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
2022-23
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Welcome to the College

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

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

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

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

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

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

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

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

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

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

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

www.imperial.ac.uk/students/our-principles
Welcome to Imperial!

Many congratulations on making it here. Imperial is one of the world’s most prestigious universities and studying here will give you opportunities you 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 your degree too, giving you the chance to try something new. London is a multi-faceted and diverse city where almost anything you could want is only a walk, bike, or tube ride away. We’re right next to some incredible museums, parks, and venues. We also have hundreds of student-led societies covering a wide range of activities, and a selection of venues running fun events throughout the year.

These societies and venues are administered by your student union - the Imperial College Union. We also support networks of departmental student representatives, campaigns, and volunteering opportunities. The Union is led by students, for students. The four deputy presidents and I are all democratically elected students who have taken a year out to work full-time on improving your experience at Imperial. We also have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs & societies and training student reps. The Union has been working hard to protect your interests and improve Imperial’s offering to students post-pandemic, and we will continue to do so over the course of the coming academic year.

The Union also runs the Advice Centre, where guidance and support can be provided on issues such as life in halls, complaints, and academic appeals. This is a free and confidential service that is independent from the university. You can access this by emailing advice@imperial.ac.uk.

University is a new stage of life. You’re in a place where you have a good degree of control over what you do. Take advantage of this: consider running in our Autumn Elections, be sure to join a society or two, and above all, make your voice heard. If there’s something you want to see changed, we can work together to make it happen.

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

I hope you have a fantastic year!

Hayley Wong

Imperial College Union President 2022-23

union.president@imperial.ac.uk
imperialcollegeunion.org
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.

By coming to study Computing at Imperial, you have made an excellent choice: Imperial is not only an outstanding, global university, Computing is also an exciting subject that is markedly shaping the future world around us; studying Computing at Imperial will give you the skills and experience needed for positively impacting all of our lives, be it in the public or private sector or in industry verticals such as healthcare.

The Department of Computing has a long and proud history that goes back to the early days of modern Computer Science. Yet we are focussed on creating the future of this fast-evolving and developing field of engineering. At the same time, we believe and invest in people and nurture a culture of diversity, equality and inclusion. We are very pleased that you will be joining our close-knit community of staff and students. During your studies 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 and researchers. I hope that you will be energised by the buzz of teaching and research activities within the Department. We will use this energy to educate you into the leaders of tomorrow who will advance the frontiers of knowledge and technology in Computer Science and beyond.

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 can 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.

Michael Huth
Head of the Department of Computing

m.huth@imperial.ac.uk
www.imperial.ac.uk/computing/
Welcome from the Director of Studies (UG)

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

We are extremely proud of our undergraduate programmes, which we consider to be amongst the best of their kind anywhere in the world. They provide you with the unique opportunity to study under the guidance of internationally renowned experts in many branches of computing and give you hands-on experience of an enormous array of state-of-the-art equipment and software. Our links with industry are also second to none.

Our programmes are adapting constantly to reflect the rapidly changing state-of-the-art and to ensure the highest educational standards. We welcome and encourage your active participation in this and attach great importance to the views of the students as we evolve our programmes and teaching methods. Please feel free to approach me, your year coordinators or your lecturers about your own experiences as you progress. All of us appreciate constructive feedback and remember that your voice counts.

Our academics and teaching fellows, together with your personal tutor, senior tutor and wellbeing officer will be on hand throughout your studies to provide you with the academic, technical and pastoral support you need in order to thrive, both academically and as an individual. If at any point you experience any academic, medical or personal difficulties that you feel are affecting your studies, please contact us as soon as possible. There is always someone who can help you, so do not be afraid to come forward. You will find relevant contact details later in these notes and in your packs.

I hope that you will find Imperial College a lively and stimulating environment in which to thrive, both academically and as an individual. I wish you all the best.

Dr. Tony Field
Director of Studies (UG)

ajf@imperial.ac.uk
Welcome from the Senior Tutor (UG)

Firstly, I would like to highlight your great achievement of getting a place in a prestigious Higher Education Institution such as Imperial. You worked hard to get here, and I hope you enjoy your learning experience. This is a unique opportunity to learn not only from talented lecturers and professors and their research. But to learn from your student colleagues and from the extra-curricular activities that Imperial offers.

