

Registration Details
Programme:
Department:
Faculty:

Study Away from UCL Details

Start Date of Study Away: End Date of Study Away:
Reason for Study Away:
Destination:

If the student holds a Tier 4, do they wish to retain sponsorship throughout this period?

Please note if this student is Tier 4 visa holder, UCL will still be required to complete Engagement Monitoring
duties during the period the student is away from UCL. Under UK immigration requirements, UCL is required to record where students are studying if not at UCL. Students with Tier 4 visas must, therefore, also inform UCL’s Immigration Compliance Office of any period of study away from UCL.

Academic Approval

Departmental Tutor/ Programme Leader
I confirm that departmental support will be made available for the student, in particular for catching up on any work or teaching missed.
Print Name: Email Address:
Signature: Date:

Visa Compliance Team Approval (if student holds a Tier 4 visa)

If student holds a Tier 4 visa please also send this form to visacompliance@ucl.ac.uk

Visa Compliance Manager

Print Name: Email Address:
Signature: Date:
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.
11. Appendix C: Imperial Cover Sheets

You will be required to complete and attach a cover sheet (examples given below) to all of your paper assignments. These can be collected from the General Office, 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 cluster/programme 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.
12. Appendix D.1: Map of Imperial’s South Kensington Campus
<table>
<thead>
<tr>
<th>Building Key</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bolt Quadrangle</td>
</tr>
<tr>
<td>2</td>
<td>Imperial College Union</td>
</tr>
<tr>
<td>3</td>
<td>Ethos Sports Centre</td>
</tr>
<tr>
<td>4</td>
<td>Prince's Gardens, North Side</td>
</tr>
<tr>
<td>5</td>
<td>Weeks Hall</td>
</tr>
<tr>
<td>6</td>
<td>Blackett Laboratory</td>
</tr>
<tr>
<td>7</td>
<td>Roderic Hill Building</td>
</tr>
<tr>
<td>8</td>
<td>Rone Building</td>
</tr>
<tr>
<td>9</td>
<td>Royal School of Mines</td>
</tr>
<tr>
<td>10</td>
<td>Aston Webb</td>
</tr>
<tr>
<td>11</td>
<td>Bessemer Building</td>
</tr>
<tr>
<td>12</td>
<td>Goldsmiths Building</td>
</tr>
<tr>
<td>13</td>
<td>Hanging Building</td>
</tr>
<tr>
<td>14</td>
<td>ACE Extension</td>
</tr>
<tr>
<td>15</td>
<td>William Penney Library</td>
</tr>
<tr>
<td>16</td>
<td>Electrical Engineering Building</td>
</tr>
<tr>
<td>17</td>
<td>Business School</td>
</tr>
<tr>
<td>18</td>
<td>53 Prince's Gate</td>
</tr>
<tr>
<td>19</td>
<td>Eastside</td>
</tr>
<tr>
<td>20</td>
<td>Sherfield Building</td>
</tr>
</tbody>
</table>

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

**21** | Grantham Institute — Climate Change and the Environment |
**22** | Faculty Building |
**23** | 58 Prince's Gate |
**24** | 170 Queen's Gate |
**25** | Central Library |
**26** | Queen's Tower |
**27** | Skempton Building |
**28** | City and Guilds Building |
**29** | Southside |
**30** | Sir Ernst Chain Building — Wolfson Laboratories |
**31** | Flowers Building |
**32** | Chemistry Building |
**33** | Sir Alexander Fleming Building |
**34** | Chemistry Research Centre (RCST) |
**35** | 52 Prince's Gate |
**36** | Alumni Visitor Centre |
**37** | Observatory Building |
**38** | Dyson Building of Design Engineering |

**89**
13. Appendix D.2: Map of UCL’s Bloomsbury Campus

Find UCL by public transport: https://www.ucl.ac.uk/maps/public-transport/
14. Appendix E: Health and Safety Booklet

PLEASE NOTE: THIS HANDBOOK IS REVISED ANNUALLY

SKEMPTON BUILDING
HEALTH AND SAFETY CONTACT INFORMATION

Emergency procedures:
- **MEDICAL, FIRE or SECURITY EMERGENCIES - DIAL 4444 or 020 7589 1000**
- **FIRST AID** – Contact the nearest First Aider (see separate sheet)
- **BUILDING EVACUATION** – Know your evacuation route, use the nearest staircase (east, west or central stairs). **DO NOT USE THE LIFTS.** Leave the building quickly and safely. Do not return to collect personal belongings.
- **ACCIDENTS & DANGEROUS OCCURRENCES** – All accidents and near misses, however minor, **MUST BE REPORTED** using the online system “SALUS”

<table>
<thead>
<tr>
<th>Department Emergency Control Team</th>
<th>Office</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head of Department</strong></td>
<td>442</td>
<td>45955</td>
</tr>
<tr>
<td><strong>Department Safety Officer</strong></td>
<td>413</td>
<td>45973</td>
</tr>
<tr>
<td><strong>Technical Services Manager</strong></td>
<td>417</td>
<td>46895</td>
</tr>
<tr>
<td><strong>Department Operations Manager</strong></td>
<td>440A</td>
<td>42715</td>
</tr>
</tbody>
</table>

**Building Health and Safety Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Office</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chairman of Department Safety Committee, Fleet Manager</strong></td>
<td>417</td>
<td>46895</td>
</tr>
<tr>
<td><strong>DSO; COSHH, DSE, Radiation, Fieldwork &amp; Biological. Safety Advisor</strong></td>
<td>413</td>
<td>45973</td>
</tr>
<tr>
<td><strong>Manual Handling Assessor</strong></td>
<td>236</td>
<td>43224</td>
</tr>
<tr>
<td><strong>First Aid Coordinator</strong></td>
<td>413</td>
<td>45973</td>
</tr>
<tr>
<td><strong>EWRE Section Academic Safety Representative</strong></td>
<td>413</td>
<td>45973</td>
</tr>
<tr>
<td><strong>Fluid Mechanics Section Academic Safety Representative; Laser Safety</strong></td>
<td>328A</td>
<td>45201</td>
</tr>
<tr>
<td><strong>Geotechnics Section Academic Safety Representative</strong></td>
<td>528B</td>
<td>46038</td>
</tr>
<tr>
<td><strong>Materials Section Safety Representative</strong></td>
<td>239</td>
<td>43495</td>
</tr>
<tr>
<td><strong>Structures Section Safety Representative</strong></td>
<td>320</td>
<td>45978</td>
</tr>
<tr>
<td><strong>Transport Section Academic Safety Representative</strong></td>
<td>337</td>
<td>45986</td>
</tr>
<tr>
<td><strong>UG Student representative (Dept. Rep.)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PG (Research) Student representative</strong></td>
<td>411</td>
<td></td>
</tr>
<tr>
<td><strong>Post-Doctoral Research Staff Representative</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Skempton Building Manager (Office in City &amp; Guilds Building)</strong></td>
<td>C&amp;G 260</td>
<td>49639</td>
</tr>
<tr>
<td><strong>Assistant Skempton Building Manager (Office in City &amp; Guilds Building)</strong></td>
<td>C&amp;G 260</td>
<td>50186</td>
</tr>
<tr>
<td><strong>Department of Aeronautics DSO (Office in City &amp; Guilds Building)</strong></td>
<td>C&amp;G 222</td>
<td>45043</td>
</tr>
<tr>
<td><strong>Department of Mechanical Eng. Deputy Safety Officer (Office in C&amp;G)</strong></td>
<td>Ms E. Bekiri</td>
<td>47015</td>
</tr>
<tr>
<td><strong>Department of Mechanical Engineering, Teaching Workshop Manager</strong></td>
<td>150</td>
<td>47015</td>
</tr>
<tr>
<td><strong>Wohl Reach Out Laboratory</strong></td>
<td>100</td>
<td>41924</td>
</tr>
<tr>
<td><strong>Faculty of Engineering Safety Manager (Desk in Faculty Building L2)</strong></td>
<td>Mr S. Greenwood</td>
<td>40821</td>
</tr>
</tbody>
</table>

