Faculty of Engineering
Department of Computing

BEng/MEng Computing
BEng/MEng Mathematics and Computer Science
MEng Computing (Artificial Intelligence and Machine Learning)
MEng Computing (Visual Computing and Robotics)
MEng Computing (International Programme of Study)
MEng Computing (Management and Finance)
MEng Computing (Software Engineering)
MEng Computing (Security and Reliability)

Student Handbook

2019-20
Contents

Welcome to the College ........................................................................................................ 2
Introduction from the President of Imperial College Union ................................................. 3

1. Introduction to the Department .................................................................................... 4
   Welcome from Head of Department ............................................................................. 4
   Academic and administrative staff ........................................................................... 5
   English language requirement .................................................................................. 5
   Attendance and absence ....................................................................................... 5
   Key dates 2019–20 .............................................................................................. 5

2. Programme information ............................................................................................... 6
   Overview of programme and module content ........................................................... 6
   Imperial Mobile app ................................................................................................. 6
   Imperial Success Guide ......................................................................................... 7
   I-Explore Modules ................................................................................................. 7

3. Assessment ..................................................................................................................... 8
   Arrangements ....................................................................................................... 8
   Instruction to Candidates for Examinations ............................................................. 8
   Academic Integrity and Academic Misconduct ........................................................ 8
     Plagiarism ......................................................................................................... 8
     Collusion ....................................................................................................... 9
     Exam offences .............................................................................................. 9
     Dishonest practice ..................................................................................... 9

4. Board of Examiners ..................................................................................................... 10
   Our degrees ................................................................................................... 10
   External Examiners .......................................................................................... 10

5. Location and facilities ................................................................................................ 11

6. Placements .................................................................................................................... 13

7. Working while studying ............................................................................................ 14

8. Health and safety ........................................................................................................ 15

9. College policies and procedures ................................................................................ 17
   Regulations for Students .................................................................................. 17
   Academic Feedback Policy .................................................................................. 17
   Provisional Marks Guidance ................................................................................ 17
   Late Submission Policy ...................................................................................... 17
   Mitigating Circumstances .................................................................................. 18
   Academic Misconduct Policy and Procedures ..................................................... 18
   Un satisfactory Progress ............................................................................... 18
   Academic Appeal Procedure ............................................................................. 18
   Arithmetic Marks Check ................................................................................ 19
   Student Complaints .......................................................................................... 19
   Student Disciplinary Procedure ......................................................................... 19
   Intellectual Property Rights Policy .................................................................. 19
   Use of IT Facilities .......................................................................................... 19
   General Data Protection Regulation (GDPR) ..................................................... 19

10. Wellbeing, support and advice .................................................................................. 20
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.

We’re committed to providing you with the very best academic resources to help you reach your true potential.

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 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have access to gym and swimming facilities (following an annual fee of £30 in 2019-20) across our campuses.
Welcome,

First and foremost, congratulations on making it here. It’s difficult to overstate how well you’ve done to make it to Imperial, and an easy thing to take for granted: well done.

Studying at a place like this gives 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.

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 tube ride away. We’re a stone’s throw from some of the greatest museums in the world. We also have hundreds of student-led societies covering almost any area you can think of.

These societies 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 myself are all elected students who have taken a year out to work full-time representing you.

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, this is a place where we can make that 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,

Abhijay Sood

*Imperial College Union President 2019-20*

✉️ union.president@imperial.ac.uk

💻 imperialcollegeunion.org
1. Introduction to the Department

Welcome from Head of Department

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 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.

Daniel Rueckert
Head of the Department of Computing

d.rueckert@imperial.ac.uk

www.imperial.ac.uk/computing/
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/ug/apply/requirements/english

For information on English language support available while you’re here, see page 26.

Attendance and absence

You must inform your Senior Undergraduate 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 Undergraduate 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 2019–20

Term dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Autumn term</td>
<td>28 September 2019 - 13 December 2019</td>
</tr>
<tr>
<td>Spring term</td>
<td>4 January 2020 - 20 March 2020</td>
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<tr>
<td>Summer term</td>
<td>25 April 2020 - 26 June 2020</td>
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Closure dates

<table>
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<th>Holiday</th>
<th>Dates</th>
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<tr>
<td>Christmas/New year</td>
<td>23 December 2020 – 1 January 2020</td>
</tr>
<tr>
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<td>(College reopens on 2 January 2020)</td>
</tr>
</tbody>
</table>
Easter Holiday: 9 April 2020 – 14 April 2020
(College reopens on 15 April 2020)

Early May Bank Holiday: 8 May 2020
Spring Bank Holiday: 25 May 2020
Summer Bank Holiday: 31 August 2020

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

2. Programme information

Overview of programme and module content
The course structure of our undergraduate degrees is very flexible providing many option courses. There is also a central spine of engineering project and design work running through all years. A substantial part of the final year is devoted to an individual project allowing detailed study of a topic relevant to the student's chosen specialisation.

