Welcome to the College

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Welcome to the College

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

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

You’re now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution. At Imperial, we expect all members of our community, whether students or staff, to share and demonstrate our values of respect, integrity, collaboration, innovation and excellence in all we do and strive to achieve.

We understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to help you reach your true potential. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College’s webpages, alongside local information provided by your Department.

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

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

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

**Imperial will provide through its staff:**
- A world class education embedded in a research environment
- Advice, guidance, and support
- The opportunity for students to contribute to the evaluation and development of programmes and services

**Imperial will provide students with:**
- Clear programme information and assessment criteria
- Clear and fair academic regulations, policies and procedures
- Details of full programme costs and financial support
- An appropriate and inclusive framework for study, learning and research

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

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

[www.imperial.ac.uk/students/our-principles](http://www.imperial.ac.uk/students/our-principles)
Introduction from the President of Imperial College Union

Welcome to Imperial College.

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

Life in London and at Imperial has adapted to a ‘new normal’ as a result of the COVID-19 pandemic, with safety measures in place to keep you safe. With the UK’s progress on mass vaccination, the end of the pandemic here is in sight, but there remains much uncertainty around what restrictions will exist in the coming months. However, this shouldn’t stop you having a really fantastic experience here.

Imperial has plenty to offer outside study too, giving you the chance to try something new. London is a well-connected, diverse city, where almost anything you could want is only a walk, bike, or tube ride away. We’re a stone’s throw from some incredible museums, parks, and venues. We also have hundreds of student-led societies covering a very wide range of activities, and a selection of venues running fun events throughout the year.

These societies and venues are administered by your student union, the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and I are all democratically elected students who have taken a year out to work full-time on improving your experience at Imperial. The Union has been working hard to protect your interests and improve Imperial’s offer to students throughout the pandemic, and we will continue to do so over the course of the coming academic year.

University is a bit of a sea change: you’re in a place where, likely for the first time in your education, you have a good degree of control over how you learn. Take advantage of this. Consider running in our autumn elections, be sure to join a society or two, and above all, make your voice heard. If there’s something you want to see changed, we can work together to make it happen.

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

Best of luck - I hope you have a fantastic year,

Lloyd James

*Imperial College Union President 2021-22*

union.president@imperial.ac.uk

imperialcollegeunion.org
1. Introduction to the Department

Welcome from Head of Department

It is with great pleasure that I welcome our returning and new students. I hope you had a restful, rejuvenating, and enjoyable break despite the difficult and challenging circumstances caused by the pandemic. We are very proud that our College continues to be at the forefront of fighting the pandemic in a variety of ways including research on understanding, modelling, testing for, and vaccinating against, the virus.

I am particularly excited to welcome you back for our cherished in-person activities, and hope that you join or return with a renewed vigour and energy! Your Department is absolutely committed to giving you an excellent education and all-round experience in a safe, secure, convivial and conducive environment that will allow you to maximise your potential. Your safety is of paramount importance to us, and I ask you to take great care to follow our safety guidance that will be availed to you.

You will be studying alongside some of the brightest and most motivated students from around the world, taught by exceptional and internationally leading experts. A strength of our Department, and the College as a whole, is its diversity (including nationality and culture with well over 50 nationalities represented in our Department alone).

I wish you the very best in all your endeavours in the coming year. I look forward to meeting you in person.

Professor Washington Yotto Ochieng, FREng

Welcome from Director of Undergraduate Studies

Welcome to the undergraduate programme in the Department of Civil and Environmental Engineering for 2021-22. If you are a Fresh, (a Year 1 student), I look forward to meeting you, either in-person or online, and congratulations on choosing our programme – you made a wise decision! If you are a returning student, I hope you had a refreshing summer, despite the COVID situation, and I’m sure you are eager to see your classmates again and get back into your studies and extra-curricular activities, as much as possible.

Despite the unusual circumstances that we will be facing in the coming academic year, we are still committed to delivering the best student experience possible, so let us know throughout the year if there is anything that we can do to make it better. Best wishes to you all for an enjoyable and successful academic year ahead.

Professor Michael Templeton
**Introduction by the Year 1 Coordinator**

It is a pleasure to welcome you to the Department of Civil and Environmental Engineering at Imperial College London. In the coming four years we aim to provide you with a world-class training that is stimulating, challenging, that will open many doors and help you to pursue the path you choose. This handbook provides a general overview of the MEng course, as well as general Departmental and College information.

Our objective is that as many of our students as possible succeed and enjoy their time with us. Whilst you will need to work hard to succeed, this should be an enjoyable experience as you learn about engineering and develop friendships amongst your colleagues.

It is important to be aware of a few key points to ensure you maximise the opportunity presented to you as a student in this Department:

1. We have designed the Year 1 timetable specifically to give you large chunks of uninterrupted time for individual study and group work. You need to use this time wisely and manage your learning.
2. The timetable includes lectures, tutorials and laboratory sessions, all material is also available online to ensure that you are able to achieve all the learning objectives. We expect full attendance at all of these sessions. We also expect you to be punctual and respect the etiquette in all classes regardless of delivery method.
3. Tutorial sessions give you the chance to ask your questions about the module material to staff and/or Graduate Teaching Assistants (GTAs). You need to keep up with the tutorial sheets in order use these sessions effectively (see point 1).
4. If there is a problem with a module, for example scheduling, classrooms, audibility, readability etc., please inform the staff member responsible immediately. Many classes are being delivered remotely so please highlight any issues.
5. You will have the same personal tutor for the entire course, so it is important to develop a relationship with them. It is your responsibility to contact your personal tutor at intervals throughout the year.
6. Read the “Imperial Study Guide” booklet. The transition from secondary school to university is not easy, and there are some useful tips in that booklet that will help you.

The final (and possibly most important) point is to make use of one of the most useful resource available to you: your fellow students. We expect you to study in groups, to ask each other questions, and to solve problems together. In your future engineering careers, you will always be working as part of a team and we encourage you to start to develop your team working skills as early as possible.

I hope that you enjoy your first year at Imperial College London whether you are joining us on campus or remotely and I am looking forward to getting to know you over the first few weeks.

*Dr James Lawrence*
Hello Freshers and WELCOME!

As you’re reading this, congratulations! It means you’ve made it to Imperial College Civil Engineering! I’m Tomas, your CivSoc Chair for the coming year.

CivSoc is here to help you make the most of your next four years, socially and professionally, which with some luck, will be some of the best years of your life. So, buckle-up and get ready for a year of fun.

So what is CivSoc? CivSoc is your departmental society and is run for students, by students. From Day 1 you are automatically a member, for free! We’ll give you the chance to take off your hard hats, pack up your hi-vis jackets and leave your books in the library so that you get to explore everything that the student life has to offer. We’ll even provide you with a support network (and basically a family) as we battle through our degree together. Never forget that it’s most likely that someone else has had the same questions and problems as you, so don’t be afraid to ask for advice and help! Don’t know students in years above yet? Make sure you register for the Mums & Dads scheme!