**Imperial College Safety Department (level 4 Sherfield Building)**

<table>
<thead>
<tr>
<th>Position</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Director of Safety</strong></td>
<td>49420</td>
</tr>
<tr>
<td><strong>Safety Department Deputy Director</strong></td>
<td>49573</td>
</tr>
<tr>
<td><strong>Safety Department Office Manager</strong></td>
<td>49423</td>
</tr>
</tbody>
</table>

Any changes to this list should be notified immediately to Dr G. D. Fowler. Email: g.fowler@imperial.ac.uk
**FIRST AID TRAINED STAFF CONTACT DETAILS**

**First Aid**

In the event of an accident or medical emergency contact the NEAREST first aider without delay! Your nearest First Aiders are:

<table>
<thead>
<tr>
<th>NAME</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>David de Ruyter</td>
<td>010b</td>
<td>45925</td>
</tr>
<tr>
<td>Darren Jupp</td>
<td>010c</td>
<td>45957</td>
</tr>
<tr>
<td>Shreya Konnur (Reach Out Lab)</td>
<td>100</td>
<td>41924</td>
</tr>
<tr>
<td>Fionnuala Ni Dhonnabhain</td>
<td>118</td>
<td>45929</td>
</tr>
<tr>
<td>Neal Beadle</td>
<td>Mech. Eng. Teaching Workshop</td>
<td>41671</td>
</tr>
<tr>
<td>Aslan Kutlay</td>
<td>L1</td>
<td></td>
</tr>
<tr>
<td>Stefan Algar</td>
<td>236</td>
<td>45902</td>
</tr>
<tr>
<td>Paul Crudge</td>
<td>236</td>
<td>45948</td>
</tr>
<tr>
<td>Gordon Herbert</td>
<td>236</td>
<td></td>
</tr>
<tr>
<td>Rebecca Naessens</td>
<td>328</td>
<td>45990</td>
</tr>
<tr>
<td>Tina Mikellides</td>
<td>401</td>
<td>45965</td>
</tr>
<tr>
<td>Dr Angel Nievas-Pino</td>
<td>507</td>
<td>41214</td>
</tr>
<tr>
<td>Dr Antonio Carraro</td>
<td>528B</td>
<td>46038</td>
</tr>
</tbody>
</table>

**MENTAL HEALTH FIRST AIDERS**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucy Chivers</td>
<td>441</td>
</tr>
<tr>
<td>Fionnuala Ni Dhonnabhain</td>
<td>118</td>
</tr>
<tr>
<td>Prof. Catherine O’Sullivan</td>
<td>501</td>
</tr>
<tr>
<td>Dr Ana Ruiz-Teran</td>
<td>324</td>
</tr>
<tr>
<td>Alexandra Williams</td>
<td>613</td>
</tr>
<tr>
<td>Sarah Willis</td>
<td>443</td>
</tr>
<tr>
<td>Charles Zogheib</td>
<td>411</td>
</tr>
</tbody>
</table>

**ALL FIRST AIDERS ARE DEFIBRILLATOR (AED) TRAINED**

If you cannot get hold of a local first aider or need First Aid outside of normal working hours, contact Security on: 4444 or 020 7589 1000

<table>
<thead>
<tr>
<th>Nearest First Aid Box</th>
<th>General Office (118)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nearest AED</td>
<td>SAF Building - Foyer</td>
</tr>
</tbody>
</table>

This notice was last updated: 09/2019
## IMPORTANT SAFETY INFORMATION

<table>
<thead>
<tr>
<th><strong>Evacuation procedure:</strong></th>
<th>Evacuate the building on sound of the claxon sounder and evacuation voice and go to the assembly point on the steps of the Queen’s Tower</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus emergency number</strong></td>
<td>4444 (from an internal telephone) 020 7589 1000 (from all other telephones).</td>
</tr>
<tr>
<td><strong>Frequency of fire drills</strong></td>
<td>Annual (usually during the first 4 weeks of the autumn term)</td>
</tr>
<tr>
<td><strong>Frequency of alarm testing</strong></td>
<td>Weekly at around 8am on Tuesday mornings</td>
</tr>
<tr>
<td><strong>Locations of:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Fire alarm call points</strong></td>
<td>Five per floor located between each set of fire doors</td>
</tr>
<tr>
<td><strong>Emergency exits</strong></td>
<td>See map in this book</td>
</tr>
<tr>
<td><strong>Evacuation routes</strong></td>
<td>Follow the green arrows located on the back of all office and lecture theatre doors and in the corridors</td>
</tr>
<tr>
<td><strong>Assembly point</strong></td>
<td>On the steps of the Queen’s Tower</td>
</tr>
<tr>
<td><strong>Fire extinguishers etc.</strong></td>
<td>Located throughout the building, at least three sets per floor, normally adjacent the emergency exits, plus in all laboratories (look for the Red location signs)</td>
</tr>
<tr>
<td><strong>Safety Notice Board</strong></td>
<td>Located on Level 4 on the wall outside the room 415</td>
</tr>
<tr>
<td><strong>Departmental Staff with Safety duties</strong></td>
<td>See the list enclosed in this book, in the lifts and on noticeboards in lecture rooms, offices and around the building</td>
</tr>
<tr>
<td><strong>First Aid Arrangements</strong></td>
<td>Use SALUS – the online reporting system. This can be accessed from the Safety Department web pages on the College intranet: <a href="http://www3.imperial.ac.uk/safety">http://www3.imperial.ac.uk/safety</a></td>
</tr>
<tr>
<td><strong>Safety Department</strong></td>
<td>Provides advice on Safety issues. Located in Sherfield Building, L4.</td>
</tr>
<tr>
<td><strong>Occupational Health</strong></td>
<td>Provides advice and support (including vaccinations and health screening) for all College personnel involved in College work. Located in Sherfield Building, L4.</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>Provides a 24 hour, college-wide service relating to building security, first aid and emergency support.</td>
</tr>
<tr>
<td><strong>Web site information</strong></td>
<td>The College intranet contains all the detailed information required to help staff &amp; students understand College policies &amp; procedures.</td>
</tr>
<tr>
<td><strong>Key Web site addresses</strong></td>
<td>Imperial Home Page: <a href="http://www3.imperial.ac.uk/">http://www3.imperial.ac.uk/</a> Use the bookmarks along the top to locate the required Departments and services. For support services (non-academic issues) use the A-Z index under “Admin and Service” to locate the required area. Safety is under “S”</td>
</tr>
<tr>
<td><strong>Building Access Hours</strong></td>
<td>7am-Midnight every day except Christmas Day and Boxing Day, when the College is closed.</td>
</tr>
<tr>
<td><strong>Normal Working Hours</strong></td>
<td>8am-6pm weekdays.</td>
</tr>
<tr>
<td><strong>Departmental Hazards</strong></td>
<td>All Department labs are considered to be high hazard areas. Do not enter any laboratories until you have been inducted for the lab and completed a risk assessment for the planned work. The Department has a “No Lone Working” policy for laboratories, which applies outside normal hours.</td>
</tr>
<tr>
<td><strong>PPE</strong></td>
<td>All UG MEng students <strong>must</strong> own a pair of steel toed and soled safety boots suitable for site work (<strong>complying with STANDARD EN ISO 20345-S3</strong>). Other PPE for MEng students is issued in week 1 for use throughout the course. For MSc courses, the leaders will advise you regarding the required PPE for each trip.</td>
</tr>
<tr>
<td><strong>Dept. Safety Committee</strong></td>
<td>Meets three times per year to consider all matters relating to Departmental Health and Safety. All Research and Teaching activities are discussed. Student issues are represented by the “Dep Rep”.</td>
</tr>
<tr>
<td><strong>General Advice on Safety</strong></td>
<td>If you have any safety related questions, please contact the DSO: Dr G D Fowler, room 413, ext 45973, email: <a href="mailto:g.fowler@imperial.ac.uk">g.fowler@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>
INTRODUCTION

