Welcome to the College

1. Introduction to the Department of Earth Science and Engineering (ESE)
   - Welcome from Earth Science and Engineering Departmental Representative
   - Departmental staff
   - How we communicate
   - ESESIS
   - Information and documents that we need from you
   - Societies
   - Teaching and outreach opportunities within the Department
   - Remote Learning
   - Attendance and absence
   - Key dates 2020–21
   - Equality, Diversity and Inclusion at Imperial

2. Programme information
   - Dates and Timetable
   - Our degree courses
   - Modules and ECTS
   - Teaching structure and methods
   - Major Projects
   - Imperial Mobile app
   - Imperial Success Guide

3. Assessment
   - Coursework and deadlines
   - Late Submission Policy
   - Feedback and return of work
   - Assessment process
   - Unsatisfactory Progress

4. Location and facilities

5. Working while studying

6. Health and safety
   - Welcome pack
   - Good infection control
Hand sanitisers and multi-surface cleaning wipes .................................................. 36
Social distancing ................................................................................................. 36
Face coverings ................................................................................................... 37
Self-isolation or quarantine arrangements ......................................................... 37

7. College policies and procedures ..................................................................... 40
   Intellectual Property Rights Policy ................................................................. 40
   Use of IT Facilities .......................................................................................... 40
   General Data Protection Regulation (GDPR) .................................................. 40

8. Wellbeing, support and advice ...................................................................... 41
   In your department .......................................................................................... 41
   In your hall of residence ................................................................................ 43
   Student Hub ....................................................................................................... 43
   Student Support Zone ..................................................................................... 44
   English language support ................................................................................ 44
   Health and wellbeing support .......................................................................... 44
   Your Union ........................................................................................................ 46

9. Work-life balance ............................................................................................ 48
   Imperial College Union .................................................................................... 48
   Move Imperial ................................................................................................... 48

10. Student feedback and representation ............................................................ 49
    Staff-Student Consultative Committee ........................................................ 49
    Student representation .................................................................................... 49

11. Student surveys ............................................................................................. 49
    Alumni services ............................................................................................... 51

12. If things go wrong, or you want to change something ................................... 52
    Problems in general ....................................................................................... 52
    Mitigating Circumstances (MCs) .................................................................. 52
    Problems with a course or tutorials ................................................................ 53
    You are absent from College and have Mitigating Circumstances (MCs - see above) .. 53
    You are about to miss a deadline or examination and you have MCs .......... 53
    You have a pastoral issue that is affecting your academic performance .... 53
    You have financial issues that are affecting your ability to study ................. 54
    You are thinking of interrupting your studies .............................................. 54
    You have discovered a building-related fault or problem ......................... 55
    You have a complaint against the Department, or wish to make an appeal or query a mark... 55
    Student Disciplinary Procedure ..................................................................... 55
    You wish to change your Personal Tutor ...................................................... 56
    You wish to change degree course ................................................................ 56
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 understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to help you reach your true potential. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College’s webpages, alongside local information provided by your Department.

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

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

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

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

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

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

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

www.imperial.ac.uk/students/our-principles
Introduction from the President of Imperial College Union

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.

Life in London and at Imperial is adapting to a ‘new normal’ as a result of the coronavirus (COVID-19) pandemic with safety measures in place to keep you safe. But that shouldn’t stop you having a really fantastic experience here.

Imperial has plenty to offer outside study too, giving you the chance to try something new. London is a well-connected, diverse city, where almost anything you could want is only a bike or 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 I are all elected students who have taken a year out to work full-time representing you. The Union has been working hard to protect your interests and improve what Imperial’s offer to students throughout this crisis, and we will continue to do so over the course of the coming academic year.

University is a bit of a sea change: you’re in a place where, likely for the first time in your education, you have a good degree of control over how you learn. Take advantage of this. Consider running in our autumn elections, be sure to join a society or two, and above all, make your voice heard. If there’s something you want to see changed, 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 2020-21*

union.president@imperial.ac.uk

imperialcollegeunion.org
1. Introduction to the Department of Earth Science and Engineering (ESE)

Welcome to ESE and Imperial College London

“The principal challenge facing the world’s growing population is how to maintain sustainable access to natural resources – water, energy and food – that are necessary for us to enjoy a good quality of life. It is our duty to work towards a better world where we all benefit from the high standard of living that most of us take for granted. The science and engineering behind understanding and solving these problems lies at the heart of our Department’s activities.”