We are one of the most active departmental societies in the College – usually we run over 40 events! We have an ever-expanding range of events, from the intellectual and sporting to the good old-fashioned pub crawls and pub quizzes, catering to all interests, with the purpose of enhancing your experience at Imperial and helping you create some lifelong friendships with people from all the year groups. These strong bonds we believe are quite unique to the department and are what make your time at Imperial special.

Half of our events serve a professional purpose – from free networking lunches and industry talks from world class speakers, e.g. Tideway or even the ICE lecture to site visits to the Northern Line Extension or the 2nd tallest building in Western Europe, to application workshops, a CV clinic, our careers fair, or even a negotiation masterclass with a renowned expert! Our strong links to industry open you to a whole world of career opportunities, look no further than some of our sponsors: BP, Shell, Arup, Ramboll, WSP, AECOM, Robert Bird….

The highlight of the CivSoc calendar is the International Tour, which is the envy of all other departments. 71 lucky students will have the opportunity to travel to a European country at the start of the Easter holidays – you will get to vote for the destination! It’s the perfect excuse to discover the extraordinary with Civengers from every year whilst experiencing engineering practice and enjoying the cultural highlights and local culinary delights.

Additionally, the society’s magazine, LIVIC (read it backwards) is published throughout the year. LIVIC is the perfect magazine for you, filled with a bit of everything, it will keep you going through those 9am lectures. It is also available via our website!

Now what’s next you ask? CivSoc’s been spending the summer planning your impending arrival. A range of activities is being prepared for you to ensure that you feel welcome at
Imperial, such as the highlight of **Freshers’ week, the Four Bridges Pub Crawl** (a true tradition rumoured to have begun in the days of Brunel).

For more information and to keep updated, join the **Official 2021 Imperial College Civil Engineering Freshers’ Facebook group** [here](#) and WhatsApp group [here](#).

**Keep an eye on your email or find us on our website, Facebook, Instagram and Twitter**.

If you have any questions, ideas or just fancy a chat, drop us an email at [civsoc@imperial.ac.uk](mailto:civsoc@imperial.ac.uk). See you soon!

Tomas Keblusek

CivSoc Chair 2021-2022
Academic and administrative staff
(Please note that due to some staff working remotely, some phones may not be answered so your first mode of contact should be email.)

Mrs Madiha Sajid
Undergraduate Office Manager, Department Disability Officer
Room 401
020 7594 6045
m.sajid@imperial.ac.uk

Miss Anna Hikel
Undergraduate Office Administrator
Room 401
020 7594 6002
a.hikel@imperial.ac.uk

Mrs Akua Boakye
Undergraduate Office Administrator
Room 401
020 7594 5965
akua.boakye@imperial.ac.uk

Professor Michael Templeton
Director of Undergraduate Studies
Room 303
020 7594 6099
m.templeton@imperial.ac.uk

Dr Andrew Phillips
Senior Tutor, Learning Threads Coordinator
Room 433
020 7594 6081
andrew.phillips@imperial.ac.uk

Ms Michelle Langan
Student Wellbeing Advisor
Room 304a
020 7594 6111
m.langan@imperial.ac.uk
Dr James Lawrence
Undergraduate Year 1 Coordinator
Room 528A
020 7594 0700
j.lawrence@imperial.ac.uk

Dr Hong Wong
Undergraduate Year 2 Coordinator
Room 228D
020 7594 5956
hong.wong@imperial.ac.uk

Dr Margaret Szabo
Undergraduate Year 3 Coordinator and Deputy Senior Tutor
Room 415
020 7594 5961
m.szabo@imperial.ac.uk

Professor Sue Grimes
Undergraduate Year 4 Coordinator
Room 233
0207 594 5966
s.grimes@imperial.ac.uk

Ms Fionnuala Donovan
Postgraduate Taught/ General Office Manager
Room 118a
020 7594 5929
f.donovan@imperial.ac.uk

Mr Callum Munro
Departmental Librarian
Room 402
020 7594 6007
c.munro@imperial.ac.uk
**Undergraduate Office**

Your first point of contact in the Department for all enquiries relating to Undergraduate matters is the Undergraduate Office (in Room 401 of the Skempton Building). The office is managed by Madiha Sajid and supported by Anna Hikel and Akua Boakye. The office is normally staffed between 08.30 and 17.00, from Monday to Friday. While staff are working remotely and the office is closed, all enquiries should be directed to the Undergraduate Office by email at: ciugo@imperial.ac.uk

**English language requirement**

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

See the Admissions website for details:

[www.imperial.ac.uk/study/ug/apply/requirements/english](http://www.imperial.ac.uk/study/ug/apply/requirements/english)

**Attendance and absence**

You must inform the Department’s Senior Tutor if you are absent from the College for more than three days during term. If the absence is due to illness, you must produce a medical certificate after seven days. If you miss an examination or the deadline for any other assessment (including lab work, in class tests and all forms of coursework or presentation) due to illness or other reason, you must follow the procedure for claiming mitigating circumstances as described in the policy. Please note all claims for mitigation, for any reason, must be submitted within 10 working days of the assessment deadline or examination. If you are unable to provide evidence at the time, you must submit the claim and indicate what evidence will follow and when it can be provided. Claims without evidence will normally be rejected. Please see the section on mitigation below.

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4/Student Route visas to the Home Office. through Appendix A – Monitoring of Attendance of Students, for information on the procedures in the Department of Civil and Environmental Engineering.

**Key dates 2021–22**

**Term dates**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>2 October 2021 - 17 December 2021</td>
</tr>
<tr>
<td>Spring term</td>
<td>8 January 2022 - 25 March 2022</td>
</tr>
<tr>
<td>Summer term</td>
<td>30 April 2022 - 1 July 2022</td>
</tr>
</tbody>
</table>

**Closure dates**

<table>
<thead>
<tr>
<th>Holiday Type</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Christmas/New year</td>
<td>24 December 2021 - 1 January 2022</td>
</tr>
<tr>
<td></td>
<td>(College reopens on 4 January 2022)</td>
</tr>
<tr>
<td>Easter Holiday</td>
<td>13 April 2022 - 19 April 2022</td>
</tr>
<tr>
<td></td>
<td>(College reopens on 20 April 2022)</td>
</tr>
<tr>
<td>Early May Bank Holiday</td>
<td>2 May 2022</td>
</tr>
</tbody>
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2. Programme information

Programme overview

We offer two MEng courses:

• H201 Civil Engineering (MEng), 4 years
• H202 Civil Engineering with a Year Abroad (MEng), 4 years

Further information on both courses can be found in the Programme Specifications at http://www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/programme-information/programme-specifications/. This includes guidance on ECTS, associated marks and pass criteria.