The links below provide information on the following aspects of our programmes and module content:

- List of courses and regulations for Computing and JMC (includes module aims, learning outcomes, syllabus, teaching methods and reading lists)
- Course registration
- Timetables
- Projects
- Accreditation

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.

www.imperial.ac.uk/imperialmobile
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.

[link: 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 course. From academic year 2019/20, all of our undergraduate courses will include one module from I-Explore’s wide selection.

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

[link: www.imperial.ac.uk/study/ug/i-explore]
3. Assessment

Arrangements

The links below cover details of assessment arrangements:

- [Exams, Assessment and Regulations](#)
- [Continuous Assessment Tracking Engine](#) (CATE)
- [Noticeboards](#), 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 (All continuing students) and the Single Set of Regulations (all new entrant undergraduate students, and selected postgraduate programmes).

Instructions for exam candidates can be found here:


Academic Integrity and Academic Misconduct

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

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


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

Plagiarism

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

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

[www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/](www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/)
Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

Collusion

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

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

Exam offences

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

Dishonest practice

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

Our degrees

Our 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.

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:**

📍 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 undergraduate 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/

**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 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world:

💻 www.imperial.ac.uk/library

**Maps**

Campus maps and travel directions are available at:

💻 www.imperial.ac.uk/visit/campuses

**Accessibility**

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

💻 www.accessable.co.uk/organisations/imperial-college-london
Smoke-Free Policy

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

www.imperial.ac.uk/smoke-free

SafeZone

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

SafeZone is optional to register to and is now available to download on the Apple and Android App stores.

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

The College defines a placement as:

"work experience, assessed project work, a period of course-based study or a period of research (for which academic credit is awarded and/or where the student remains subject to College student regulations during the relevant period) and where there is a transfer of direct supervision of the student to a third party (i.e. where a member of staff at the third party acts as the day-to-day supervisor/manager) for a period of two weeks or more."

Academic departments are responsible for managing any study or work placement which forms part of your degree programme. It is expected that you will contribute to the process of planning your placement.

For guidance on this, see the College's Placement and Learning Policy and associated good practice:

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning)

**Your Departmental Placement Manager:**

- Mr Tom Curtin
- Huxley 436
- 020 7594 8382
- t.curtin@imperial.ac.uk

The Careers Service is available to provide students with additional support in sourcing placement opportunities and preparing to apply for placement opportunities:

[http://www.imperial.ac.uk/careers/opportunities/internships/](http://www.imperial.ac.uk/careers/opportunities/internships/)

For more information on placements visit the following websites:

- [www.imperial.ac.uk/computing/industry/placements/](http://www.imperial.ac.uk/computing/industry/placements/) (Department of Computing)
- [www.imperial.ac.uk/placements](http://www.imperial.ac.uk/placements)

If you are considering/planning a placement outside the UK you should also refer to the Placement Abroad Handbook:

- [www.imperial.ac.uk/placements/information-for-imperial-college-students](http://www.imperial.ac.uk/placements/information-for-imperial-college-students)
7. 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 Personal 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.
8. Health and safety

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

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

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


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](http://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](http://www.imperial.ac.uk/occupational-health)
9. College policies and procedures

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

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

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

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

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/

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

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


Late Submission Policy
You are responsible for ensuring that you submit your coursework assessments in the correct format and by the published deadline (date and time). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on the Academic Governance website:
If you submit late due to mitigating circumstances, you may be able to make a claim that means that the cap on your mark is lifted. Please see below and the policy document.

**Mitigating Circumstances**

Sometimes during your studies you may be affected by sudden or unforeseen circumstances. You should always contact your personal tutor for advice and support. If this happens at the time of, or immediately preceding your assessments you may be able to make a claim for mitigating circumstances. If successful this claim enables the Board of Examiners when reviewing your marks at the end of the year to have greater discretion with regards to offering repeat attempts (either capped or uncapped), a repeat year, or with your progression or final classification. Please note, the Board are not permitted to amend the marks that you were awarded.

All claims must be supported by independent evidence and submitted within 5 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Further information can be found online under mitigating circumstances.