- Professor Mark Sephton, Head of Department, Earth Science and Engineering

Welcome to the Department of Earth Science and Engineering. We hope that you will participate fully within the life of the Department and the College during your time at Imperial College London. You will quickly learn that we are a lively, welcoming Department and we hope that you will soon feel part of our small community.

The core of our degrees is the provision of an education that ensures each student reaches a high level of competency in applying maths and science to understanding the Earth and planets, while maintaining a long tradition of excellence in observational field geology. However, University is not only about acquiring skills and knowledge in the subject that you are passionate about. We hope that you will gain other transferable skills and knowledge that will help you in the transition to the wider world at the end of your degree. It is up to you to take advantage of the opportunities that are offered while remembering that you still need to do quite a lot of work for your degree. We encourage you to seek out the many clubs and societies that Imperial has to offer.

University students are expected to take responsibility for their own learning and welfare. However, the Department and the College provide many services to help you learn and to guide you through your time as an undergraduate. If you are unable to find the information that you need, don’t hesitate to contact your personal tutor, or indeed any of us. We are here to help.

This handbook is packed with useful information that should serve you well during your time here. Please do read it, and keep it handy as a reference. It begins with a summary of important Imperial College principles and services, then details what you need to know about our department. A short safety and obligations section is especially important for you to read and be familiar with. We then deal with all aspects of our teaching and your course, before finishing with sections on support and on procedures to follow should anything go wrong. Most of you will never need these last two sections – but it is worth familiarising yourself with them nonetheless.

Once again, welcome, and I wish you all a fulfilling and unforgettable undergraduate experience.

Dr Mark Sutton, Director of Undergraduate Studies (DUGS)
August 2020
Welcome from Earth Science and Engineering Departmental Representative

The Departmental Representative (Dep Rep) is a Student-Union appointed position that provides a focus for representing the student voice to the Department. The Dep Rep is normally a fourth year ESE undergraduate – this year it is James Wood – a quick intro from him follows! Individual year-group representatives form a crucial part of this ‘representation network’ – they are elected early in the autumn term.

As well as the academic representatives, the union runs a parallel Wellbeing Representative network; Wellbeing Reps are responsible for identifying issues and raising awareness in areas affecting students such as health, financial concerns, relationships, equality & diversity and personal safety. This year our departmental Wellbeing Rep is Ananya Mirchandani, ananya.mirchandani19@imperial.ac.uk, and as with the academic reps, year-reps for the Wellbeing Network will be elected in the the autumn term.

See the Imperial College Student Union section for more details, or go to www.imperial.ac.uk/students/student-support/

Dear all,

Congratulations on securing your place at Imperial and welcome to the RSM and the Department of Earth Science and Engineering (ESE)!

I’m James, a 3rd year geology student, and I will be your Academic Departmental Representative (Dep Rep for short) this year. It is my role to be a link between the students and staff in the department – representing the “student voice”.

This means that I am one of the many people in the department that you can talk to about any concerns you have. Whether its exams, lectures, studying or anything else you are worried about, you are always welcome to let me know and I will do my best to offer advice or point you in the direction of someone that can help you.

We are incredibly lucky as students in ESE with the staff we have. Everyone is friendly and welcoming and will do everything they can to make your experience better. Student feedback is highly valued in the department, it drives every decision that is taken. Part of my role is to work with the elected year reps (I definitely recommend you run for one of these positions in the first few weeks!) and the wider ESE rep network to provide this student feedback to staff and try to make sure it is acted on.

With the switch to “multi-mode” learning for the first part of your time at Imperial, it is more important than ever that your voice is heard. If there is anything you are struggling with (lectures, technology, exams or anything else), staff want to know about it so they can help you to have an enjoyable and successful time here, despite the pandemic! No problem is too big or too small so keep my email close and let me know if anything isn’t going the way you had hoped.

Before you arrive, if you have any questions, concerns or just want to chat, feel free to email me, I will help out the best I can!