Programme structure

Years one and two offer a broad education in the theoretical principles and conceptual fundamentals that underpin the Civil Engineering profession. They consist of core modules only. Year three consists of a mixture of core and elective modules, with year four comprising a selection of elective modules and the completion of a core piece of research work culminating in its presentation at a poster event and in a Student Conference. The study of electives and the final year project give students an opportunity to develop specialist knowledge of a particular field.

Students registered for the year abroad programme will take the relevant language course for credit in years one and two, with the option to continue their language studies in the third year if required.

http://www.imperial.ac.uk/civil-engineering/prospective-students/undergraduate-admissions/syllabus/

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, workshops, and others depending on the preferences of the member of academic staff responsible. Some lectures will be delivered by visiting academics or industry professionals, where appropriate. All teaching will be available remotely via Teams for the 2021/22 session for those not able to come to campus.
Link to competency statements


Centre for Academic English

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

http://www.imperial.ac.uk/academic-english/current-students/undergraduate/
Links with employers

Imperial College works closely with employers and industry, to design undergraduate courses which provide graduates with the required technical knowledge, expertise and transferable skills for successful careers. In Civil Engineering, students gain valuable contact with the industry through visiting lecturers, field trips, the Constructionarium, our creative design course, as well as their group and individual projects. Students are also encouraged to pursue internships during their summer vacation. All our undergraduate programmes are accredited by the Institution of Civil Engineers and the Institution of Structural Engineers and so, together with suitable work experience obtained after graduation, provide a route to the professional qualification of Chartered Engineer (CEng). Graduates also gain the Associateship of the City & Guilds Institute (ACGI), an internationally recognised qualification unique to Imperial Engineering Graduates.

Accreditation/Professional membership

Our degrees are accredited as fully satisfying the educational base for a Chartered Engineer (CEng). For further information visit:

- www.jbm.org.uk

Undergraduate students are encouraged to become student members of the:

The Institution of Civil Engineers (ICE)

- www.ice.org.uk

The Institution of Structural Engineers (IStructE)

- https://www.istructe.org

These institutions will include you in worldwide communities of professionals working in your field of expertise and is advantageous for exchanging knowledge and networking. As a member, you can use the facilities of the institutions, such as the Library.

Field Trips and Civil Engineering Design I

Civil Engineering Design I

For the Sketching and Modelling component of this module you will be provided with necessary materials and will be advised by the Tutors on the purchase of additional materials up to around £20.

FIELD TRIPS

Please note, some field trips are now being run in different Years of the programme than indicated in the handbook, due to COVID cancellations of field trips in 2019-20 and 2020-21.

Year I

Surveying

As a part of the Surveying Module, you will attend a six-day field course in practical land surveying. This is normally held at the Stackpole Outdoor Learning Centre in Wales. Students work in small teams to carry out all the surveying and alignment design work required to set out a new road. This includes reconnaissance, control survey (GPS survey, Geology 13 traversing and levelling), detail mapping (stadia tacheometry and total station...
survey), plan (map) compilation, environmental appraisal, road planning, alignment design, setting out and determination of the quantity of earthworks.

**Year II**

**Geology**
As a part of the Soils and Engineering Geology module, you will take a five-day geology field course. This is normally held in Minehead, Somerset. The course emphasises the importance of geology and the geological environment to civil engineering design. In particular, students are taught how to identify and apply an appropriate geological model, undertake a geological hazard and risk assessment and so infer potential engineering geological problems.

**Year II**

**Constructionarium**
The second year ends with the Constructionarium. This one-week residential course is held on a specially designed site, where students will build projects often at about 1:10 scale, such as dams, oil rigs, tunnels, towers, bridges and a stadium. The teaching team comprises a contractor, consulting engineers and Imperial’s own lecturers, technicians, PhD students and alumni. Students work in teams, as managers and chartered engineers, or specialist or general operatives, answering to a client on time, budget, quality and compliance with contract.

**Outdoor clothing**
The weather here in the UK is unpredictable and can be cold and wet when these field trips are held. We would therefore advise you to bring some waterproof clothing and warm layers when you return for the summer term.

**Safety boots**
All students are required to own a pair of safety boots for field trips and for some laboratory sessions.

Please note that when purchasing your own safety boots, they must meet the British Standard Requirement, (the footwear needs to be classified as complying with EN ISO 20345 class SB-P, S1-P, S3, or S5 (which provides the highest level of impact resistance in the toe area and is fitted with a steel mid-sole).

**Timetable and accessing iCal**
You will receive details of your timetable in advance, probably during the first days of the new term. All students, once subscribed to the timetabling database, will receive a subscription email.

**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.

**Work opportunities**
The Department encourages you to take early advantage of the careers education, information and guidance available from the following sources:
• College Careers Advisory Service (Level 5, Sherfield Building), with which you can book careers appointments, quick interview sessions, skills workshops, mock interviews, and much more.

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

• The transferable skills training programme run by the Graduate School.

https://www.imperial.ac.uk/study/pg/graduate-school/

• 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.

• Additionally, you can contact the Departmental Careers Advisor for further guidance and information:

  Dr Peter Stafford
  Room 321
  020 7594 7916
  p.stafford@imperial.ac.uk

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

www.imperial.ac.uk/imperialmobile

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

You can download the App from the Apple or Google App Stores.
Imperial Success Guide

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

www.imperial.ac.uk/success-guide

I-Explore Modules

Through I-Explore, you’ll have the chance to deepen your knowledge in a brand new subject area, chosen from a range of for-credit modules built into your degree.

Depending on your Department, you will either take an I-Explore module in your second or third year of study.

www.imperial.ac.uk/study/ug/i-explore

3. Assessment

To complete the requirements of the Civil Engineering MEng degree, all assessments must be undertaken to the appropriate level. Assessments of the degree will comprise written examinations, coursework, project work, presentations, drawings, and technical reports. You will be advised of your examination timetable around the end of October.

For assessments that take place in the autumn term, or at the start of the spring term of the 2021-22 academic year, where there was to be an in-person on-campus written examination, these will be assessed by timed remote assessments, irrespective of whether there are restrictions in place or not. We may continue to deliver examinations by timed remote assessments where these are deemed the most appropriate method of assessment.

Progression

Information on progression rules and degree classifications can be found on the Programme Specifications online at:


Re-examinees right to attend:

There is no right to re-attend. Re-examinees access to the Blackboard Lean VLE, and College computing accounts, will be retained.
Mitigating Circumstances Policy and Procedures:


College Policy on Exams and Religious Obligations:


Submission of Coursework

The Coursework Schedule for your particular year group containing details and deadlines for each element of coursework can be found on Blackboard Learn at https://bb.imperial.ac.uk/ in the Undergraduate General Information course. To view the information, you should click the Coursework Information Folder.

The Coursework Schedules are up-dated regularly but remain as a draft throughout the session. They are intended to give you advance warning of the assignments that are set and when they are to be submitted, which should help you to manage your time. It is the responsibility of Student Representatives to communicate all agreed modifications to the deadlines of coursework submissions / marking / feedback to the Undergraduate Office at ciugo@imperial.ac.uk

All coursework submissions will be online in 2021-22, via Blackboard unless specified otherwise.

