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Welcome to the College

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

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

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

You’ll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 380 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities (following an annual fee of £30 in 2018-19) across our campuses.

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

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

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

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

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

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

[www.imperial.ac.uk/students/our-principles](http://www.imperial.ac.uk/students/our-principles)
Welcome from the Graduate School

Professor Sue Gibson, Director of the Graduate School

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional development workshops and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional development courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills (http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/). All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of development training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and development opportunities available to you.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

Sue Gibson

Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School programme for postgraduate professional development. Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers. We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses. I encourage you to explore and engage with the diverse range of opportunities on offer from graduate school and I wish you well in your studies.

Janet De Wilde
The Graduate School
You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been set up to support all postgraduate students at the College through:

- Training and development courses
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College

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

www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters

All courses can be booked online.

Contact us
Level 3, Sherfield Building, South Kensington Campus
020 7594 1383
graduate.school@imperial.ac.uk
www.imperial.ac.uk/graduate-school
Welcome from the Graduate Students’ Union (GSU)

I am delighted to welcome you to Imperial College! Let me introduce you to the Graduate Students’ Union (GSU). We are the representative body defending your interests as a postgraduate student in major decisions taken by the College. Beyond that, we work towards building a thriving postgraduate community that spans faculties and where students effectively communicate in an interdisciplinary way. Our committee is comprised of motivated postgraduate students like yourself, who have been appointed in university-wide elections and volunteer to make your experience at Imperial as fulfilling and enjoyable as possible.

So, what are we up to for this coming year 2018/19? We are going to focus on three major areas of action:

- Continue improving post-graduate well-being by increasing the quality of supervision and by creating strategies to tackle common mental health challenges in higher education.
- Develop the GSU to become central to the postgraduate community by improving the two-way flow of information, between the GSU and you.
- Organise exciting events around the topics of well-being, interdisciplinary research, and entrepreneurship.

As the GSU president, I would like to emphasise that Imperial College London is relying on its postgraduate students to maintain its position as a front-runner in world-class research and teaching. For us, the GSU, to be successful we need to receive as much of your input as possible. We want to work with you, for you!

Finally, I hope that you have a fantastic time here at Imperial and take advantage of the richness of opportunities that awaits you. If ever you have questions or ideas to share with us, please do not hesitate to get in touch with us and we are looking forward to seeing you at our events!

Ute Thiermann, GSU President 2018/19

gsu.president@imperial.ac.uk
1. Introduction to the Department

Daniel Rueckert, Head of the Department of Computing

I am delighted to welcome you to the Department of Computing at Imperial College London, and to congratulate you on gaining admission to Imperial.

In coming to study Computing at Imperial, you have made an excellent choice: Imperial is not only an outstanding university, but Computing is an exciting subject that is shaping the future world around us; studying Computing at Imperial will give you the opportunity to be part of this as well as to experience and shape the impact of Computer Science in society, healthcare and industry.

The Department of Computing has a long and proud history that goes back to the early days of modern Computer Science, and yet we are very focussed on the future of this fast-evolving and developing field of engineering. The unique character of the Department is shaped by its close community of students and staff; we are as excited as you that you will be joining our community. You will be working alongside some of the brightest and most motivated students from around the world, taught by an exceptional group of internationally leading experts. I hope that you will be energised by the excitement within the Department as we educate the leaders of tomorrow (that’s you!) and advance the frontiers of knowledge in this area.

Once you arrive you will realise that a key characteristic of our Department, and the College as a whole, is its international outlook and cultural diversity. Coupled with the fact that London is a wonderful place to be a student, I am confident that this will provide a unique and stimulating environment, not only academically but also socially. I hope that you are able to take full advantage of this exciting environment and will strike a good balance between studying hard to fulfil your potential, and enjoying the company of your fellow students and life in London.

On behalf of the Department, I wish you all the best during your studies here.

Dr. Fariba Sadri, Director of Studies (PG)

I would like to take this opportunity to welcome you to Imperial College London and to the MSc programme in the Department of Computing. Many congratulations on achieving the qualifications for admission.

We are proud of the MSc courses in our department which we consider to be amongst the most successful of their kind anywhere in the world. They provide you with the unique opportunity to meet and study under the guidance of a large number of internationally renowned experts in most branches of computing. The courses also give you hands-on experience with an enormous array of state-of-the-art equipment and software. You will become accustomed to much of this as part of your regular laboratory and coursework programmes, but remember that you are also free to use most of the facilities in your spare time as well.

As with all our degree courses, the MSc courses are adapting constantly to reflect the rapidly changing state-of-the-art. We are also continually updating the course structures and administration in order to maintain the highest educational standards. We welcome and encourage your active participation in this. We attach great importance to the views of the students. Please feel free to talk to year co-ordinators and the lecturers about the programme and specific courses. They all appreciate constructive feedback. Also, if you are really enjoying a particular course or project, we would be delighted to hear about that too!