I can’t wait to get to know you all better!

Best wishes,

James Wood (james.wood18@imperial.ac.uk)
**Departmental staff**

We have some 48 academic staff and 30 support staff, not to mention the post-doctoral research staff and post-graduate students. While not all staff and post-graduates are involved with undergraduate learning and teaching, the majority are. You'll find details of all academic and professional staff on the ESE webpage here: [www.imperial.ac.uk/earth-science/people/](http://www.imperial.ac.uk/earth-science/people/)

To find the email or the room for any teaching staff in the Department look on ESESIS (follow the staff-member link), or find them through the College Outlook address book, or the departmental website. Be aware that some names are common – make sure it’s the right person!

**Academic Staff Offices**

All the staff who teach you are very approachable and willing to listen and help you individually. Academic staff offices are found on the ground, first, second, third and fourth floors. Some of these are swipe-card access areas; here there will be a phone outside the door that goes directly to the staff member’s desk. Call them and they will come and find you. It’s normally best to email staff-members first if you want to meet with them.

In autumn term 2020 staff are continuing to work from home where possible; you are welcome to contact staff online during normal office hours (09:00 – 17:00), via email or MS Teams. Office telephone numbers are mostly being forwarded if staff are not on campus, so you are welcome to try calling too.

**Undergraduate Support Staff**

The Undergraduate Education Team are located on the ground floor corridor in the Undergraduate Teaching Office. They are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
<th>Room</th>
<th>Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riki Clarke</td>
<td>02075946478</td>
<td><a href="mailto:riki.clarke@imperial.ac.uk">riki.clarke@imperial.ac.uk</a></td>
<td>G.24</td>
<td>Undergraduate Programme Coordinator</td>
</tr>
<tr>
<td>Rob Lowther</td>
<td>02075947428</td>
<td><a href="mailto:r.lowther@imperial.ac.uk">r.lowther@imperial.ac.uk</a></td>
<td>G.24</td>
<td>Rock Collection and Fieldwork Administrator</td>
</tr>
<tr>
<td>Cindy Valuto</td>
<td>02075947337</td>
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<td>G.24</td>
<td>Admissions Officer</td>
</tr>
<tr>
<td>Rebecca Smith</td>
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<td><a href="mailto:rebecca.smith2@imperial.ac.uk">rebecca.smith2@imperial.ac.uk</a></td>
<td>G.24</td>
<td>Undergraduate Education Manager</td>
</tr>
</tbody>
</table>

**Other Support Staff**

There are many other departmental support staff, although most of their roles do not involve undergraduates. Jason Hoadley is responsible for departmental services and Emma Watson is the Departmental Operations Manager (DOM).

Building defects should be reported by e-mail to: efcsc@imperial.ac.uk (see ‘When things go wrong’ section below).
### Academic and teaching staff with key undergraduate roles

People are listed by role below, and the table underneath gives their contact details.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
<th>Room</th>
<th>Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Sephton</td>
<td>02075946542</td>
<td>contact via Daphne Salazar</td>
<td>G.30</td>
<td>Head of Department Departmental Safety Officer</td>
</tr>
<tr>
<td>Daphne Salazar</td>
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<td><a href="mailto:d.salazar@imperial.ac.uk">d.salazar@imperial.ac.uk</a></td>
<td>G.28</td>
<td>Assistant to Head of Department – contact Daphne first if you want to reach the Head of Department</td>
</tr>
<tr>
<td>Mark Sutton</td>
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<td><a href="mailto:m.sutton@imperial.ac.uk">m.sutton@imperial.ac.uk</a></td>
<td>G.25</td>
<td>Director of Undergraduate Studies</td>
</tr>
<tr>
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<td>1.37</td>
<td>Senior Tutor</td>
</tr>
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<td>G.31</td>
<td>Departmental Careers Advisor</td>
</tr>
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<td>4.97</td>
<td>Field Safety Officer</td>
</tr>
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<td><a href="mailto:s.krevor@imperial.ac.uk">s.krevor@imperial.ac.uk</a></td>
<td>1.43</td>
<td>Year Abroad Coordinator</td>
</tr>
<tr>
<td>Lorraine Craig</td>
<td>0275946436</td>
<td><a href="mailto:l.craig@imperial.ac.uk">l.craig@imperial.ac.uk</a></td>
<td></td>
<td>Faculty Building Faculty Senior Tutor</td>
</tr>
</tbody>
</table>
How we communicate

Personal Communication

You will find that we are a small and friendly Department; staff are very approachable and willing to listen and help you individually.