Coursework Cover Sheets

Coursework cover sheets for group and individual work can be downloaded from Blackboard Learn and saved to your device. Each contains a plagiarism declaration which must be signed.

Submitting Coursework

The deadline for submitting Undergraduate coursework is at 10.00am UK time on the specified due date, unless otherwise specified by the coursework setter.

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 Student Representatives who will then communicate with the setter on your behalf, or the Undergraduate Office. If there is still a delay this should be followed up with the relevant Year Coordinator.

Penalties for late submission

The Department has a fixed policy on the late submission of coursework. A penalty will be applied on any coursework submitted up to 24 hours past the deadline, whereby the mark
will be capped at the bare pass mark if there is no mitigation. Coursework submitted more than 24 hours past the deadline may receive feedback but will not receive a mark. The penalty for late submission does not apply to coursework that is intended to be completed and submitted within timetabled sessions (e.g., design projects, progress tests). In such cases, a zero-tolerance policy applies for missing the deadline, unless there are valid mitigating circumstances.

Where you have mitigating circumstances that could prevent you from submitting coursework on time you should submit a Request for Late Submission Form via email to the Undergraduate Office at least 36 hours prior to the coursework deadline. This will be considered by the coursework setter and the Senior Tutor. The Undergraduate Office will keep a record of all Requests for Late Submission so that repeated requests for clemency can be noted and followed up on either by your Personal Tutor or the Senior Tutor.

In cases of late submission, as well as submitting the Request for Late Submission Form please give the reason for submitting your coursework late by writing a brief note on your coursework cover sheet, before submitting it. Confidential certificates/letters, however, should be submitted with the Request for Late Submission Form via email to the Undergraduate Office.

Reading Lists

The College has introduced a new interactive system, 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/

Past examination papers

Academic staff will make available past examination papers and model answers or hints to answers to the Blackboard Learn VLE or will work through example past examination questions during tutorial sessions. You will be advised when these papers are available.

Transferring between courses

Students wishing to transfer between the H201 and H202 courses should contact the Year Abroad Administrator, Mrs Akua Boakye in the Undergraduate Office in the first instance:

Akua Boakye
Room 401, Undergraduate Office
020 7594 5965
ciugo@imperial.ac.uk

Instruction to Candidates for Examinations

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

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism. Academic integrity is fundamental to learning, teaching and research and it is important to understand what it means you and the international community of research that you are joining.

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


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

**Plagiarism**

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

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

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

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

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

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

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

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

Exam offences

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

Dishonest practice

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

**Examiners Progression and Award Board**

**Chair**
- Dr Jamie Standing

**Examinations Officer**
- Dr John Craske

**Secretary**
- Mrs Madiha Sajid

**Members**

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

**External Examiners**

- Professor Martin Williams, University of Oxford
- Professor Sarah Stallebrass, City University London

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

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

A summary of External examiners reports from the previous academic year can be found here:

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/)
5. Location and facilities

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

Your main location of study will be:

📍 Department of Civil and Environmental Engineering
    Skempton Building
    South Kensington Campus
    Imperial College London
    London SW7 2AZ

PC laboratories

The building houses three PC laboratories located in rooms 208, 314, and 317. These facilities are open to all registered students of the Department 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/)

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.

The Civil and Environmental Engineering Department is contained in the Skempton Building. Most of the teaching areas are to be found on levels 0, 1, 2, 3, and 6, with the exception of the teaching laboratories which are located on levels 0, 1, 2, and 5.

🔗 [http://www.imperial.ac.uk/engineering/students/current/teaching-spaces/](http://www.imperial.ac.uk/engineering/students/current/teaching-spaces/)

College ID cards

Information regarding issue of ID cards will be given in due course.

Overseas Students

You will be asked to upload a scanned copy of the photo page of your passport and to enter your passport number. This is required by UK visa guidelines.
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/

Printing
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 to the BOSS Space.

Additionally, the Service Point Print Shop is located in room 024 of the Sherfield Building. 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.

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

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

All items found within the Department (e.g. keys/phones/bags) should be handed into the Reception. All items found outside the Department should be handed into the Security Office in the Sherfield Building in the South Kensington campus.

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

Facilities management
Showering facilities are available in the Department and are located in the toilets on levels 0 and 3.

Bicycles are not permitted in the Department. This is College policy. The following link provides information on suitable bicycle storage within the South Kensington Campus:

https://www.imperial.ac.uk/estates-facilities/
Library Services
The Central Library at South Kensington is open around the clock for study space pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

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. The Departmental Library will reopen for the 2021-22 academic year. The Library will revert to its pre-COVID opening hours of 09.00-19.00, Mondays-Thursdays, and 09.00-17.00 on Fridays. However, the number of study spaces will be reduced to 18 and it is requested that masks are worn.

Our dedicated Librarian offers support with coursework and information skills in one-to-one or group formats.

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

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

Institution of Civil Engineers Library (ICE)
The library located at the Institution of Civil Engineers (ICE) is home to the world’s largest dedicated collection of civil engineering materials. In addition to printed books and journals, the ICE library also offers access to a number of digital services, including e-books and advanced search tools, and a quiet place to work. All ICE members can borrow up to three items in person, or by post.

Institution of Civil Engineers Library
1 Great George Street, London, SW1P 3AA
020 7665 2251
library@ice.org.uk
https://www.ice.org.uk/disciplines-and-resources/ice-library-and-digital-resources
Maps
Campus maps and travel directions are available at:

- www.imperial.ac.uk/visit/campuses

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

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

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

- www.imperial.ac.uk/smoke-free

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

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

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

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

- https://www.imperial.ac.uk/about/covid-19/
6. Working while studying

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

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

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

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

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

7. Health and safety

Keeping you safe is a top priority for us. We continue to be guided by the latest official government guidance. At Imperial, we also have some of the world’s leading researchers of the coronavirus (COVID-19) pandemic who are advising governments around the world on the most effective measures to take to protect people from the virus as well as developing and testing a new vaccine.

You will be required to follow the safety requirements put in place on campus and in all College buildings (including halls) to ensure we keep the campuses and the Imperial community safe and to mitigate the impact of the pandemic, particularly in our ability to deliver your degree programme and to offer you a full student experience.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:  

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

What measures to expect in the Autumn Term?
Arrangements may change, but on current plans, as a minimum you can expect:

**Welcome pack**
On arrival at Imperial, you will receive a welcome pack that will include three washable cotton face coverings, hand sanitiser and anti-viral wipes.

**Good infection control**
The College is implementing good infection control procedures, for example, by frequently cleaning and disinfecting objects and surfaces that are touched regularly including door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps and dispensers. Perspex screens will also be used across the College in reception and service areas.
Hand sanitisers and multi-surface cleaning wipes
Around the College there will be hand sanitisers and multi-surface cleaning wipes for you to use, as well as plenty of hand-washing facilities.