As Director of Studies for the MSc degrees, it is my responsibility to oversee the day-to-day running of the courses and to ensure that everything is going smoothly. I am always on hand to discuss both technical and administrative aspects of the MSc courses, and I encourage you to raise with me any comments or suggestions that you might have.

It is very important that you check your email frequently. A good deal of information may be sent via email. Also the departmental web pages are very good sources of information about all aspects of the course, including content, timetable and regulations. A list of useful web sites is given later in these notes.

Teaching Fellows on the MSc and your personal tutors will provide academic, technical and pastoral support. If you are having any academic or personal difficulties of any kind, please contact them as soon as possible. You will find their contact details later in these notes and in your packs. In particular, if you have any medical conditions that may affect your study and examination, please let them know immediately. Whatever problems you may have, remember that there is always someone who can help you. Do not be afraid to come forward.

I hope that you will find Imperial College a lively and stimulating environment in which to study. I wish you all the best while you are here and in the years ahead.
Academic and Administrative staff

Key staff and contacts
- Head of Department
- Director of Research
- Director of Undergraduate Studies
- Director of Postgraduate Studies
- Department Operations Manager
- Undergraduate Admissions

Staff lists
- Academic staff
- Teaching fellows
- Administrative and technical staff

English language requirement
If you are not a native English speaker you must meet the College’s English language requirements. See the Admissions website for details:

www.imperial.ac.uk/study/pg/apply/requirements/english

For information on English language support available while you’re here, see page 25.

Attendance and absence
You must inform your Senior Postgraduate 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 through illness you must contact your Senior Postgraduate Tutor on the day and provide a medical certificate within five working days. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for mitigating circumstances. Please note that there is a deadline of 5 working days from the date the assessment is due (hand-in date or examination date for example) to make a claim.

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

Key dates 2018-19

Term dates
Autumn term: 29 September - 14 December 2018
Spring term: 5 January - 22 March 2019
Summer term: 27 April - 28 June 2019

Closure dates
Easter holiday: 18 April – 23 April 2019 (reopens on 24 April 2019)
Early May bank holiday: 6 May 2019
Spring bank holiday: 27 May 2019
Summer bank holiday: 26 August 2019

Key events
Postgraduate Awards Ceremonies 1 May 2019
Imperial Festival and Alumni Festival: May 2019
2. Programme Information

Overview of programme and module content

The Department of Computing at offers taught postgraduate studies with varied focus and prerequisites designed to meet your needs. These courses teach you state-of-the-art technology in Computing and IT Industries, the rigid computing and engineering foundations of the discipline, transferable skills for professional and team-based work, the ability to partake in large software engineering projects, and the capacity for lifelong learning within a fast and profoundly changing field.

The links below provide further information on our range of programmes, covering course descriptions, programme structure, regulations and programme specifications:

- MSc in Computing Science
- MSc in Advanced Computing
- MSc in Computing (Artificial Intelligence)
- MSc in Computing (Management and Finance)
- MSc in Computing (Machine Learning)
- MSc in Computing (Security and Reliability)
- MSc in Computing (Software Engineering)
- MSc in Computing (Visual Computing and Robotics)

Imperial Mobile app

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

[Link: www.imperial.ac.uk/imperialmobile]

Imperial Success Guide

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

[Link: www.imperial.ac.uk/success-guide]
3. Assessment

Arrangements

The links below cover details of assessment arrangements:

- Exams, Assessment and Regulations
- Continuous Assessment Tracking Engine (CATE)
- Noticeboard, with information on late submission policy, tests, labs, projects

Instruction to Candidates for Examinations

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College’s Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations.

Instructions for exam candidates can be found here:

Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism.

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

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

Plagiarism

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 must be avoided, with particular care on coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.

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

Collusion:

This is the term used for work that has been conducted by more than one individual, in contravention of the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.
Exam offences
Exam offences include behaviour such as bringing authorised material into an exam, attempting to
communicate with others apart from the invigilator, trying to remove examination material without
permission, taking an exam for someone else or getting someone else to take an exam for you.

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

Our degrees

Our advanced and specialist degrees are accredited by the BCS (BCS - Chartered Institute for IT) and the IET (Institute of Engineering and Technology).

The BCS and IET are licensed by the Engineering Council to award Chartered Engineer status (CEng) and more recently by the Science Council to award Chartered Scientist status (CSci). To do this they undertake a programme of visits to universities to review their courses and to see if they provide an appropriate foundation for new entrants to the IT profession.