The Health and Safety of all students whilst studying at Imperial College is a primary concern to the Staff and College. There are several major pieces of legislation that dictate the implementation of Health and Safety Policy and Practice. We must ensure that students are not put at risk during their study at Imperial College. However, there is also a responsibility upon yourself to follow, to the best of your abilities, all instructions and guidance provided. This booklet has been written to provide an outline of Health and Safety arrangements within the Department and to provide you with guidance to your own responsibilities.

GENERAL INFORMATION

Health and Safety within the Department is organised and managed by the Departmental Safety Officer, Dr G. Fowler (room 413, ext. 45973). He is always available to provide advice and guidance on all aspects of Health and Safety. All major Health and Safety decisions are made by the Skempton Building Safety Committee, which meets every term. The committee comprises representatives from all the Sections in the Department, Users of the Building, Student representatives (UG & PG), plus staff with specialist advisory roles for particular activities that may present a risk.

The Orange Health and Safety and Green First Aid/Lifesaver notices provide Health and Safety guidance and list the members of staff with specific safety related duties and responsibilities. Copies of these notices are included inside this book and further copies are spread throughout the Department. These signs are updated regularly. You must yourself familiar with their content.

The College has a significant amount of safety-related information available via its web site: http://www.imperial.ac.uk/safety.

YOUR RESPONSIBILITIES

Each student is responsible for looking after their own health and safety and that of others affected by their College-related work and leisure activities. To this end, each student must:

a) 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.

b) Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.

c) Attend appropriate induction and training.

d) Report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person.

e) Not interfere with any equipment provided for Health and Safety reasons.

f) Where a student is not confident that he or she is competent to carry out a work or leisure
activity safely, inform his or her supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.

DEPARTMENT SAFETY SHAREPOINT SITE

The Department operates an electronic safety registration and risk assessment system. It is based around an online resource for H+S using the Microsoft SharePoint platform. This system provides a single resource for safety management, including: risk assessment creation and final approval and laboratory safety information. Appendix 1 in this booklet provides a summary of the how you can access the system and complete a risk assessment. As taught students, you will only need to use this system for the research project element of your course where your work may include laboratory or fieldwork activities. Risk assessments will not be needed for desk or computer-based projects. Appropriate training in using this system will be provided when required.

DEPARTMENT SECURITY

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

**ALWAYS** wear your College Security/ID card whilst at College. Belt clips or neck lanyards are available from the Department General Office.

**DO NOT** allow strangers to enter the building out of hours (deliberately or via tailgating). **NEVER** lend your ID card to anybody, if they cause damage or present a risk to security or safety, **YOU** will be liable.

DEPARTMENTAL WORKING HOURS

The nature of the College is such that it appears to operate 24 hours per day - research never stops. Nevertheless, there are times of the day which the College considers are “outside normal hours” or access is limited and so special safety procedures including specific risk assessments and or lone working approval may be needed for your work to continue. In addition, there are times of the day when the College is “closed”. The Department open and closed hours are as follows:

- **Normal opening hours:** 8am – 6pm Monday to Friday
- **Swipe card access only:** 7am – 8am & 7pm – 12pm, Weekdays 7am – 12pm Weekends & Public Holidays
- **College “Closed” (swipe inactive):** 12pm to 7am every day and during selected whole days during College Closure at Christmas.

Please make sure that you leave the Department before midnight. College Security patrol the buildings out of hours and any persons found on the premises will be removed from the building and have their access rights curtailed.
SAFE BEHAVIOUR IN THE DEPARTMENT

This is a large and busy building where many varied and potentially dangerous processes occur. You should always be careful when in the building, to ensure that you do not put yourself or others in way of harm. For example, be aware of people around you when walking down corridors, so that you do not obstruct them or inadvertently release a door into their path. All doors on the corridors are fire doors and have automatic closer devices fitted which cause the door to swing back, almost instantaneously, to the closed position. Please note that some of these doors (mainly on Level 5) have a delayed close and should not be forced to close – this will damage the closer device. Fire doors must never be propped open with a wedge or other heavy object.

Also, please note:

- Do not run in the corridors.
- The wearing and use of roller blades, inline skates and the use of scooters in the building is forbidden. They are a hazard to other people and damage the floors.
- You must not enter any of the laboratories or workshops without prior permission.
- Bicycles are not allowed in the building – this is a College-wide policy. Bicycles must be stored in the racks provided on Campus.

WASTE DISPOSAL

There are very strict laws governing waste disposal. The College is proactive with regard to waste management and recycling, there are numerous recycling points around the building. Certain wastes generated in the Department are separated for recycling/safety reasons. The following is a brief guide to the recycling and waste disposal mechanisms operating throughout the campus and applied within the department.

The College is striving to recycle as much of the waste it generates. One way to achieve this is by segregating waste at source. To achieve this the College has a number of different waste bins in use, which are colour-coded, each one designated for different wastes:

- Waste domestic Glass (not broken glass): Use the red-topped bins
- Paper and Card (no paper cups or food wrappers): Use the blue-topped bins
- Cans and plastic bottles: Use the green-topped bins
- Non-recyclable waste: Use the black-topped bins

Special arrangements exist for non-domestic, electronic and laboratory wastes:

- Batteries a dedicated bin for batteries is located on level 2 (BOSS area) in the area near the photocopiers.