Navigating the Building
When moving around the Skempton building, please be aware of others and we request that you apply the following principles:
- Corridors, Stairs and Communal spaces: Please keep left while walking around the building.
- Lifts: We are asking that no more than two people use the lifts at any one time. Please consider taking the stairs.

Face coverings
We still expect everyone to wear a face covering indoors. This applies to most indoor settings on campus, with some local exceptions and unless you are exempt.

When you need to wear a face covering indoors:
- When you are in class
- If you are moving around in a building, including in halls of residence
- If you are working in close proximity of colleagues
- If the ventilation within the building is poor.

For laboratories and other high-risk areas please refer to the local risk assessments for exact requirements.

Self-isolation or quarantine arrangements
If it’s necessary for you to be in quarantine or self-isolation when you arrive and you are in halls of residence, we are making arrangements to support you. We will make it possible for you to arrive in halls two weeks before the start of term, at no extra cost.

You are responsible for looking after your own health and safety and that of others affected by your College-related work and leisure activities. You must:
- comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- ensure that your activities do not present unnecessary or uncontrolled risks to yourself or to others.
- attend appropriate induction and training.
- report any accidents, unsafe circumstances or work-related ill health of which you become aware to the appropriate person.
- not interfere with any equipment provided for Health and Safety.
- inform your supervisor or the person in charge of the activity in cases where you are not confident that you are competent to carry out a work or leisure activity safely, rather than compromise your own safety or the safety of others.

The College’s Health and Safety Policy can be found at:

Your Departmental safety contact is:

- Dr Geoff Fowler
- Room 413, Skempton Building
- 020 7594 5973
- g.fowler@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course.

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

Please ensure that your family/next of kin are aware of the following contacts:
Civil Engineering Undergraduate Office

- 00 44 (0) 207 594 6045 (Madiha Sajid)
- 00 44 (0) 207 594 5965 (Akua Boakye)
- 00 44 (0) 207 594 6002 (Anna Hikel)
8. College policies and procedures

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

- www.imperial.ac.uk/about/governance/academic-governance/regulations
- www.imperial.ac.uk/students/terms-and-conditions

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

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

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


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


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

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

If you submit late due to mitigating circumstances, you may be able to make a claim that means that the cap on your mark is lifted. Please see below and the policy document.

**Mitigating Circumstances**

During your studies you may be affected by sudden or unforeseen circumstances. You should always contact your personal tutor for advice and support. If this happens at the time of, or immediately preceding your assessments, you may be able to make a claim for mitigating circumstances. If successful, this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your progression or final classification.

Please note, the Board are not permitted to amend the marks that you were awarded, only to take your claim into account making decisions.

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim.

Details of the College’s Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at: https://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/mitigating-circumstances/

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

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

**Academic Misconduct Policy and Procedures**

As has been highlighted under the Academic Integrity section, it is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College’s Misconduct Policy and Procedures.
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-policy/exams-and-assessment/

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

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

Arithmetic Marks Check
If you consider that there may have been an error in the adding up of your marks, you may request an arithmetic mark check. Please note that this must be requested within 10 working days of the official notification of your results from the Results team in Registry. You may not request a marks check for a previous year of study. These requests must be submitted using the form available online, and submitted to the Undergraduate Office.

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

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

student.complaints@imperial.ac.uk

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

**Intellectual Property Rights Policy**

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

www.imperial.ac.uk/research-and-innovation/research-office/ip/

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

www.imperial.ac.uk/students/enterprising-students/

www.imperialenterpriselab.com/support/experts-in-residence

**Use of IT Facilities**

View the Conditions of Use of IT Facilities:

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

**General Data Protection Regulation (GDPR)**

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

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

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

**Support in your department**

Your Department has a system of academic and pastoral care in place to make sure you have access to appropriate support throughout your time here.

**Personal Tutoring Scheme**

In Civil and Environmental Engineering every student is assigned a Personal Tutor from the academic staff. Your Personal Tutor will provide pastoral support and academic guidance throughout your time as an Imperial undergraduate. You should feel able to discuss any issues that you might encounter during your degree with your Personal Tutor, who will be able to signpost you to additional sources of support and guidance if you or they feel that any issue is having more than a minor impact on your health or studies.

While Personal Tutors are encouraged to arrange regular meetings with their Personal Tutees, as academics they inevitably have a range of commitments as part of their teaching, research and administrative responsibilities. Therefore, you are encouraged to be active in arranging meetings with your Personal Tutor, especially during your first and second years of study. The Undergraduate Office can help if you have difficulty in contacting your Personal Tutor, particularly if you have a specific issue that you wish to discuss with them. It is recommended that you meet with your Personal Tutor around every fortnight during the autumn term, and then at least a couple of times a term after that.

In addition to Personal Tutors the Department has a Student Wellbeing Advisor who provides support for undergraduate, postgraduate taught and postgraduate research student cohorts. Students can be referred for one-to-one support meetings with the Wellbeing Advisor by their Personal Tutor, the Senior Tutor, or through self-referral.

Within the Department the Undergraduate Office, the Student Wellbeing Advisor and the Senior Tutor can provide advice and support in addition to your Personal Tutor.

**Departmental Student Wellbeing Advisor**

The Student Wellbeing Advisor can provide you with confidential support and advice with a variety of things such as:

- Drug and alcohol awareness
- Bereavement and loss
- Exercise and staying active
- Food and healthy living
- Gender and identity
- Mindfulness
- Sleep hygiene
- Anxiety, stress and panic attacks
- Self-harm
- Suicidal feelings
- Loneliness and homesickness
- General wellbeing
Appointments for all Civil Engineering students are available by email at m.langan@imperial.ac.uk – these are currently 30 or 60-minute confidential zoom or Teams appointments.

We also recommend visiting the following websites:

- The Student Support Zone website (www.imperial.ac.uk/student-space/) gives details of sources of support beyond the Department, as well as advice on how to live well.
- The Student Hub (www.imperial.ac.uk/student-hub/) in Sherfield Building brings together many of the College’s key support services in one easily accessible place.
- The Success Guide website (www.imperial.ac.uk/students/success-guide/) provides advice on how to attain academic excellence.

All students are required to register with a GP practice (which should be London based and will normally be the College Health Centre) within the first couple of weeks of term. It is much better to register and not need them, than need them and not be registered.

Mid-Term Reflections:

Throughout your undergraduate studies, you are encouraged to submit mid-term reflections in each of the three terms of the academic year. Mid-term reflections are an opportunity for you to:

- Reflect on your academic progress.
- Consider what steps you could take if your academic progress has not been in line with your own expectations.
- Advise us of any health or personal issues that you have experienced.
- Inform us of any professional and personal development activities you are involved with beyond the degree course, such as attending CivSoc events, talks arranged in the Department, and engineering institution events.
- Inform us of any activities you are involved with beyond the degree course, which we consider as an important part of your life at the College. It is particularly helpful for your Personal Tutor to know about these when writing references for you.