Through the procedure you may also be able to request an extension to deadline to some forms of assessment. This procedure should be used where possible to enable students to complete their studies within the normal College year, rather than outside the teaching session. Support for ongoing or long-term conditions, or for registered disabilities would not normally fall under the remit of mitigating circumstances and students should be supported through their studies with Additional Examination Arrangements. More details can be found at:

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

**Academic Misconduct Policy and Procedures**

It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Any proven form of academic misconduct is subject to penalties as outlined in the College’s Misconduct Policy and Procedures.

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

**Unsatisfactory Progress**

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

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

**Academic Appeal Procedure**

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

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

Arithmetic Marks Check

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

Student Complaints

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

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

Student Disciplinary Procedure

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

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

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:

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.pdf
10. Wellbeing, support and advice

In your department
Your department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time at Imperial.

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

Senior Tutor
The Department of Computing Senior Tutor for undergraduate students is Dr Maria Valera-Espina. She has overall responsibility for the academic and pastoral care of undergraduate students in the department.

We have a part-time Student Wellbeing Advisor in the Department, Michelle Langan, who can provide confidential support and advice with a variety of things such as accommodation, exercise, food and nutrition, sleep, identity, mental health, stress and anxiety and general wellbeing.

Faculty Senior Tutor
The Faculty Senior Tutor, Dr Lorraine Craig, has responsibility for ensuring the delivery of consistent, high quality support for students in their personal, general academic and professional development.

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.

www.imperialcollegeunion.org/mums-dads-201920

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.

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 about how to request additional arrangements for exams if you have a disability is available at:

First-Year Small-Group Tutorials

A small-group tutorial comprises about 8 students, a Tutor and an Undergraduate Teaching Assistant (UTA). The UTA will be a Third or Fourth year student who will assist the Tutor (academic staff) in marking your work and giving feedback during the sessions. The meetings are normally held in the Tutor’s office or in a small meeting room. In most weeks of the Autumn and Spring Terms you will have two such tutorials (but not in the Summer Term or in future years):

- one with your Personal Programming Tutor (PPT).
- one with your Personal Mathematics Tutor (PMT).

Your PPT sessions will go through your Programming lab work assignments, which are also tested electronically. Your PMT sessions will go through the coursework assignments for some of the logic and reasoning modules. The UTAs return this marked work to you in the tutorials and discuss it with you, with a view to resolve any difficulties you are having. Feedback is quite rapid, helping both you and us to monitor your progress. Normally, one of your PPT or your PMT will also be your Personal Tutor (PT) throughout your degree programme.

There are also two other kinds of small-group tutorials: MMTs for Computing and JMTs for JMC students. These provide additional support for Mathematics and will be scheduled according to the Maths modules.

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. This is supported by the Hall Activities Fund, which all residents contribute to at a rate of £2 per week.

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 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.

https://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](http://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**

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

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

Health and wellbeing
Imperial College Health Centre
40 Prince’s Gardens, South Kensington Campus
020 7584 6301
imperialcollege.hc@nhs.net
www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre
 Prince’s Gardens, South Kensington Campus
020 7589 6623
imperialcollegedental.co.uk

Counselling and Mental Health Advice Service
020 7594 9637
counselling@imperial.ac.uk
www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service
Chemistry Building, South Kensington Campus
chaplaincy@imperial.ac.uk
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
www.imperial.ac.uk/academic-english

International Student Support team
020 7594 8040
www.imperial.ac.uk/study/international-students
Careers
Careers Service
📍 Level 5, Sherfield Building, South Kensington Campus
📞 020 7594 8024
📧 careers@imperial.ac.uk
🌐 www.imperial.ac.uk/careers

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

Software shop
🌐 www.imperial.ac.uk/admin-services/ict/shop/software
11. 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
12. 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 340+ 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

Active Imperial

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

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

www.imperial.ac.uk/sport
13. 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/

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

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/

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

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

- www.imperial.ac.uk/computing/staff/general-links/committees-and-meetings/
14. 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:

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

The UG 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 UG 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 making personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. While 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 National Student Survey (NSS) is an annual survey of final year undergraduates at UK Higher and Further Education Institutions which runs in 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.

For Imperial’s results visit the Unistats website:

- [unistats.direct.gov.uk/Institutions/Details/10003270](unistats.direct.gov.uk/Institutions/Details/10003270)

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

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

- [www.imperialcollegeunion.org/your-union/your-representatives/responses](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/](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](surveys.registrysupport@imperial.ac.uk)
15. 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.

[link] www.imperial.ac.uk/alumni

Opportunities for further study
After you have completed your course, you may wish to consider UROP, a research opportunities programme available to students from within and outside Imperial:

[link] www.imperial.ac.uk/urop