If satisfied that the content and standards set by the courses are high enough they have the authority to award degrees "accredited" status. This usually lasts for about five years. If you are studying a degree that is "accredited" it means that it contributes either fully or partially to the academic requirements required for you to register for "Chartered" status. In other words you will be exempted from some or all the professional exams required to achieve this title.

A summary of accreditation for Computing degrees can be found here:

www.imperial.ac.uk/computing/prospective-students/courses/accreditation/

External Examiners

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

It is inappropriate for you to submit complaints or representations direct to external examiners or to seek to influence your external examiners. Inappropriate communication towards an examiner would make you liable for disciplinary action.
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:
📍 South Kensington Campus
Department of Computing
Huxley Building
180 Queen's Gate
South Kensington Campus
Imperial College London
London SW7 2AZ

Facilities
The Department’s postgraduate office is located at Huxley 370 and open Monday-Friday, 09.00-17.00 (closed 13.00-14.00). Details of our computer and printing facilities are available at:

💻 www.imperial.ac.uk/computing/about/facilities/

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 DisabledGo access guides:

🌐 www.disabledgo.com/organisations/imperial-college-london-2

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

🌐 www.imperial.ac.uk/smoke-free
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 visa you can work no more than 20 hours a week during term time. Some sponsors may not permit you to take up work outside your studies and others may specify a limit.

If you are considering part-time work during term time you are strongly advised to discuss this issue with your supervisor or Personal/Senior Personal Postgraduate Tutor. If you are on a Tier 4 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
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 Statement can be found at:


Your Departmental safety contact is:

Dr Michael J Breza
ACE 254
020 7594 8440
michael.breza04@imperial.ac.uk

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
8. College Policies and Procedures

Regulations for Students

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

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

Academic Feedback Policy

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


For specific information on how assessment is carried out in the Department of Computing, please consult the relevant Student Noticeboard:

- www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/

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 on time and by the published deadline. Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

Academic Misconduct Policy and Procedures

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College’s Misconduct Policy and Procedures.

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

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

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

Student Disciplinary Procedure

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

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

Intellectual Property Rights Policy

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

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

Use of IT Facilities

View the Conditions of Use of IT Facilities:

http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/
9. Well-being and Advice

Student Space
The Student Space website is the central point for information on health and well-being.

www.imperial.ac.uk/student-space

Student Noticeboards
For information on a range of topics including timetables, Piazza (student feedback), policy and regulations, welfare and key contacts, please consult the relevant Student Noticeboard:

www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/

Departmental support and College tutors
Your Department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

Student welfare
Consult the Department of Computing website for links to a range of student services:

www.imperial.ac.uk/computing/current-students/student-services/student-welfare/

Personal Tutor
Your Personal Tutor is your first point of contact for pastoral support and advice. You can arrange to have a meeting with them at any time during your studies (although most Personal Tutors will have set office hours or may require you to make an appointment) – what you discuss will be completely confidential. If necessary they will direct you to an appropriate source of support.

Senior Tutor
The Department of Computing Senior Tutor for undergraduate students is Dr Fariba Sadri. She is responsible for all welfare and pastoral questions and you may contact her if discussion is necessary before you arrive for the start of term.
Faculty Senior Tutor

In the event that you would like to seek additional support or guidance, or that you wish to air your issues in confidence, the Faculty Senior Tutor, Dr Lorraine Craig, can be contacted in the first instance. Depending on the nature of your query, it may be passed onto other more relevant staff.

Advice services

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

Careers Service

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

Visit the Career Service’s website to:

- Book a careers appointment
- Find resources and advice on successful career planning

www.imperial.ac.uk/careers

Counselling and Mental Health

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

www.imperial.ac.uk/counselling

Financial support and tuition fees

If you’ve got any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team:

- 020 7594 9014
- student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

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

For tuition fees queries, contact the Tuition Fees team:

- 020 7594 8011
- tuition.fees@imperial.ac.uk

Imperial College Union (ICU) Advice Centre

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

www.imperialcollegeunion.org/advice
**Student Hub**

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

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

**Level 3, Sherfield Building, South Kensington Campus**

020 7594 9444

student_hub@imperial.ac.uk

www.imperial.ac.uk/student-hub

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**Health Services**

**NHS Health Centre and finding a doctor**

Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you’re feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

www.imperialcollegehealthcentre.co.uk

**NHS Dentist (based in the Imperial College Health Centre)**

Imperial College Dental Centre offers a full range of NHS and private treatment options.

www.imperial.ac.uk/student-space/here-for-you/dentist

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**Disability Support**

**Disability Advisory Service**

The Disability Advisory Service (DAS) works with individual students, no matter what their disability or level of study, to ensure that they have the support they need. Our Advisors are committed to providing the best possible support for all students at Imperial College. They understand that each person’s disability can affect them in different ways and therefore the support offered is flexible and tailored. We can also help if you think that you may have an unrecognised study issue or specific learning difficulty such as dyslexia. The Service is confidential and information about your support needs is only passed on to others within the College with your agreement and then only in order that you are fully supported. Our Advisors never pass on information outside the College or to parents unless you ask them to. DAS is also here to support students who may have a temporary or short term disability.