I am your Senior Tutor and I am responsible for your academic and pastoral care in the Department of Computing. In conjunction with your Personal Tutor, we will try to guide you and support you in handling individual problems or queries, and you should contact us if you are uncertain of how to proceed or would value a second opinion.

Our well-being has been put under enormous pressure during the last couple of years, which reminds us how important it is to take care of ourselves in order to perform the way we want to perform. In the Department of Computing we are also aware of that, so we have our Well-being Advisor, Caroline Gilchrist, who is here to support you in anything related to well-being matters.

These three or four years of studies should be a pleasurable experience with learning as your main goal. Take every change as a nice opportunity of learning something new. Do not be afraid to learn and do not be afraid to be surrounded by talented people as it is the best way to learn. Be curious and ask if you have any questions.

I look forward to meeting you and all the best.

Dr. Maria Valera-Espina
Senior Tutor (UG)

m.valera-espina@imperial.ac.uk
Academic and administrative staff

Key staff and contacts

- Head of Department
- Director of Research
- Director of Undergraduate Studies
- Director of Postgraduate Studies
- Joint Maths and Computing (JMC) Director
- Senior Tutor
- Year Coordinator for First Year
- Year Coordinator for Second Year
- Year Coordinator for Third & Fourth Years
- 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 the entry under the Centre for Academic English.

Attendance and absence

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

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

Interruption of Studies

A student can take an interruption of studies (IoS) from the course, should there be a need to do so. The start and the end of the interruption date must lie within the term time. More information on the interruption is available on the following link:

www.imperial.ac.uk/student-support-zone/advice/my-student-status/interrupting-your-studies/
Here is a step-by-step video explaining the entire process:

imperial.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=a261cabe-05ca-4f88-b6ee-ad790093419b

If you choose to take interruption on medical grounds, you will need evidence to support your request, such as a doctor’s note or a letter from your healthcare provider. During the time of interruption, you will not have access to the departmental learning systems in place.

**Key dates 2022–23**

**Term dates**

- Autumn term: 1 October 2022 - 16 December 2022
- Spring term: 7 January 2023 - 24 March 2023
- Summer term: 29 April 2023 - 30 June 2023

**Closure dates**

- Christmas/New year: 24 December 2022 - 2 January 2023
  *(College reopens on 3 January 2023)*
- Easter Holiday: 6 April 2023 - 12 April 2023
  *(College reopens on 13 April 2023)*
- Early May Bank Holiday: 1 May 2023
- Spring Bank Holiday: 29 May 2023
- Summer Bank Holiday: 28 August 2023

**Key events**

- Great Exhibition Road Festival: 17 June 2023 – 18 June 2023
2. Programme information

Overview of programme and module content
The structure of our undergraduate degree programmes is very flexible, allowing you to move between the BEng and MEng programmes, and between MEng specialisms, provided you have taken the required compulsory modules. Also, most taught modules in years 3 and 4 of all our programmes are elective, allowing you to focus on the topics that are of most interest to you. There is a central spine of practical engineering work running through all years, and a substantial part of the final year is devoted to an individual project allowing detailed study of a topic relevant to your interests and chosen specialisation. If you are enrolled on one of our MEng programmes you will also undertake an industrial placement between years 3 and 4.

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
- Projects and prizes

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

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

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

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

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

[www.imperial.ac.uk/success-guide](http://www.imperial.ac.uk/success-guide)

**I-Explor Modules**

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

In the Department of Computing, you will take an I-Explore module in your third year of study.

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

The links below cover details of all assessment arrangements in the department, including coursework:

- Exams, Assessment and Regulations
- Scientia
- Noticeboards, with information on tests, labs, projects

The College has policies and procedures to support the setting, sitting, marking and moderation of all assessment. These can be found within the Regulations and College Policies at:

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

Instruction to Candidates for Examinations

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

- [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/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 integrity is fundamental to learning, teaching and research and it is important to understand what it means you and the international community of research that you are joining.