Mid-term reflections are also used by us:

- As an attendance checkpoint.
- To allow the Senior Tutor to identify any common issues that might arise.

You will be advised of timetabled slots for you to discuss each of your mid-term reflections with your Personal Tutor. If it is not possible for you or your Personal Tutor to attend a timetabled slot you have a shared responsibility to contact each other to arrange an alternative date and time to meet.

You can obtain the mid-term reflection template as a PDF form (to be completed prior to meeting your Personal Tutor) on Blackboard Learn.

Any information you provide in the mid-term reflection is treated as confidential by your Personal Tutor, unless you give permission for the information to be shared. The submitted
mid-term reflections can only be viewed by the Senior Tutor, the Student Wellbeing Advisor and staff in the Undergraduate Office, who also treat any information provided as confidential.

**Mitigating Circumstances**

Should you fall ill, injure yourself, or suffer other mitigating circumstances that affect your physical or mental health and wellbeing, either preventing you from attending an examination or in-class piece of coursework, or affecting your performance in an examination or piece of coursework, you should submit a mitigating circumstances form as soon as you are able. In the case of examinations, you should inform the Undergraduate Office as soon as you are aware that you are not fit to sit an examination or are taken ill during an examination.

You should also inform the Undergraduate Office if you have cause to submit a mitigating circumstances form, or if you are absent from College through illness for a period of three or more days.

Please note the following advice from College support services on situations in which they can and cannot provide evidence for mitigating circumstances:

- The College Health Centre can only certify illness for absence from College lasting more than one week or absence from an Examination. They cannot certify an illness if the student has not been seen at the Health Centre during the illness. Likewise, the College Student Counselling Service can only provide a letter on request by a student who is already attending counselling. The 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.

Mitigating circumstances are considered by the Mitigation Circumstances Board who report their anonymized recommendations to the Examiners’ Progression and Awards Board. Please be assured that all mitigating circumstances are considered in confidence. The Mitigating Circumstances Board meets once a term and once during the summer.

Students are required to declare any mitigating circumstances promptly and in all cases prior to the Summer Term meeting of the Mitigating Circumstances Board which takes place in the final week of June. Late mitigating circumstances declared after this will not be considered until the summer meeting of the Mitigating Circumstances Board, with recommendations reported to the September meeting of the Board of Examiners.

The Department does not raise marks based on mitigating circumstances. Mitigating circumstances are considered by the Examiners’ Progression and Awards Board in deciding to allow a student to attempt or re-attempt an examination or piece of coursework, where the student was either prevented from attempting these, or where their attempt was affected by the mitigating circumstances.

**Request for Late Submission:**

Should exceptional circumstances result in you needing to request a late submission for a piece of coursework, including the final year project, you should submit a Request for Late Submission Form at least two days ahead of the submission date, except at the discretion of the Senior Tutor.

Requests for late submission are considered by the Senior Tutor in consultation with the relevant Module Coordinator and will not be granted for circumstances that could reasonably have been foreseen.

You can obtain the mitigating circumstances and request for late submission templates as PDF forms on Blackboard Learn.
To submit either the mitigating circumstances form or the request for late submission form you should complete it electronically in Adobe Reader (which allows supporting documentation to be attached), save it as a PDF with your name in the filename and email it as an attachment to the Undergraduate Office at ciugo@imperial.ac.uk.

**Mums and Dads scheme**

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

**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.

- Madiha Sajid
- Undergraduate Office, Room 401
- 020 7594 6045
- m.sajid@imperial.ac.uk

More information on Departmental Disability Officers is available at:


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, or if you believe you will require special examination arrangements due to a disability, please feel free to email Madiha Sajid for an appointment.

**In your hall of residence**

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

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

They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. Your rent includes a contribution towards your halls activity fund.
The team includes returning students, known as Hall Seniors, who can offer first-hand advice about making the most of life at Imperial.

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

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

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

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

Your Union

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

Imperial College Union Advice Centre

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

www.imperialcollegeunion.org/advice

Student representatives

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

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

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

Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial College. They take a year out of their studies and work full-time at the Union, representing the voices of students in the Union, the College and the wider community.

The Officer Trustees represent students in a variety of roles, including Education, Welfare, Finance & Service and Clubs & Societies. These elected students are here to represent your
views as a student body do make sure you get in touch with them if there’s something you would like to discuss or change.

**Student Hub**
At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, exams and the Undergraduate Research Opportunities Programme (UROP).

[www.imperial.ac.uk/student-hub](http://www.imperial.ac.uk/student-hub)

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

[www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)

**Useful support contacts**

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

Imperial College Health Centre

- **40 Prince’s Gardens, South Kensington Campus**
- **020 7584 6301**
- **imperialcollege hc@nhs.net**
- [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)

Imperial College Dental Centre

- **Prince’s Gardens, South Kensington Campus**
- **020 7589 6623**
- [www.imperialcollegedental.co.uk](http://www.imperialcollegedental.co.uk)

Student Counselling and Mental Health Advice Service

- **020 7594 9637**
- **counselling@imperial.ac.uk**
- [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)
Multi-Faith Chaplaincy Service
Chemistry Building, South Kensington Campus
chaplaincy@imperial.ac.uk
www.imperial.ac.uk/chaplaincy

Disability Advisory Service
Room 566, Level 5, Sherfield Building, South Kensington Campus
020 7594 9755
disabilities@imperial.ac.uk
www.imperial.ac.uk/disability-advisory-service

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

International Student Support team
020 7594 8040
www.imperial.ac.uk/study/international-students

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

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

Software shop
www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/
The Student Administration Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

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

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

**Student Records**

📞 +44 (0)20 7594 7268  
✉️ student.records@imperial.ac.uk

**Degree Certificates**

📞 +44 (0)20 7594 7267  
✉️ certificates@imperial.ac.uk
11. Work-life balance

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

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

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

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

[https://www.imperial.ac.uk/ethos/memberships/students/](https://www.imperial.ac.uk/ethos/memberships/students/)

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

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

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

**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:** Tomas Keblusek  
[mailto:tomas.keblusek19@imperial.ac.uk](mailto:tomas.keblusek19@imperial.ac.uk)

**Secretary:** Wanru Yang  
[mailto:wanru.yang18@imperial.ac.uk](mailto:wanru.yang18@imperial.ac.uk)
Industrial Liaison Officer: Yue Yu
yue.yu20@imperial.ac.uk

Treasurer: Mahmoud Farrag
mahmoud.farrag20@imperial.ac.uk
12. Student feedback and representation

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

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

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

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

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

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.

The Committee meets once each term, and its 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, and relevant Departmental Officers.

The SSLC is chaired by the Director of Undergraduate Studies, with the Departmental 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:

- UG Student Online Evaluation (SOLE) module survey
- Student Experience Survey (SES)
- National Student Survey (for final year students only)

The UG SOLE module survey runs at the end of the autumn, spring and summer terms. This survey is your chance to tell us about the modules you have attended. There is also the opportunity for you to tell us about your BPES and Horizon modules.