Some of the sorts of things the Disability Advisors can help with are:

- checking that your evidence of disability is appropriate and up-to-date
- arranging a diagnostic assessment for specific learning difficulties
• making recommendations for additional exam arrangements, for example extra time or rest breaks
• arranging extra Library support and access to the Assistive Technology Suite
• supporting applications, where appropriate, for continuing accommodation after your first year.

Your advisor will draw up a “Suggested Reasonable Adjustment” document for you to share with your department which outlines all your support needs and we will fund any additional support agreed by your DAS Advisor. This could include funding for:

• note taking, specialist study skills or mentoring support.
• disability related equipment (NOT computers)
• other additional support, for example taxi fares for those who need help with transport.

A disability is any long-term condition that has a substantial impact on your ability to study effectively for example:

• a specific learning difficulty, e.g. dyslexia, dyspraxia
• an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder etc
• a visual, hearing, or other sensory impairment
• a long-term medical condition, e.g. IBS, ME, diabetes
• a social/communication difficulty, e.g. autistic spectrum/Asperger’s syndrome
• a mobility or dexterity impairment.

You can book an appointment by dropping in to the office, phoning or sending an email

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

Departmental Disability Officers
Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam arrangements on your behalf, and will facilitate support within your Department. The Disability Officer for our Department is:

Dr. Thomas Lancaster
+44 (0)20 7594 8394
More information on Departmental Disability Officers is available at:
www.imperial.ac.uk/disability-advisory-service/support/ddos

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:


Library and IT

Information and Communications Technologies (ICT)
If you’re having problems with technology (including computers, laptops and mobile devices), you can get help from ICT’s Service Desk.

020 7594 9000
www.imperial.ac.uk/ict/service-desk
Software shop
The Software shop offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students.

www.imperial.ac.uk/admin-services/ict/shop/software

Library services
The Central Library at South Kensington is open around the clock pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 170,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world:

www.imperial.ac.uk/library

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

www.imperial.ac.uk/chaplaincy

Support for International Students

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

www.imperial.ac.uk/academic-english

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

www.imperial.ac.uk/study/international-students
10. **Student Records and Data**

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

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

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

**Student records and examinations**

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

**Degree certificates**

📞 +44 (0)20 7594 8037  
✉️ certificates@imperial.ac.uk
11. Work-life Balance

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

Imperial College Union

The Union's range of 380+ 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

Graduate Students’ Union

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

Physical Activity Sport

Imperial College has a wide range of sports and activities on offer that cater for all standards and abilities. We have a recreational activity offer, competitive sports teams and an elite sport programme. We are dedicated to ensuring we have a diverse, inclusive and exciting offer for all.

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

www.imperial.ac.uk/sport
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.

Students in the Department of Computing can use Piazza to submit feedback to academic staff. Consult the relevant Student Noticeboard for access:

- [www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/](http://www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/)

Student Representation

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

- [www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)

For information on a range of topics including timetables, Piazza (student feedback), policy and regulations, welfare and key contacts, please consult the relevant Student Noticeboard:

- [www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/](http://www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/)

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](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)

There are two staff-student committees in the Department of Computing, serving Computing (UG and PG) and JMC programmes respectively. Minutes can be accessed from the website at:

- [www.imperial.ac.uk/computing/staff/general-links/committees-and-meetings/](http://www.imperial.ac.uk/computing/staff/general-links/committees-and-meetings/)
13. Student Surveys

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

- PG SOLE lecturer/module Survey or departmental equivalent
- Student Experience Survey (SES)

The PG SOLE lecturer/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 and the lecturers who taught them. There are also separate surveys for your BPES and Horizon modules.

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

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

The Postgraduate Taught Experience Survey (PTES) is the only national survey of Master’s level (MSc, MRes, MBA and MPH) students we take part in. This is the only way for us to compare how we are doing against the national average and to make changes that will improve our Master’s students’ experience in future. PTES covers topics such as motivations for taking the programme, depth of learning, organisation, dissertation and professional development. PTES last ran in spring term 2018 and will next run in Spring 2020.

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

The Union’s “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

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

www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys

For further information on surveys, please contact the Registry’s Surveys Team at:

surveys.registrysupport@imperial.ac.uk
And finally

Alumni Services

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

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

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

www.imperial.ac.uk/alumni