- Chemical wastes Any waste arising from laboratory activity which is contaminated or classified as hazardous (laboratory staff will advise you if you are unsure) must be disposed of in a controlled manner. Each Laboratory has special containers for segregating these wastes, including solvents, flammable waste, oils, corrosive materials, powders, etc. Please follow the guidance in each laboratory appropriate for the waste requiring disposal.
Clinical waste: Of main concern are syringe needles and any bodily fluids. If you find anything which may fall into this category around the department, please contact the Department Safety Officer (DSO) immediately.

Electrical equipment: Waste electrical equipment must not be disposed of via the non-recyclable waste route. Please contact the DSO for details of the procedures which exist for disposing of these materials.

Laboratory waste: Every laboratory has rules regarding the disposal of laboratory waste. You will be advised by laboratory staff what is expected in each laboratory.

Laboratory Glass: The College operates special disposal systems for laboratory glassware which is contaminated or made from Pyrex – it MUST NOT be put into the red recycling bins in communal areas.

Toner cartridges: There is a bin on L2 (BOSS area) and L4 outside room 415, dedicated to printer and toner cartridges.

If you have any doubts regarding the best way to dispose of a laboratory waste, ask the Laboratory staff, your Supervisor or the Department Safety Officer. Your risk assessment should specify all waste disposal procedures required for your work.
FIRE EQUIPMENT AND ESCAPE ROUTES

The Department has several means of escape in an emergency. The plan below shows the building in relation to the rest of Imperial College.

Emergency exit locations and Assembly point for Skempton Building

The Department’s assembly point is around the base of the Queen’s Tower

= Emergency exit

THERE ARE FOUR PRIMARY EXIT ROUTES FROM THE UPPER LEVELS OF THE SKEMPTON BUILDING

The East Stairs adjacent Mechanical Engineering/Unwin Road
The West Stairs which are part of Electrical Engineering
The Main (Central) Stairs beside the lifts, through reception
Through the BOSS area on Level 2 into the City and Guilds Building

THE EMERGENCY EVACUATION ASSEMBLY POINT IS THE STEPPED AREA AT THE BASE OF THE QUEENS TOWER

All the corridors in the building must be kept clear. Do not put chairs or tables into corridors, as they reduce the width and cause an obstruction. Similarly, because all the doors in the Department corridors are fire doors, they must NEVER be propped open with wedges, fire extinguishers or by any other means.

You MUST know which way is the quickest emergency escape route from your location in the building. All the emergency escape routes are indicated with an “arrow and running directional figure” green sign. The evacuation alarm is a Claxon sounder with voice instructions. If this activates you must stop what you are doing and leave the building.
IMMEDIATELY by the nearest emergency escape route in an orderly manner, making sure that you close any doors behind you.

There are evacuation notices in every room in the building (please following for an example) indicating with a green arrow the preferred exit route from that part of the building. Please follow these arrows as they will ensure that you can evacuate from the building with the minimum of delay. Please try to avoid using the main staircase during an emergency evacuation. The congestion on the Main Staircase can be significant and your evacuation will be much delayed.

Emergency

For all Emergencies dial 4444

Direction of the nearest escape route

The assembly point is adjacent the base of the Queens Tower

For further details see the Department Safety notices

This notice must NOT be removed from this room
There will be a fire drill during the first term, to familiarise you with emergency procedures.

Fire prevention & safety

The consequences of a fire in any building can be several fold. Apart from the unacceptable loss of life which may result, there are the lesser consequences of damage to the building, the cessation of activities in the damaged area (or the whole building) and the loss of research and data in an academic building. None of these outcomes are acceptable.

There is a responsibility upon all users of the building to ensure that fire prevention is a core part of all risk assessments and our day-to-day activities. The College has suffered several fires in recent years. The most serious occurred in the Department of Chemical Engineering and resulted in 3 laboratories being destroyed. The consequence of the lost research, equipment and data was very costly to the students and staff concerned, irrespective of the fiscal implication for the College and Department.

Current UK Fire Brigade policy is to not place fire fighters at risk, if there are no members of the public (College personnel) in the burning building. Thus, they could allow the building to be destroyed.

There have been several fire incidents in the Skempton Building, mostly caused by faulty electrical equipment. Most recently there have been several incidents involving the communal microwave ovens. When using the microwave ovens, the instructions on the ovens must be followed. Failure to use the ovens responsibly and safely may result in them being removed.

If the fire evacuation alert sounds, do not:

- Wait or return to collect any belongings
- Leave the assembly point until instructed to do so
- Return to the building until the all-clear is given

Microwave oven safe usage

- Follow the instructions on the front of the microwave oven
- Never microwave loose food – always place it in a container
- Only use “microwave oven safe” containers
- Do not use metallic containers or utensils in the microwave
- Loosen/open the lid on the container
- Do not leave food cooking unattended
- If food spills in the microwave, please clean it up.
- Report any problems with the microwave to the Technical Services Manager (b.whiting@ic.ac.uk)
ACCIDENTS AND DANGEROUS OCCURRENCES

The College has a policy that ALL accidents or dangerous occurrences, however small, MUST be reported. This is because there is a very strict law with regard to reporting accidents to the authorities. There is an online system “SALUS” available for reporting all accidents or dangerous occurrences. A dangerous occurrence is an incident that does not result in personal injury.

SALUS is accessible from the Safety Department web page via a quick link:

http://www.imperial.ac.uk/safety

Typical accidents in the Department tend to occur due to “slips, trips, falls” and poor lifting practice. Many of the corridors in the Department are linoleum or terrazzo. When wet, the floors are slippery. If you see a wet floor, or cause a floor to become wet, for example by spilling coffee or tea, please do not walk away, clear it up with paper towels (these are available from the General Office).

FIRST AID & LIFESAVERS

The College has a very well organised First Aid system. There are several qualified First Aiders working within the building. The offices of these staff are identified by the Universal first aid sign (a Green & White cross). If you feel unwell or need First Aid assistance please contact any of the staff identified on the list in the front of this book for assistance. In addition, most of the College Security staff are trained in First Aid and can be contacted by calling the College emergency number 4444 or 020 7589 1000. There are supplies of sticking-plasters and bandages available to treat minor injuries (cuts, scrapes and bumps). Any injuries which cannot be readily treated by a First-Aider must be looked at by the Health Centre, who may decide that hospital treatment is necessary.

ELECTRICAL EQUIPMENT

The Department has a very strict policy regarding mains-powered portable and desk-based electrical equipment brought onto the premises. This is detailed below. The key aspect of this policy requires that any electrical equipment in the building must be either new or safety tested prior to use. The periodic testing of electrical equipment in the Department is undertaken by external contractors. Thus, unless your electrical equipment meets any of the conditions below, you are NOT PERMITTED to plug it into the Department electrical 240V sockets.