In general, your first point of contact for any questions about a particular module should be the member of staff who teaches you. If your query is about anything else and you don’t know the right person to talk to, try your Personal Tutor. If they are unable to help, then contact the Senior Tutor (for welfare questions), or the Director of Undergraduate Studies (for academic questions). The Undergraduate Education Team in Room G.24 (Undergraduate Teaching Office) should also be able to assist you with non-academic enquiries.

You will often find it easiest to make initial contact by e-mail - most staff do not operate an ‘office hours’ system and may not be able to see you straight away, so you will often need to arrange a time to meet, either in-person or online.

E-mail Communication

The Department and other parts of College will contact you frequently by e-mail, and this is also the best way for you to contact us. After registration you will be allocated an e-mail address and password. We assume that students are checking email regularly, and occasionally we will need to make last-minute announcements via email, so make sure you do check several times a day! There are accessible computers located throughout the the College that you can use for this, though you are very strongly advised to set up College email on your mobile device(s). ICT have a help desk on the fourth floor of the Sherfield Building that can help you with this, but they also maintain a webpage that explains how to do it - see https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/office-365/apps/mail/

E-mail Etiquette

We all have lives – you included. If you e-mail/Teams message a member of staff on a Friday evening, for example, you may not get a reply until early on Monday. Staff may also occasionally be out of contact (e.g. on fieldwork, or working flexible hours). If you cannot get a reply from a member of staff, please contact a member of the Undergraduate Education Team to let us know so we can chase them up for you.

ESESIS

ESESIS (Earth Science and Engineering Student Information System) is our custom-built web-based software that handles much of our student interaction in one convenient interface. You can access it from any device at https://esesis.ic.ac.uk. You will need to log-on using your College user ID and password.

First year students get a quick introduction to ESESIS and module selection as part of your induction activity.

Facilities provided by ESESIS include

- A repository for your personal data, which you are able to update (e.g. home and term time addresses, and contact numbers, current timezone) – please also remember to update your MyImperial student record with the central College as well, they are NOT automatically linked.
- Selection of optional modules, subject to the constraints for core and optional modules and their pre-requisites.
• Module information, including detailed module content and learning outcomes, files provided by the staff teaching the modules (e.g. handouts, links to video recordings), how feedback for that module will be delivered, reading list for the module, deadlines and most other information that you need to know, including who is teaching the course and who the Graduate Teaching Assistants (GTAs) are [see below].
• Upcoming coursework deadlines, and information on when coursework return is due.
• Submission of coursework online (where permitted).
• Reminders about upcoming and overdue coursework.
• View your feedback when it is submitted via ESESIS.
• View your own coursework results online when they are released.
• Enter any work experience or internships that you may have undertaken.
• Many other things too (e.g. voting for the GTA of the year).

Please add a photo of yourself to your profile as soon as you can, and keep your personal information up to date. You have the option of making a voice recording of you saying your own name (which is accessible by staff, and helps them get this right!), and indicating or preferred pronoun.

Information and documents that we need from you
All data are collected and hence in compliance with GDPR regulations. See http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/

Mobile phone numbers and contact details
We will ask first year students to provide your mobile phone number at the start of the term – this is so we can contact you during timed remote assessments (exams), for safety during fieldwork (where applicable), and in case we need to contact you in an emergency. It is imperative that you keep your address and contact details updated on both ESESIS and My Imperial (the two systems do not link up).

Trusted Contact
You also have the option of indicating a Trusted Contact (e.g. a person who is close to you, but not necessarily your next of kin), whom you give permission for us to contact in case we are concerned about your welfare. Contact the Senior Tutors for more information.