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

The National Student Survey (NSS) is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs during the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England.

When you are in the final year of your programme, you will be invited to take part in the National Students Survey (NSS). NSS asks all final year undergraduates to rate a range of elements related to their student experience such as academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available.

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

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

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

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

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

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

- www.imperial.ac.uk/students/academic-support/student-surveys/ug-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 Wi-Fi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

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

www.imperial.ac.uk/alumni

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/

Opportunities for further study
After you have completed MEng, you may choose to stay on at the College and undertake a Postgraduate course. Previous graduates have gone on to study MSc courses in a variety of specialist subjects both here in Civil Engineering and other Departments across the College. Some have even chosen to stay at the College and follow a career in academia. A number of our academic staff are graduates of our Undergraduate programme.
STAY CONNECTED

Department of Civil & Environmental Engineering

Department Alumni    cv-alumni@imperial.ac.uk
Civil Engineering News cv-news@imperial.ac.uk

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

Follow us on twitter
@ImperialCiveng

flickr

www.imperial.ac.uk
15. Appendix A Monitoring UG Attendance

Please note that the process being used this year has still to be finalised while the College awaits guidance from the UK government.

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/media/imperial-college/administration-and-support-services/registry/academic- governance/public/regulations/2017-18/general/1.-General-Regulations_Oct-17-FINAL.pdf

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 Engineering 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.
- Completion of Health and Safety Induction, at which a checklist must be completed, signed by the student and a relevant member of staff.
- 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 Undergraduate Office 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 the class list at each check-point or in the case of remote working, electronic submissions and attendance on Teams will be monitored.
- The Undergraduate Office shall inform the relevant Senior and Personal Tutor of any student who fails to interact with the College on three consecutive occasions.
- The student will be invited for interview, and a warning 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 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

Undergraduate students are permitted to undertake an internship during their vacation, but they should not commence any placement during official College term dates.
Stress

During revision and exam periods, anxiety and stress are very common problems for students – even for those who appear confident and calm. Don’t despair; you are not alone.

A small amount of anxiety can actually be beneficial, it can make you alert and focused, but too much anxiety means you will have trouble thinking clearly and this means you aren’t likely to do your best work.

What exactly is stress?

Stress is the body’s normal response to a challenge, threat or excitement. The consequence of stress depends largely on how you interpret the physical symptoms; it can help motivate you or it can paralyse you.

Take the following scenario:

- Joe: a student just before a critical exam
- Jane: an athlete just before a big competition
- Both Joe and Jane are aware of the same physical symptoms:
  - sweaty palms
  - racing heart
  - knot or butterflies in the pit of the stomach

Joe, the student, feels distressed by his symptoms and views them negatively, as if the symptoms are a sign of impending failure. Joe may have trouble sleeping and spend a lot of time worrying about his physical condition and the upcoming exam.

Jane, the athlete, interprets her symptoms as a sign that she can motivate herself to perform well. She views the symptoms as evidence that she is “psyching herself up” for the big competition.

The bottom line?

Stress can be a barrier to optimal performance or a motivating agent; it all depends on how you interpret, label and manage what you are experiencing.

The trick is to figure out what level of stress is motivating for you and what amount is paralysing and then work to keep it in the motivating zone.

Anxiety

Anxiety is very common and many people find ways of overcoming it or coping with it without seeking professional help. However, for some people anxiety can be harmful, it can affect your physical health, or your fears can take over your life and stop you doing the things you want to do. The good news is that there are things you can do to help.
Managing anxiety

1. **Identify trigger factors**
The first step in managing anxiety is to identify the specific situations that are making you stressed or anxious and when you are having trouble coping. One way to do this is to keep a diary of symptoms and what is happening when anxiety occurs. It is also helpful to identify any worrying thoughts as this can lead to finding ways to solve the specific problem that is of concern.

2. **Thought management**
Thought management exercises are useful when a person is troubled by ongoing or recurring distressing thoughts. There are a range of thought management techniques. For example, you can use distraction with pleasant thoughts. This can help take attention away from unpleasant thoughts. Alternatively, one can learn 'mindfulness techniques' to direct attention away from negative thinking and treat thoughts as just thoughts and not facts. The choice of thought management technique will depend on the type of anxiety problem. A psychologist can help you decide on thought management strategies that are likely to be most helpful.

3. **Talk about it**
Try a friend or relative who you trust and respect, and who is a good listener.

4. **Learning to relax**
People who feel anxious most of the time report that they have trouble relaxing. Knowing how to release muscle tension is an important anxiety treatment. Learning a relaxation technique and practising it regularly can help a person to maintain a manageable level of anxiety. You can learn these through groups, with professionals, but there are several books and self-help materials you can use to teach yourself. It's a good idea to practice relaxation regularly, not just at times of crisis.


Managing revision stress

Take a look at the three categories outlined below and see which one best describes the type of student you are. Some students get stuck in one pattern – others may pass through each phase.

When you have identified what type of student you are or what phase you are currently in, click on the appropriate link below for tips on how to help yourself.

**Which type of student are you?**

1. **The Self-Indulgent student**
   - denial of responsibility / or overconfident
   - not lazy, but has low frustration tolerance
   - escapist tendencies
   - requires stimulus to raise anxiety (e.g. approaching deadline)
2. The Tense & Fearful student

- denial of potency – deskill self unnecessarily
- self-critical, low self-esteem
- overwhelmed by the importance of the exam, pressure to succeed

3. The Perfectionist student

- denial of vulnerability, wanting total control
- critical of the “system”, passive-aggressive
- sets impossible goals, so never feels “good enough” or “safe enough”
- obsessive, workaholic tendencies; or procrastination

Study and exam strategies

Organise

- Sort out your topics for revision. Base selection of topics on syllabus and examination requirements, on predictions derived from past papers and on guidelines suggested by tutors.
- Devise a routine of study periods that is realistic and productive, and includes rest intervals!
- Pay attention to diet, sleep and recreation – all are important factors in maintaining balance and keeping stress levels under control.
- Breakdown targets into manageable units. Ticking off completed units creates a sense of forward movement. A checklist for the day’s targets (making sure the targets are realistic and achievable) can also boost morale.
- Use your time wisely – deal with less demanding tasks in periods of the day when you are less alert or focused. If you find yourself struggling unproductively with a problem, take a break or switch to some other work.

Maximise your learning

- The more you actively interact with the subject matter, making it your own, and linking it to previous knowledge, the more meaningful and memorable it becomes.
- Follow the **PQRST** model:
  - **P**review – skim the material to get an overall preview
  - **Q**uestions – formulate questions that highlight what you aim to derive from your reading
  - **R**ead Actively – make appropriate notes of key ideas
  - **S**ummarise – identify the main points using lists, key words, flow diagrams, etc. and connect them with knowledge from other sources
  - **T**est – test yourself by reciting and reviewing the summaries immediately after learning the material and again at later intervals.