All equipment which has been tested and passed the electrical safety test will have attached a green sticker indicating that it may be used in the Department (see image following). Any equipment not displaying this sticker or meeting the exceptions criteria described below the image, will be confiscated.
New equipment brought into the Department

New equipment brought into the Department may be used for the first year without the need for a Portable Appliance Test (PAT). The user is asked to perform a simple visual check on all equipment prior to use. Records of the equipment purchase, usually through the College finance system or a receipt from the supplier, must be kept to be able to prove the date of purchase. It must also be marked with a European CE mark or an otherwise equivalent international directive.

Personal electrical equipment brought into the Department

Personal electrical equipment brought into the Department will be PAT tested as Departmental equipment. To ensure that personal electrical equipment is tested within an acceptable timeframe (limit of one year of safe usage), only new personal equipment may be brought into the Department. Proof of date of purchase will be required. Under no circumstances may old equipment be brought into the Department. If old equipment is found then it will be confiscated and may be destroyed. The exception to the above is personal mains chargers for devices such as laptops, tablets and phones, etc. for which there is no age restriction.

Unauthorised electrical equipment

The list below gives some examples of unauthorised electrical equipment which must not be brought into the Department:

- Electric fires and heaters of any form
- Any form of equipment used for cooking or warming food (kettles, toasters etc.)
- International equipment which is not compatible with the UK mains voltage (220-240V)
- International equipment which is not marked with either the European CE mark or an equivalent international standard.
Electrical equipment belonging to visitors

Electrical equipment belonging to visitors and brought into the Department will be subjected to the normal Departmental rules.

Electrical equipment belonging to third parties

Electrical equipment belonging to third parties, such as contractors working within the Department, are the responsibility of the third party who will be required to demonstrate that their policies and procedure are at least in accordance with and of a standard compatible to those of the Department.

Design, construction, checking and testing of electrical equipment

Those involved in the design and construction of electrical equipment will be required to ensure that such equipment is suitably tested to ensure that it performs within the general conditions of the Departments “Electrical Equipment – Policy and Code of Practice”.

Repair, installation or modification of electrical equipment

Unless otherwise directed, staff and students in the Department are not allowed to undertake any repair, installation or modification to electrical equipment.

Disposal of electrical and electronic equipment

Consult the Facilities Management web pages to arrange for the collection and disposal of unwanted College Equipment (there may be a charge for this service).

http://www.imperial.ac.uk/estates-facilities/buildings/services/waste-disposal/waste-disposal-forms/weee-forms/

LABORATORY COURSES

There may be several occasions when you will undertake laboratory work as part of your course. The Department is very unusual within the College in that it operates all major classes of laboratories with many diverse activities, which include the traditional mechanical and engineering testing through to specialised chemical and biological work. Each laboratory has their own specific safety procedures which will be explained in detail before any work commences, you MUST abide by the following general rules for any laboratory behaviour/work.

Work in any laboratory must only be conducted during normal College hours (9am-6pm), with at least one other person in sight at all times. Lone laboratory working is NEVER PERMITTED. Additionally, the other person in the laboratory must know the College emergency procedures and be familiar with the working environment so that if they need to isolate a service or make safe an experiment in an emergency, they know what to do.
RISK ASSESSMENTS

Risk assessment is the cornerstone of Health and Safety management. No activity should be started before a risk assessment has been completed. To be able to perform a risk assessment you need to know what you are going to do and have an understanding of the steps and processes required in the task being assessed. If all the information is at hand, the assessment should be a straightforward task. If the risks are considered to be too high, this does not mean that the activity cannot be completed but it may mean that a different approach or better control measures are required to reduce the potential risks.

For most laboratory classes, the assessment will have been undertaken by the course or laboratory organiser. They will explain the assessment to you and indicate the main risks from the work to be conducted and advise you how to avoid these risks. However, some laboratory or fieldwork classes will require you to complete your own assessment (particularly for project work). The Department has standard online forms for this purpose, accessed via the SharePoint site mentioned earlier. Guidance on the completion of these forms will be provided in special introductory sessions prior to you undertaking the projects requiring assessments.

When completing risk assessments, if you need further information or require advice, you must ask the staff supporting your work (Academic or Technical). If they cannot provide the necessary answer or information, please do not hesitate to ask the DSO.

FIELD COURSES

During the time of your studies within the Department of Civil and Environmental Engineering, there are several major courses of varying duration that require you leave the Department and College premises. Whilst away from these premises, your Health and Safety is still our responsibility. We take this responsibility very seriously. The College is covered for most events by its insurance (see: https://www.imperial.ac.uk/finance/financial-services/insurance/ for detailed information about the College’s insurance policy and its provisions), but there is an important onus (and a legal responsibility) upon you to abide by College Health and Safety rules. Every field course has its own specific set of instructions which detail the risks and methods for minimising these. Copies of these instructions will be given to you prior to your undertaking of the course. The following information is meant as a general benchmark for you to use and apply at all times when away for course purposes.

<table>
<thead>
<tr>
<th>Laboratory “Do and Do Not”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DO</strong></td>
</tr>
<tr>
<td>• Follow all instructions from the demonstrators/lab staff</td>
</tr>
<tr>
<td>• Wear all necessary personal protective equipment, especially your safety glasses, at all times in all laboratories</td>
</tr>
<tr>
<td>• Tie back long hair</td>
</tr>
<tr>
<td>• Wear appropriate clothing and stout shoes or safety boots, as required.</td>
</tr>
<tr>
<td><strong>DO NOT</strong></td>
</tr>
<tr>
<td>• Wear long/dangly clothing or jewellery which may become snagged in moving machinery</td>
</tr>
<tr>
<td>• Wear sandals or open-toed shoes</td>
</tr>
<tr>
<td>• Run or fool about in the laboratories</td>
</tr>
<tr>
<td>• Eat or drink in ANY laboratory</td>
</tr>
</tbody>
</table>
The course leader or coordinator must provide you with course details and risk assessments before commencing the field work activity. If you do not receive this information, ask the coordinator for it. Undergraduate MEng Students must take the supplied PPE on all the field courses. Failure to do this will result in you being refused participation in the course which may mean you fail that element and hence the year.

When we organise any field course, the course co-ordinator carefully considers all the potential risks that may occur and are attributable to the particular situation. For example a visit to a quarry has particular dangers which are different to a visit to a bridge or road, but there are several common risks which can be controlled and minimised if not entirely eliminated by applying several basic rules.

1. Whilst on any field course, the most important rule is that you MUST follow the instructions of the course leader. Pay particular attention to guidance on safe practices whilst on that trip.

2. Do not try to take too much luggage with you, heavy bags can be difficult to carry and cause back strain, as well as being a potential danger if they fall from luggage racks in buses.

3. Ensure that you are suitably dressed for the trip or course i.e.: a hard hat, warm and waterproof clothing and stout shoes would be a minimum requirement for a winter visit to a site – forget fashion!

4. Take particular care when crossing roads checking in both directions for traffic before crossing. When walking alongside roads not designed for pedestrians try to stay at least 1m from the traffic at all times.