Societies
There are three undergraduate societies that wholly or partially exist for our students, and they have overlapping membership. These are Imperial College Geology society, https://www.imperialcollegeunion.org/activities/a-to-z/geology, the Geophysics society, https://www.imperialcollegeunion.org/activities/a-to-z/geophysics, and the Royal School of Mines (RSM) Union: https://www.union.ic.ac.uk/rsm/exec/. The latter also serves students of other departments in the Royal School of Mines building. All three run lots of activities each year; they will e-mail you regularly about these but do also have a look at their websites to see what they have planned.

Students are encouraged to take advantage of the social and sporting opportunities afforded by the Students' Union. There are several sabbatical student positions that come up each year. If you are considering standing for election to one of these positions then before allowing your name to go forward you are strongly recommended to discuss with the Director of Undergraduate Studies the possible effect on your academic studies and, where appropriate, how best to prepare to resume your studies in the event that you are elected.

If you require space within our Department for society activities, for example to host an activity or committee meeting, please contact the Imperial College Union. More information
can be found here: https://www.imperialcollegeunion.org/activities/running-club/room-bookings. Do not approach the Undergraduate Education Team for this – they can only book rooms for the academic timetable.

**Teaching and outreach opportunities within the Department**

**Undergraduate Teaching Assistant (UTA)**

Fourth year students have the opportunity to be an Undergraduate Teaching Assistant (UTA). UTAs assist academic staff in teaching and demonstrating practical classes for the module to which they are assigned. A super-user group of assistants (the ESE UG GTA Admin team) manage demonstrating, and information about this will be provided by email or by contacting eseug-gta-admin@imperial.ac.uk.

**It is extremely important to note that you do not work unless you are a registered Casual Worker with the College. You must carry out the steps needed to become registered before you commence any type of paid work for the Department.**

ESESIS will normally inform you of your status; but if you have a query about your Casual Worker status please email: ese-casualpay@imperial.ac.uk in the first instance.

Full instructions on becoming registered and up to date versions of documents can be found on the relevant Department’s webpage (login required): www.imperial.ac.uk/earth-science/current-student-staff-info/studentdemonstrators/

**Become an ESE Student Ambassador**

Each year the Department meets hundreds of prospective students at Open Days and outreach events, where more than anything they want to hear about your experience of studying in ESE.

We invite students who want to represent the Department, join in with some fun events, meet prospective students and put “Earth Science and Engineering Student Ambassador” on their CV.

Student Ambassadors for ESE must meet certain criteria in order to be recognised in this role. Detailed information can be found here: www.imperial.ac.uk/earth-science/current-student-staff-info/ug/ambassadors/

The Department appreciates the time and effort our student ambassadors put into the above events, and will provide support, training and opportunities to undertake further outreach (e.g. schools talks) if you’re interested. Being a Student Ambassador doesn’t have to be a one-off event, as we regularly need volunteers for various events throughout the academic year.

**Remote Learning**

In autumn term 2020 you will be undertaking your learning either fully or partly remotely; for those in London there are some opportunities for in-person teaching and events, which will be relayed to you throughout the term and/or indicated on your personal timetable. Even if you are not physically on campus it is important (perhaps even more so!) that you are engaging with your taught classes and keeping in regular communication with the department. This includes: regularly checking your email; meeting your personal tutor; interacting with your lecturers and demonstrators; participating in online departmental events. It is up to you to manage your time effectively and find a study regime that works for you, and your time zone. If you need equipment to work effectively remotely, and are in financial hardship, then please get in touch with the Senior Tutors to talk about funding.
Attendance and absence

You are an adult, and it is ultimately your decision to attend lectures and practical classes or not. Nonetheless we do expect full attendance at all lectures, practical classes, additional induction and other sessions, and on field courses (where applicable). It is quite simple: if you do not attend you are unlikely to perform well, and risk falling behind your peers. It can be difficult to catch up once term is underway and there are competing demands on your time. Students are occasionally tempted to skip lectures that they expect to be recorded using the Panopto system. You are very strongly urged to resist this temptation – there is no substitute for being there, and recordings are a supplement not a replacement. Additionally, most lectures are followed by interactive practical classes where the real learning occurs – these cannot easily be replaced by a recording. Although every effort is made to record lectures with the Panopto system or via MS Teams, occasionally due to technical issues or for other reasons, recordings may not be available. If you are asked to watch pre-recorded Panopto lectures/undertake an informal quiz/do some pre-reading as preparation for a class it is also important that you make the effort to do so; you will get much more out of your taught classes if you come to them well prepared.

