Senior Tutor Welcome

Dr Thomas Lancaster
PGT Senior Tutor
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Dr Thomas Lancaster

MSc Related Roles
PGT Senior Tutor
Department Disability Officer
Project Coordinator (MSc/ISO/Group Projects)
Academic Integrity Officer
Senior Tutor

• I have **overall responsibility for the academic and pastoral care** of PGT students in the Department, with the support of many other people including our Wellbeing Advisor, Caroline Gilchrist

• I have information about College processes, hardship funding and other services

• You can always speak to me in confidence
My Relationship With You

You are a student on postgraduate programme, so I intend to treat you as such
Your Personal Tutor

- The first person you should speak to for advice about non-academic issues
- Two small group meetings per term
- Individual meetings as you need them
First Personal Tutor Meeting

Tuesday 4 October at 12 noon

You should have a printed message with the details of your Personal Tutor. Timings and rooms may change and some meetings may be held online. Please check your email for any updates.
Support for Disabilities and Long-Term Health Conditions

- Through the Disability Advisory Service (DAS)
- DAS make recommendations to the Department for reasonable adjustments to help with your studies (we don’t make the decisions within the Department)
- DAS offer drop in appointments on Wednesday and Thursday afternoons
- My role as Department Disability Officer (DDO) is as a liaison with DAS
Our Expectations
Operate With Integrity

- Work professionally
- Tolerate and respect everyone’s views and beliefs
- Use the computer systems for legal purposes
- Produce assessed work independently (unless you have agreement to work in a group)
- Respect your sources (avoid collusion, plagiarism and other ethical breaches)
- Complete the mandatory Plagiarism Awareness course on Blackboard
Centre For Academic English

http://www.imperial.ac.uk/academic-english
Attendance And Absence

• We do expect you to **participate fully** during the course
• This includes during the summer Project period
# Late Submission Policy

<table>
<thead>
<tr>
<th>Time of Late Submission</th>
<th>Mark Awarded</th>
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<tbody>
<tr>
<td>Up to 24 hours after the deadline</td>
<td>Capped at pass mark</td>
</tr>
<tr>
<td>More than 24 hours after the deadline</td>
<td>Zero</td>
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</tbody>
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If you think you are going to miss deadlines, please act first
Short-Term Extensions/Longer-Term Mitigating Circumstances

• Procedures designed to help you to succeed

• Please put requests in as early as possible and continue working on the assessments

Wellbeing Support
Department of Computing

Caroline Gilchrist – Student
Wellbeing Adviser
Student Wellbeing Advisor

E-mail: c.gilchrist@imperial.ac.uk
Huxley 304a
One-to-one appointments in person or online
Drop-in sessions
Workshops
Wellbeing initiatives
Support

- Student Counselling and Mental Health Advice Service - [www.imperial.ac.uk/counselling](http://www.imperial.ac.uk/counselling)
- Imperial College Health Centre – [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk) All students should be registered with a London based GP throughout their studies
- Chaplaincy - [www.imperial.ac.uk/chaplaincy](http://www.imperial.ac.uk/chaplaincy)
- International Student Support - [www.imperial.ac.uk/study/international-students](http://www.imperial.ac.uk/study/international-students)
Support (cont.)

- Student Support Zone - [http://www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)
- Student Hub - [www.imperial.ac.uk/student-hub](http://www.imperial.ac.uk/student-hub)
- Imperial Success Guide - [https://www.imperial.ac.uk/students/success-guide/](https://www.imperial.ac.uk/students/success-guide/)

DoC website – wellbeing resources