5. Make sure that you inform the course leader of any medication which you use or any ailment which you suffer from that may be a problem during the course. For example if you are a diabetic or have food allergies, it is vital that the course leader of a residential trip is aware of this in advance for dietary purposes or in case you require medical assistance on the course. Ensure that you are carrying sufficient medication for the duration of your course. A less obvious condition, but equally dangerous would be if you suffer from vertigo and visits to a bridge or tall building may be a problem or conversely, claustrophobia would be an issue for a visit to sewers.

6. Be aware of problems like dehydration and sunburn which may occur on summer field trips.

7. Any accident or dangerous occurrence, however minor, must be reported immediately to the course leader.

8. The evenings of residential courses may seem like a ideal opportunity to relax and have fun, but alcohol abuse can be dangerous and antisocial behaviour resulting from this will NOT BE tolerated.

9. You are representing Imperial College whilst on the course. Any public nuisance or criminal prosecution resulting from disreputable behaviour whilst on the course will be your liability and not the College’s. For example, some sites are classified as SSI’s (Special Scientific Interest), damaging them by even walking across them can result in prosecution.

10. Visits to sewers, building sites or other outdoor environments may expose you to pathogens such as Tetanus or Leptospirosis (Weil’s Disease). The course of study in the Department has several components which involve field work and visits to active construction sites. The nature of the activities and locations of these sites means that
there is an enhanced risk of injury (a deep cut) whilst undertaking the field courses and hence tetanus infection may result through contact with soil if you are injured. It is normal practice in the UK for children to receive a full course of tetanus immunisation injections whilst growing up (5 injections in total). Thus, you must be able to prove that you have received these injections. If you have not had them, you need to be aware of this and should consider having the necessary immunisation programme to ensure that you have up-to-date tetanus protection prior to starting the field-based activities. It is a requirement for the course that your tetanus jab is kept up to date. It is usually valid for 10 years.

Wiel’s disease is an often overlooked risk. The text box below explains how it can be caught, precautions to take to minimise the risk and the disease’s symptoms to be aware of.
Leptospiral Jaundice or “Wiel’s Disease”

Leptospirosis is spread in the urine of infected animals – most commonly rats, mice, cows, pigs and dogs.

You can catch it if:

- **soil or freshwater (such as from a river, canal or lake) containing infected pee gets in your mouth, eyes or a cut** – usually during activities like kayaking, outdoor swimming or fishing

- **you touch an infected animal's blood or flesh** – usually from working with animals or animal parts. It's very rare to get leptospirosis from pets, other people or bites

Precautions against the risk of infection by Leptospiral Jaundice:

After working in contact with sewage of anything which might have been contaminated by it, wash your hands and forearms thoroughly with soap and water. If your clothes or footwear are contaminated with sewage, wash thoroughly after handling them. It is particularly important to do this before eating any food or drink. Wet protective clothing should be dried as so as possible.

Infection may enter through breaks in the skin, so thorough first aid treatment of all wounds is important. Take particular care to wash thoroughly any cut, scratch, or abrasion of the skin as soon as possible, whether the injury was caused at work or not. Apply an antiseptic to the wound with a clean piece of cloth or cotton wool and protect it with a strip of gauze completely covered until it is quite healed. Antiseptic gauze and impermeable plaster are available from first aiders.

If you suffer any cut, scratch or abrasion of the skin, it must be covered with a waterproof plaster before entering a place of work.

Avoid rubbing your nose or mouth with your hands during work.

**See a GP if you might have been exposed to infected pee and you have:**

- a very high temperature, or feel hot and shivery
- a headache
- feeling and being sick
- aching muscles and joints
- red eyes
- loss of appetite

These are symptoms of leptospirosis.

**Ask for an urgent appointment if you have:**

- yellow skin and eyes ([jaundice](https://en.wikipedia.org/wiki/Jaundice))
- swollen ankles, feet or hands
- chest pain
- shortness of breath
- coughing up blood
Visits Abroad

Trips outside the UK are a feature of some of the courses. However, depending on the reason for your trip abroad, the College’s insurance may not provide full cover in all eventualities (i.e. terrorism and war zones). There may be particular risks which must be considered alongside the normal risks discussed above.

The most obvious hazards are from disease, both insect and water-borne, which will generally be regional specific i.e. tropical climates – Malaria, so advice on the require vaccinations will be needed. The availability of clean drinking water cannot be overlooked.

There may also be hazards due to wildlife, for example, predators such as large cats, venomous creatures (snakes, spiders, fish etc.), Sharks, Polar Bears and so forth.

Despite the growth of global communications, some parts of the world do not have very comprehensive satellite or mobile phone coverage, so communications with other part of the country or globe may be limited. In addition, battery life on mobile telephones must be carefully managed as you cannot guarantee to be able to find a suitable electrical supply to boost your telephone’s charge.

A further factor to consider is the political stability of the country you will be visiting. The risk of kidnap is a real threat in some countries. It is advisable to register with your national Embassy when you arrive in a foreign country, so that they know you are there. There are some countries around the world where organised society has broken down or is badly eroded due to Civil war or natural disasters. There must be very compelling reasons to travel to countries with these particular problems and comprehensive risk assessments will be required. In addition, approval for trip to countries which fall into this category will need to be given by the Head of Department.

Your supervisor or course leader should make all the necessary arrangements to cover your trip. This includes activating the College insurance, which is a comprehensive policy. Nevertheless, it is very important to recognise that no travel insurance is truly and fully comprehensive. There are limits to what an insurance company can do to recover you from danger or protect you from harm. [International Rescue (“Thunderbirds”) do not exist].

There are several sources of information relevant to trips abroad:

The UK Foreign & Commonwealth Office web pages contain all the information to help make your trips as safe and enjoyable as possible: http://www.fco.gov.uk/. Follow the links for “travel advice”.

The USA Government’s CIA “World Fact Book” also contains a large amount of details on every country recognised by the USA Government:

http://www.cia.gov/cia/publications/factbook/

IMPORTANT

The College Insurance Policy is NOT VALID if you take personal holiday whilst away for College purposes. YOU MUST ensure that you have separate personal travel insurance for recreational activities, holidays and non-College related travel whilst away.
If you need to undertake international trips for projects etc., please plan ahead. Discuss the project needs with your supervisors and the DSO, as required and submit the risk assessment form at least 3 weeks before you intend to travel.

College Occupational Health will provide advice on travel medication, injections etc., and will also undertake immunisation injections for College-required trips. However, you must arrange these well in advance of your trip (ideally, at least 1 month before travel).

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment, (PPE) is an essential part of Civil Engineering site safety. In recognition of this PPE is an essential requirement for the field courses run by the department.

All first year undergraduate (MEng) students will be issued with a personal safety pack after Christmas, just prior to the commencement of their first fieldtrip. This safety equipment must be kept safe and looked after because the items will be needed throughout the four year MEng degree. If you lose any items you will be charged for replacements. If you do not bring them to your course when required, you will not be permitted to undertake the module and may fail the course as a result.