Punctuality is part of attendance. All of our teaching times are given in UK time; it is your responsibility to check if we are in Greenwich Mean Time (GMT) or British Summer Time (GMT +1). Out of respect for your staff and fellow students, please be on time for your lectures. Unless otherwise notified, all morning classes start at 09.00 and afternoon classes at 14.00. We recognise that transport may sometimes fail to perform as advertised, but it is your responsibility to build sufficient time into your travel plans to allow for all except the most exceptional delays.

We will periodically monitor attendance in classes through Teams attendance lists or by sign in sheets (it is your responsibility to find the sheet and sign it), and by your academic progress throughout the year. If you do not submit coursework or attend classes you will be required to meet with the Director of Undergraduate Studies or Senior Tutor. Lack of attendance at lecture and practical classes and lack of submission on coursework can be brought to the attention of the Board of Examiners.

The Registry may be informed of student non-attendances as the College is obliged to monitor the non-attendance of students, particularly those on Tier 4 visas. In addition, if your degree is sponsored, we may be required to report on your attendance to your sponsor.

Even during periods where you have no scheduled teaching, you MUST inform the Senior Tutor or Director of Undergraduate Studies if you are absent from the College for more than three days during term. It is also your responsibility to check the term dates, and make sure that you seek permission from the Senior Tutor if you need to leave college or break early before the end of term. Whilst we are sympathetic to students wanting to take advantage of cheaper travel arrangements by pre-booking, it is always best to check.

Absence or missed attendance due to circumstances beyond your control (e.g. illness) is different – this is covered in the ‘If things go wrong’ section in this handbook.

Key dates 2020–21

Term dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>3 October 2020 - 18 December 2020</td>
</tr>
<tr>
<td>Spring term</td>
<td>9 January 2021 - 26 March 2021</td>
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</tbody>
</table>
Summer term: 24 April 2021 - 25 June 2021

**Closure dates**

Christmas/New year: 24 December 2021 - 1 January 2022
(College reopens on 4 January 2021)

Easter Holiday: 1 April 2021 - 6 April 2021
(College reopens on 7 April 2021)

Early May Bank Holiday: 3 May 2021

Spring Bank Holiday: 31 May 2021

Summer Bank Holiday: 30 August 2021

**Key events**

Great Exhibition Road Festival: 3 - 4 July 2021

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**Equality, Diversity and Inclusion at Imperial**

Our strategy is a call to action to everyone at Imperial – staff and students – who believes that the dignity and individuality of every other person here should be respected and cherished.

[https://www.imperial.ac.uk/equality/governance/strategy/](https://www.imperial.ac.uk/equality/governance/strategy/)

**What we do in the Department**

The Department of Earth Science and Engineering is committed to continually supporting and further developing a vibrant, diverse and inclusive community of staff and students.

[https://www.imperial.ac.uk/earth-science/about/edi/](https://www.imperial.ac.uk/earth-science/about/edi/)

We aim to develop a culture that promotes personal responsibility for equality rooted in respect and dignity.” Prof Mark Sephton, Head of Department

**As a Department, our values are:**

**Supportive | Excellence | Integrity | Innovative | Inclusive | Inspiring**

Our values support us to achieve our vision for ESE to be a place for excellence in research and teaching, and for ESE to be the best place to study, work and to develop your career.

The department hosts an annual rolling programme of workshops which all staff and students are expected to attend. These include:

- ESE Values
- Equality, Diversity and Inclusion
- Bullying & Harassment
- Racism Awareness
- Unconscious Bias
- Active Bystander

**ESE Equality, Diversity, Inclusion and Culture Committee**

The Department’s Equality, Diversity, Inclusion and Culture (EDIC) Committee, chaired by Prof Mark Sephton, is responsible for driving forward the equality, diversity, inclusion and culture agenda in the department, providing support and guidance to all staff and students.
It is representative of the whole department and therefore includes a diverse representation from the academic and teaching staff, professional and technical staff, research staff, undergraduates, taught and research postgraduates.