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


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

**Plagiarism**

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

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

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

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

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

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

Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated under the Academic Misconduct procedure.

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

Exam offences

Exam offences fall into two categories. These are offences that may be disruptive in the exam venue or are considered an attempt to cheat. Examples of disruptive behaviour includes causing a disturbance in the exam room, having an electronic device that has not been fully turned off or talking in the exam room. Behaviour that may considered an attempt to cheat includes bringing unauthorised material into an exam (such as notes, unauthorised books or other material), attempting to communicate with others apart from the invigilator, or trying to remove examination material without permission. You must ensure that you follow all reasonable instructions of the invigilators.

Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contact cheating, taking an exam for someone else or getting someone else to take an exam for you, 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.
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.

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

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/](www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/)
4. 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 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building.

Make sure you find out who your subject librarian is as they’ll be able to help you find books and online resources for your assignments. 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. You can borrow up to 40 books and, whether you’re working on or off site, you’ll be able to access e-books, e-journals and databases from our collection of almost 400,000 titles. If we don’t have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

For any questions our staff will be happy to help, simply chat with us online or contact us via email, phone or social media, just check our website for details:

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, students or visitors is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.

www.imperial.ac.uk/smoke-free

SafeZone

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

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

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

Information regarding Coronavirus (COVID-19)

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

www.imperial.ac.uk/about/covid-19/
5. 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 placement 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

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 work placement opportunities and preparing to apply for work placement opportunities:

www.imperial.ac.uk/careers/jobs-and-experience/work-experience/

For general information on undertaking a study or work placement visit the Placements website:

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
6. Working while studying

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

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

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

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

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

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. The latest information regarding COVID-19 can be found at:

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

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


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)
8. College Policies and Procedures

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

- [www.imperial.ac.uk/about/governance/academic-governance/regulations](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)
- [www.imperial.ac.uk/students/terms-and-conditions](http://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](http://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/](http://www.imperial.ac.uk/computing/current-students/course-admin/noticeboards/)

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


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


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

- [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Late-submission-Policy.pdf)
If you submit late due to mitigating circumstances, you may be able to make a claim that means that the cap on your mark is lifted. Please see below and the policy document.

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

All claims must be supported by independent evidence and submitted within 10 working days of the assessment deadline. Any claim made after this deadline is likely to be rejected unless there is a good reason (such as you were still unwell) until the point of submitting the claim. Details of the College’s Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the page below:

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

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

The department of Computing has specific instructions for making a claim for mitigation or for requesting an extension. Details can be found (under the exams and mitigating circumstances tab) at:

- [https://www.imperial.ac.uk/computing/current-students/undergraduate-student-welfare/](https://www.imperial.ac.uk/computing/current-students/undergraduate-student-welfare/)

You can request to submit a mitigating circumstance claim on the following link:


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

- [www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/](http://www.imperial.ac.uk/disability-advisory-service/current-students/support-available/adjustments-and-support/)

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

- [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 Engagement
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. If a student does not engage satisfactorily engage with these supportive measures, they can be withdrawn from their studies. 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

Academic Appeals Procedure
We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency, claims for mitigating circumstances have been considered reasonably and in line with the regulations of the College, and that the decisions of the Boards of Examiners maintain the integrity of our academic awards. Should 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 in Registry. You may not request a marks check for a previous year of study. Please note that a marks check is not a remark of your work, but an administrative check that the marks have been accurately recorded.

The form to request an arithmetic mark check can be found here:


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

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

student.complaints@imperial.ac.uk

www.imperial.ac.uk/about/governance/academic-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 Procedure is currently under review and will be
updated during the 2022-23 academic year. The general principles of the Student Disciplinary Procedure are available on the College website:

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

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

[link](www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/ip/)

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

[link](www.imperial.ac.uk/students/enterprising-students/)
[link](www.imperialenterpriselab.com/support/experts-in-residence)

**Use of IT Facilities**
View the Conditions of Use of IT Facilities:

[link](www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/)

**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.

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

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.