The safety pack will comprise the following items: Hard Hat Safety Glasses Site Gloves High-Viz Vest

Hard Hat

British Standard Hard Hats must be thrown away after 4 years, as their safety performance cannot be guaranteed after this time. MSc students will be issued with hard hats during field courses and other times as required, but these must be returned to the Department. The Department issues Hard Hats as part of the safety pack above for all undergraduate students in the Department. The Hats will be needed for most field courses over the 4 year course and must be looked after.

Safety Glasses

MSc students will be issued with safety glasses as required for laboratory and field courses. These are issued as part of the safety pack to the undergraduate students. Safety Glasses are required for all laboratory courses and most field courses. If you do not have a pair of safety glasses, you will be unable to undertake the course.

Gloves

Increasing concerns over dermatitis (from cement) and cuts and grazes from construction site activity has seen the compulsory wearing of gloves on all construction sites. A pair of cotton gloves suitable for site are included in the safety pack issued to the undergraduate students and these are needed for all site visits. MSc Students will be issued with a suitable type of glove for laboratory and fieldwork courses.

High-Viz Vests

Site visibility is a key part of safety management, hence all site visits require the wearing of high-viz vests or jackets. A high-viz jacket forms part of the Safety Pack, for UG students whilst MSc students will be issued with them as required.
Safety Boots

All undergraduates and some MSc students (check your course information) must own a pair of safety boots. The footwear needs to be classified as complying with EN ISO 20345-S3, which provides the highest level of impact resistance in the toe area and be fitted with a steel mid-sole with steel toe caps and offer ankle support.

Not only are safety boots essential for any visits to construction sites, but some laboratories within the Department require that they be worn at all times and they are needed for the Surveying, Geology and Constructionarium field trips during the 1st and 2nd years of the MEng degree respectively.

The Department will be arranging for a specialist supplier to attend the Skempton Building during the first week of term to sell these boots (check your course information for more details). The wearing of safety boots is compulsory during certain courses and failure to abide by this rule will result in you being barred from the course and possibly failing that module (and hence the year). Safety boots can be readily purchased from many high-street suppliers, but these must meet the minimum requirement described above.

Some MSc courses will issue the safety equipment as the class need arises, but this must be returned to the Department at the end of the class.

WEB RESOURCES FOR HEALTH AND SAFETY AT THE COLLEGE

The College Intranet, which is accessible for all College networked PC’s, has comprehensive health and safety information covering most aspects of the activities undertaken by the College. This information can be readily accessed from either the Safety Department or the Occupational Health web pages, which can be reached under the “A-Z” tab (admin and Services) on the right-hand side of the College main menu bar of the Home Page.

Some of this information is protected and you will need your College username and system password to view all the information contained within. You can access SALUS for reporting accidents and dangerous occurrences (as described above) from this site, plus view the College policy on health and safety and guidance on many aspects of safety.

COMPUTER USE

The Department is particularly well equipped with open access computing laboratories on levels 2 and 3 that are used for teaching as well as research purposes. However, it is becoming increasingly common for people who use computers or “display screen equipment” (DSE) for long hours to start to suffer from eye and skeletal/musculature problems, particularly if you use a laptop rather than a “fixed” desk computer. This may result in eye strain, back, neck and shoulder pain, problems with wrist and arm joints.

The College has produced detailed guidance on ways of minimising/eliminating potential problems from DSE use. A copy of this information sheet is appended to this booklet. Please read and apply this information, it may save you much discomfort later in life.

If you undertake a project which involves long hours of computer use then you should follow the guidance below and undertake a DSE assessment of the workstation you are using. The “Computer Health & Safety Checklist” (DSE assessment) form is available to download from the following link:

http://www3.imperial.ac.uk/OCCHEALTH/formsandchecklists
Computer Use – Healthy Working

All members of the college community use computers to a greater or lesser extent. You should undertake a simple DSE assessment of the workstation you are using.

It is becoming increasingly common for people who use computers or “display screen equipment” (DSE) for long hours to start to suffer from eye and skeletal/musculature problems, particularly if you use a laptop rather than a “fixed” desk computer. This may result in eye strain, back, neck and shoulder pain, problems with wrist and arm joints. This is called “Cumulative Trauma Disorder”. The set-up of your computer workstation is very important. A poor set-up may cause the above health issues. If you start to suffer from any of the above symptoms from using computers, you must contact the departmental Display Screen Assessor (Dr Fowler) for any questions or concerns you have with regard to healthy computer usage.

The following guidance will help you in minimising the likelihood of the symptoms developing indicative of Cumulative Trauma Disorder.

Staying Healthy With Your Computer Avoiding Cumulative Trauma Disorder

Computers can damage your health. Every year we see several cases of Cumulative Trauma Disorder (CTD) formerly called RSI or Repetition Strain Injury in staff & students and the problem is becoming more common. Avoid it happening to you by taking care to organise your work-station and organise your time spent using a computer both at work and at home.

Follow these simple rules & find that your computer can work for you without causing harm.

Take Breaks - The Key Issues

1. Intersperse with other work (take note laptop users!): phone calls, writing/reading work, filing, proof reading, photocopying, talking with colleagues. Even coffee breaks!
2. Five minute break every hour & don't spend a whole day on computer-based activities (applies equally to work at home). Web Surfing, updating Facebook, Blogging or Online gaming do not count as a break!

Keep Your Desk Tidy

Avoid cluttering it up with books, papers etc. Make sure you have enough clear space to operate your mouse easily & to access your keyboard. Keep most frequently used items close to hand to avoid stretching.

Adjust Your Computing Equipment to Suit You

1. Set your screen to a comfortable height, usually with the top just below eye level, so you do not have to stretch your neck. Avoiding any twist in your spine, sit face-on to your screen.
2. Ensure sufficient room to rest your hands in front of keyboard when not keying. Interchange position of keyboard and mouse depending on data input device predominantly in use at the time.
3. Adjust your seat height so your arms are horizontal to the keyboard and avoid flexing/extending wrists. If you use a laptop, work with it on a table, never on your lap.
4. Ensure room for your feet to rest under your desk. A footrest may be beneficial for small people.
Get Comfortable

Make use of the illustrations below to see whether you’ve organised your desk and your work to avoid unnecessary problems. The rules for desktop users apply to work with laptops; whenever possible the same advice should be followed.

Don't ruin your work by poor practice. Be organised, be sensible with your work-time & be successful— without damaging your health.

The ideal working posture
- Forearms at keyboard height and eyes level with top of screen.
- Chair adjusts to provide back support and feet securely rested (in this case by use of a footrest).
- Use this as a guide to finding a comfortable working posture for yourself.

An ideal work station arrangement
- Desk uncluttered, space for documents etc.
- If needed and to rest hands when not typing.
- Screen positioned to avoid reflections from light coming in from the window or the fluorescent light tubes.
1. Adjust the seat height & back tilt/height to fit you. Twisted or cramped posture to be avoided.
2. If you are copying documents, use a document holder.
3. Sit back when you are thinking, rather than staying hunched over your screen.
4. Use a soft touch when keying and avoid flexing your wrists. Try to adopt a neutral position. If possible, learn how to use short cut keys and touch typing.
5. Give your eyes a comfort break too. Look away from your screen or close your eyes when thinking. Avoid staring at the screen & throw in a few extra blinks as natural blink reflexes are often unconsciously suppressed.