If you’re interested in advancing equality, diversity, inclusion and culture within the department and joining our committee, please email hodese@imperial.ac.uk

**ESE Athena SWAN Self-Assessment Team**

The ESE Athena Self-Assessment Team, reporting to the ESE EDIC and co-chaired by Drs Katharina Kreissig and Samuel Krevor, is developing a Bronze Athena SWAN application. The Advance HE’s Athena SWAN Charter was established in 2005 to encourage and recognise commitment to advancing the careers of women and address gender equality more broadly. This application process is providing the department with an opportunity to reflect on the great things we do to encourage gender equality and also to develop action plans to improve things even further.

https://www.imperial.ac.uk/earth-science/about/edi/athena-swan/

### 2. Programme information

**Dates and Timetable**

All of our teaching times are given in UK time; it is your responsibility to check if we are in Greenwich Mean Time (GMT) or British Summer Time (GMT+1).

**Autumn term** (11 weeks) - Year 4 have no timetabled teaching this term – they do MSci projects.

- **Week 1** Induction / Welcome week
- **Weeks 2–5** ‘Normal’ teaching
- **Week 6** Reading Week*
- **Weeks 7–10** ‘Normal’ teaching
- **Week 11** Reading Week*

**Spring term** (11 weeks)

- **Week 1** Examinations
- **Weeks 2–9** ‘Normal’ teaching
- **Weeks 10–11** Reading Weeks*, including fieldtrips / Earth Science and Climate project in year 2

* ESE Reading Weeks do not have normal module teaching, but may have other timetabled classes including fieldtrips, briefings, workshops, safety classes etc. Please note that the summer term timetable given here is liable to change as the Covid-19 situation develops. Watch your timetables!
Summer term (9 weeks)
Results are released shortly after Week 9 following the meeting of the Examination Board. Each year group has a unique summer term, which is outlined below. Please note that the summer term timetable given here is liable to change as the Covid-19 situation develops.

Year 1
Weeks 1–2 Examinations
Week 3-4 Spain fieldtrip
Week 5 Statistics and data analysis workshops
Week 6–8 Independent Projects
Week 9 No timetabled work (don’t rely on this being completely free – it is still term-time)

Year 2
Weeks 1–2 Examinations
Week 3–4 Geologists: Scotland fieldtrip. Geophysics: Cyprus data-processing
Earth Scientists: Environmental Geochemistry
Week 5–9 Geologists: Independent project (field mapping component)
Earth Scientists: Independent project
Week 5–6 Geophysics: Cyprus data-processing
Week 7 Geophysics: Workshops for independent project
Week 8–9 Geophysics: No timetabled work (don’t rely on this being completely free – it is still term-time)

Year 3
Weeks 1–3 Examinations
Week 6–7 Geologists: Sardinia reports. Geophysics: Seismic Processing assessed work. Earth Scientists: varies
Week 8–9 No timetabled work (don’t rely on this being completely free – it is still term-time)

Year 4
Weeks 1–3 Examinations
Week 4–5 Geol: Appennines fieldtrip. Geophysics/Earth Sci: Group Project or Appenines
Week 6–8 No timetabled work (don’t rely on this being free – it is still term-time)
Week 9 MSci Poster Presentation
The CELCAT timetable

Your personalised timetable, which tells you which rooms you need to be in and when, is provided through the college CELCAT timetabling system (see www.imperial.ac.uk/timetabling/view/). This information can be viewed through a web browser, or (most usefully) can be connected to your smartphone. See www.imperial.ac.uk/timetabling/mytimetable/ for details.

Almost all ESE events will be scheduled through CELCAT, but you should also monitor your email for details of other ad-hoc teaching or other events which might occasionally not be.

Celcat will clearly indicate if a session is fully online or in-person; please check this carefully. You can access MS Teams links directly from your Celcat calendar for many modules.

Our degree courses

Our programmes lead to the award of a BSc degree after three years of study, or to an MSci degree after four years of study. An additional quality threshold exists for students on the MSci programme, who must be on course for an upper second (or higher) degree mark at the end of their second year. The majority of students now opt for the four-year programme, although the three-year BSc continues to offer a useful route for those students who would like to follow their undergraduate studies with a Masters degree on a more specialist industrially-focussed MSc programme.