The Deputy UG Senior Tutor is Dr. Thomas Lancaster.

Departmental Student Wellbeing Advisor
The Student Wellbeing Advisor, Caroline Gilchrist, can provide you with confidential support and advice in any area that may be affecting your wellbeing such as:

- Loneliness and homesickness
- Anxiety, stress and panic attacks
- Low mood
- Bereavement and loss
- Gender and identity
- Time management, procrastination and motivation
- Drug and alcohol awareness
- Exercise and staying active
- Food and healthy living
- Sleep hygiene
- Self-harm
- Suicidal feelings

Wellbeing appointments for all students within the department are available by email at c.gilchrist@imperial.ac.uk – these will either be on MS Teams or in person by arrangement in Huxley 304a.

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
Departmental Disability Officers

Departmental Disability Officers (DDOs) are the first point of contact in your department for issues around disability. They act as the link between the Department and the Disability Advisory Service (DAS). Once DAS have recommended adjustments for your studies or arrangements for your exams, the DDO can apply for those arrangements on your behalf. They also facilitate support within your Department.

Your Departmental Disability Officer is:

Dr. Thomas Lancaster

More information on Departmental Disability Officers is available at:

www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/

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 typically comprises about 8-10 students, a Tutor and an Undergraduate Teaching Assistant (UTA). The UTA will be a Third or Fourth year student who will assist your academic tutor 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 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 responsible for to looking after your wellbeing and maintaining a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They are on call every day outside of College business hours to provide support in emergencies occurring in your hall.

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

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

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

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

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

Imperial College Union Advice Centre
The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, College accommodation, and internal and external signposting. Contact advice@imperial.ac.uk and complete the registration form to speak with a member of the team

www.imperialcollegeunion.org/advice

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

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

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

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

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

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

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

www.imperial.ac.uk/student-support-zone

Useful support contacts

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

Imperial College Health Centre

40 Prince’s Gardens, South Kensington Campus
020 7584 6301
imperialcollege.hc@nhs.net
www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre

Prince’s Gardens, South Kensington Campus
020 7589 6623
www.imperialcollegedental.co.uk

Student 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
english@imperial.ac.uk
www.imperial.ac.uk/academic-english

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

Careers
Careers Service

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

ICT and software
ICT Service Desk

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

Software shop
www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/
10. **Student Administration**

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

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

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

**Student Records**

📞 +44 (0)20 7594 7268

✉️ student.records@imperial.ac.uk

**Degree Certificates**

📞 +44 (0)20 7594 7267

✉️ certificates@imperial.ac.uk
11. Work-life balance

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

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

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

**Move Imperial**

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

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

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

With an annual fee of £35 you will get use of the gym and swimming facilities on our
campuses. More information about Imperial student memberships and updates to our
services can be found at:

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

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

[www.imperial.ac.uk/sport/move-more/](http://www.imperial.ac.uk/sport/move-more/)
12. Student feedback and representation

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

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

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

For information on a range of topics including timetables, 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/
13. Student Surveys

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

- **Module Evaluation Questionnaire (MEQ)**

  The MEQ is your chance to tell us about the modules you have attended, including your BPES, Horizons and I-Explore modules. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms.

- **Student Experience Survey (SES)**

  The SES is an annual survey which aims to gather feedback on a range of College services and on Imperial College Union. The survey seeks to understand your opinions on life at the College beyond lecture theatres or labs. The survey is open to all non-final year undergraduate students and runs across the autumn and spring terms.

- **National Student Survey (NSS)**

  The NSS is an annual survey which asks respondents to rate a range of elements related to their student experience such as academic support, learning resources and assessment and feedback. The survey is open to final year undergraduates at participating UK institutions and runs in the spring term. Results of this national survey are made publicly available.

All surveys are confidential. The more you 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](http://www.imperialcollegeunion.org/you-said-we-did)

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

- [www.imperialcollegeunion.org/your-union/your-representatives/responses](http://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/](http://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/)
14. 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 Wi-Fi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

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

www.imperial.ac.uk/alumni

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:

www.imperial.ac.uk/urop