Tips

- Use flow diagrams, keywords or patterns linking ideas to make master summaries for revision purposes.
- Use cue cards! Index-sized “flash” cards are easy to carry around and are useful for learning information you find particularly hard to remember. You can put facts, figures, formulae on the
cards and use colours, keywords, mnemonics and other memory aids to help you learn.

- Space your studying and give yourself time for the information to sink in. Study related topics together and take regular, short breaks at suitable “achievement points”.
- Compare notes with other students and get feedback and/or clarification from tutors.

General exam strategies

Conquering exams: strategies and skills

- **Practical preparation:** Check the time and venue of the exam and figure out how to get there in good time, and have the necessary equipment ready (e.g. pens, ID card, clear bottle of water etc.)

- **Emotional preparation:** Mentally rehearse how to tackle the exam as a whole and review your strategies for dealing with anxiety. Consider what might also help, for example, staying away from crowds gathering outside exam halls.

- **Memory considerations:** Systematically review your revision notes the night before or the morning of the exam, but don't attempt to learn complex new material at this late stage.

Capitalise on short-term memory by glancing at your “difficult” cue cards just before entering the exam hall, then try reproducing them immediately when you are allowed to start.

Exam skills

Read the exam paper carefully and underline key words and instructions.

Don't panic – if you feel unable to answer any of the questions at this stage it is likely due to a surge in anxiety.

- Note how many questions you are required to answer and if any are compulsory.

- Tick the questions you intend to answer. Make a rough timetable, allocating equal time to equally weighted questions. Allow for about 15 minutes of “planning” and 10 minutes of “finishing off” time overall for a typical 3 hour exam.

- Avoid getting demoralised at the start. Answer the easiest question first and save the most difficult one for last. Attempt all the questions required – usually the first 50% of marks for any question are easier to obtain than the next 50%.

- Watch the wording of the questions. Answering a question that wasn't asked means no marks, no matter how thoughtful your answer was!

- Jot down key ideas that emerge about any of the questions and use them for “planning” an answer. This might show the examiner what you had in mind in case you run out of time.

- Save the last 5-10 minutes for “finishing touches” e.g. crossing out unwanted script, ensuring that questions are clearly numbered, and that all answer books have your identification number.
Sitting the exam

What if I get a mental block during an exam?

- Give yourself a couple of minutes to try to remember or puzzle out the answer. If you are still blocked, move on to the next question. If ideas for dealing with the question pop up while working on another one, jot them down before you forget them.

- With mathematical questions it pays to stick with the problem a bit longer, say 10 minutes. Try thinking back to first principles or representing the problem diagrammatically or more concretely, or think laterally about related issues.

- Adjust your timetable and still attempt all the required questions.

What if I panic during an exam?

If you start panicking in the exam, and you find that the harder you try to work the worse you feel, practise “Stop the Wasp”:

- STOP – the self-defeating thoughts that are buzzing around like wasps. Tell yourself instead that you are going to survive this experience, come what may. Go through the following “W-A-S-P” squashing procedure, which you’ll need to practise during milder forms of anxiety in the revision period (so you can learn to recognise the early stages of panic, which are easier to neutralise). Familiarity with the procedure, through practice and mental rehearsal is essential emotional preparation.

- WAIT – switch off and unwind for a few moments. Focus on breathing and then relax with eyes closed. This will help you return to the task afterwards with a calmer, clearer mind and a more constructive perspective.

- ABSORB – taking in the relaxation, flood your mind with constructive self-talk (ideally from a repertoire of previously prepared and practised phrases), then slowly open your eyes and calmly bring yourself to face the exam situation.

- SLOWLY PROCEED – calmly get going again with the paper, as best you can, one step at a time.

Keep in mind:

- When focusing on your breathing, take a long, slow, deep breath, and allow the air to flow out slowly and smoothly. Sit back comfortably, dangling your arms by your side, and imagine any tension flowing out through your hands and feet. Try any relaxation strategy that works for you.

- If your breathing pattern has been rapid and shallow, you may be at risk of hyperventilating. Instead, pause after long exhalations, and breathe you’re stomach, rather than upper chest, movements. If you continue to hyperventilate, breathe into cupped hands (or even a paper or plastic bag – take one along if you think you’ll need it).

- It may help to reframe your attitude towards the examiner. Instead of some sadistic, persecuting figure, imagine him or her as a friend, or someone who just wants some help with the question.

Repeat “Stop the Wasp” if necessary – you may have rushed back too soon the first time. Stay longer “waiting” and “absorbing”. If the panic continues or escalates, tell the invigilator without delay.

After the exam

Don’t indulge in post-mortems and comparisons with others. Review what went well in your overall approach, including how you handled anxiety, and aim to improve upon it in your next exam.
17. Appendix C Cheating Offences Policy and Procedures

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


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

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

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

Plagiarism is defined as the presentation of another person’s words, ideas, judgement or data as though they were your own. For example; not referencing the source of your ideas or arguments when they have derived from your reading; taking verbatim the words of someone else’s work and putting it into your project without quotation marks and referencing; taking whole sections out of books, the internet, articles, lecture notes, other reports or other students’ work, and including them in your report uncited. It 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.
Coursework and Project Cover Sheet
First Year Undergraduate
Department of Civil and Environmental Engineering

Surname_____________First Name_____________CID ___________
Module___________________________________________
Assignment_________________________________________
Supervisor__________________________________________
Submission Date ________________________________

DECLARATION
I certify that I have read the definition of plagiarism given overleaf, and that the work submitted for this coursework assignment is my own work, except where specifically indicated otherwise. In signing this document I agree that this work may be submitted to an electronic plagiarism test at any time and I will provide a further version of this work in an appropriate format when requested:

Signature:_________________________ Date:_____________________

Note: Until an assignment carries this completed front page it will not be accepted for marking. If the front page is absent, the delay in getting it added may result in a penalty for late submission.

TO BE COMPLETED BY THE MARKER

Grade awarded: __________________________
Late penalty applied: ______________________
DECLARATION

I certify that I have read the definition of plagiarism given overleaf, and that the work submitted for this coursework assignment is my own work, except where specifically indicated otherwise. In signing this document I agree that this work may be submitted to an electronic plagiarism test at any time and I will provide a further version of this work in an appropriate format when requested:

Name: ___________  CID: ______  Signature:__________Date:__________
Name: ___________  CID: ______  Signature:__________Date:__________
Name: ___________  CID: ______  Signature:__________Date:__________
Name: ___________  CID: ______  Signature:__________Date:__________
Name: ___________  CID: ______  Signature:__________Date:__________

Note: Until an assignment carries this completed front page it will not be accepted for marking. If the front page is absent, the delay in getting it added may result in a penalty for late submission.

TO BE COMPLETED BY THE MARKER

Grade awarded: __________________________
Late penalty applied: _______________________
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.

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

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

The direct and unacknowledged repetition of your own work, which has already been submitted for assessment, can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. **You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.**