DON'T IGNORE SYMPTOMS

If your arms or shoulders start aching/tingling, follow steps below.

1. Take a break and re-organise work to give yourself more breaks in future.
2. If symptoms persist or keep recurring, contact your occupational health (OH) service for help.

Make Use of the Experts

1. All College Departments should have a DSE (Display Screen Equipment) Assessor who knows about computer ergonomics & can help you check your workstation. They’ll help you with the computer checklist if you don’t feel confident to complete it yourself. Also if you identify problems through the checklist which you can’t solve yourself or which may affect your or other’s safety.
2. Your local OH service can assess and advise on CTD problems.
3. Students can arrange vision screening with the OH service.

Personal Safety for Laptop Users

1. Do not endanger your health by carrying too heavy a total load with the addition of your laptop.
2. Take precautions to avoid theft while your laptop is in transit and check your insurance cover. Your personal safety is more important than loss of your laptop.

Dr G. D. Fowler
Departmental Safety Officer  September 2019
A quick guide to using the Department SharePoint Safety Site

Imperial College
London

An Introduction to using the
SharePoint Site

Dr Geoff Fowler
Departmental Safety Officer

Risk Assessments

- All research activities undertaken in the College MUST have a risk assessment.
- Risk assessments MUST be done BEFORE the work starts.
- All the necessary forms and processes are available via a SharePoint system.
- Academic Supervisors must approve the assessment and electronically sign it off.
- Secondary Checker also approves (Lab manager or DSO)
The SharePoint Site

- An automated system to enable the creation of risk assessments and manage their approval and archiving

- Accessible from any Networked PC or VPN connection – use College ID and Logon

- Works with most internet browsers. It **does not** work in Linux

The SharePoint site allows you to attach extra information linked to your General Risk Assessment:

- COSHH Assessment

- Computer use (DSE)

- Fieldwork Risk Assessment

- These separate Word forms are all on Blackboard & SharePoint for download
Risk Assessment – A Step-by-Step guide

• Log onto SharePoint:
  https://imperiallondon.sharepoint.com/sites/foe/CivilEng/HealthandSafety/default.aspx

• The Microsoft SharePoint logon page may open first, asking for your College username ("USERNAME"@ic.ac.uk). Enter your details and then you will be transferred to the Imperial College SharePoint logon page. Enter your College Password and then:

• The Department H&S SharePoint site will open

Use Explorer v10, Firefox or Chrome. It does not work in Linux or Explorer v11

Logging on to SharePoint – Initial 365 sign in
Logging into SharePoint – Imperial 365 site

Enter your College password
Then click the "sign in" button.
The department Health and Safety site should open.

Department SharePoint Site
Using the Site

- **1st step: Complete a General Risk assessment:**
  - This covers many activities, but occasionally you will need to use special forms for certain tasks (COSHH, Fieldwork, Biological work)
  - You need to identify all the risks and quantify them
  - Attach extra information including Engineering/experimental designs, SOPs etc.

- **2nd Step: submit your form(s) for approval:**
  - Approvers may include: Your Supervisor, the Laboratory Manager, A qualified 2nd engineering academic (for Structures), the HoD (for hazardous fieldwork) & the DSO.

- **3rd Step: Forms are assessed and approved (or rejected) by your Supervisor & Lab Manager

---

SharePoint General Risk Assessment
How to complete the form (1)
Starting the form & selecting the assessors

[Image of SharePoint General Risk Assessment form]

- Enter all requested information
- Blank spaces or unanswered questions will prevent the form from being submitted for approval
- Your name
- Your Supervisor
- Lab Manager or DSO

Ticking this box allows for an extra assessor to be included (useful for complex assessments, hazardous fieldwork where a Specialist assessment is required e.g. HoD etc.)

Enter the title of the project and put your initials (in brackets) at the end to create a unique file reference. This entry becomes the file name.

Provide a brief description of the planned work. Enough detail for the reviewers to know what the project is about, but do not provide details on methods or risks.

Attach method files, COSHH assessment etc. & complete the risk matrix below.
SharePoint General Risk Assessment
How to complete the form (2)
Lone Working & Hazard identification

Lone working is a significant issue of concern for the College. This section must be completed accurately & honestly.

Use these options to help identify hazards. Ticking a box opens a guidance section with links to a specific specialist risk assessment forms. The specialist forms (COSHH, Fieldwork etc.) must be completed too and attached to this form for submission and approval as part of this risk assessment process.

SharePoint General Risk Assessment
How to complete the form (3)
Risk assessment

Raw risk:
Probability is always 4
Severity is selectable (1-4)

Use the help box to understand what severity and probability mean and the difference between each numerical value (1-4)

Identify each hazard on a separate line (lines can be added using the "insert another hazard box")

Attach all supporting documents here. These can include: COSHH forms, Fieldwork Forms, method descriptions, Risk approval forms, experiment design notes and other supporting documents.

Complete all the sections. Any unanswered parts will prevent submission of the form.

Read the guidance & advice to understand what is needed here.

Residual risk: Probability should have reduced
Severity is unlikely to change

Do not leave an empty line in this table – it will prevent the form from being submitted.
The SharePoint site allows you to attach extra information linked to your General Risk Assessment:

- **COSHH Assessment** (Dept specific form)
  - Legally required for any work involving harmful substances, acids, glues, gases, solder, flux, dyes, etc.

- **BIO1 form**
  - College requirement for any work involving biological agents. Any Biological work MUST be discussed with the DSO before you do any preparation work.

- **Fieldwork Risk Assessment (FW1)**

- Each of these forms are separate WORD documents available through SharePoint.
5 Steps for undertaking a risk assessment

• Step 1: Identify the hazards
• Step 2: Decide who might be harmed and how
• Step 3: Evaluate the risks and decide on precautions
• Step 4: Record your findings and implement them
• Step 5: Review your assessment and update if necessary

Hazard & Risk Defined

• HAZARD: anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;

• RISK: the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
Lone Working

• There must be at least one other person in a laboratory with you outside of normal hours.

• That person must know what to do in an emergency (A “BUDDY”).
  – How to stop the experiment
  – Emergency procedures
  – Who to call

• The best way to avoid lone working concerns is to plan your work

Research Specific Training

• It is essential that you know how to perform your research competently and safely.

• You are forbidden to use any item of Laboratory equipment or undertake a procedure until you have been appropriately trained.

• If you have any doubts or concerns about the equipment or methods, even after training, then you must ask for more instruction.

• Failure to do this may result in harm to you, your colleagues and/or the equipment.

• This may result in prosecution of the College, your Supervisor and you.
FINALLY…

- If in doubt about any safety issue, ALWAYS ask somebody:

  1. Your Supervisor
  2. Laboratory Staff
  3. Department Safety Officer

If you have any questions about using the SharePoint Site, need assistance to complete a risk assessment or have any other safety-related questions, please contact the department Safety Officer:

Dr Geoff Fowler
Room 413
g.fowler@ic.ac.uk