The Departmental website, https://www.imperial.ac.uk/earth-science/prosp-students/ug-courses/ provides up-to-date details of the courses.

The present programmes follow three streams; Geology, Geophysics, and Earth & Planetary Science (EPS). While these share many modules, they differ in emphasis; for instance geology degrees include more fieldwork, geophysical degrees involve more mathematics and computing, and EPS degrees include a substantial extra-terrestrial element. We offer BSc (3 year), MSci (4 year) and MSci with a year abroad degrees in Geology, Geophysics and EPS.

The year-abroad streams provide the opportunity for our most-able students to spend their third year studying within a partner university overseas.

Alternatively, for students on the Geology or EPS programmes it is also possible to transfer onto a different degree scheme during your first or second year - the BSc or MSci in Earth Science. These degree schemes offer less fieldwork, and more Earth Science, environmental and geochemistry focused modules, with a major, non-fieldwork year 3 project focussing on Earth Science issues.

Please note that details below are given for this academic year (2020-2021) - details may differ in subsequent years.

Induction programme

Induction programmes are part of the experience of joining any organisation, from a part-time job to a big corporation, and coming to university is no different - nor indeed is returning to university each academic year. Week 1 of the autumn term is an induction week for ESE students.

First year students have a longer induction, which extends into a programme of workshops through the Toolkit for Geoscientists module. This programme initially explores the skills that you may need to develop for a successful, university career. ESE staff, together with colleagues from the Library, Careers Service and other parts of the College, will indicate what is expected of you and what you can expect from us. Together with the support of your Personal Tutor and others around the Department, this is designed to assist you in making a
smooth transition from school or college to university life. The workshop programme extends into the second term, but there emphasises particular skills needed to support a geoscience degree (such as field skills and skills with computer graphics).

**Modules and ECTS**

**The module system**

Our degree programmes are modularised, i.e. they are split up into discrete packages of education called modules. Each module has a code and a name, (e.g. EART40007 Low Temperature Geochemistry), a co-ordinator (the staff member in charge of it – normally but not always the person who does most of the teaching on it), and other attributes such as a syllabus and learning outcomes. You can look all these up on EESIS. Modules also have a size, measured in ECTS (European Credit Transfers). In theory, 1 ECTS = 25 hours of work, including your private study. Most modules in ESE are 5 ECTS in size, though a few are 7.5, and some project modules are larger. You take 60 ECTS of modules per year, although students currently in years 3 and 4 are allowed to take up to 75 ECTS.

5 ECTS modules normally consist of 8 taught sessions, plus a ninth revision session that is not always used. Our sessions are normally all morning (9-12) or all afternoon (2-5) – refer to your Celcat timetable for clarity. There are plenty of exceptions to these rules though, so check your timetable carefully!

The modules you will take depend on your degree and year. A document called the “Scheme for the Award of Honours” tells you which modules you will be taking, and how they contribute to your final degree mark. In your first two years you will study a set programme of modules designed to lead you through all foundation and core material. Exactly which modules you take in year 1 will depend on your pre-university experience – if, for instance, you did not study A-level chemistry or an equivalent, you will take a different chemistry module to those people who did.

See the EESIS information page or [www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/](http://www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/) for more details of which modules you will take, and the Scheme for the Award of Honours document.

All students are required to attend an academic briefing at least twice per year where the key points about this document are explained in addition to any changes. You will be informed of the dates in advance; attendance lists are taken, and attendance is mandatory. Students who do not attend are normally followed up.

**Choosing your modules**

Returning students will have already chosen their modules. New first years will be guided through the process at induction, although their module-choice is largely predetermined. For years three and four, where substantial choice of ‘elective’ modules exists, students are given considerable support, advice and guidance when choosing their modules. If you feel you need more advice, just ask the Director of Undergraduate Studies.

Module choices are normally ‘locked in’ at a certain point in the year, typically early in the autumn term. To change modules after that, contact the Director of Undergraduate Studies.

It is very important that you **do not change modules without ensuring that EESIS is up to date.** You are solely responsible for this. For both January and April examinations you will be entered for examinations according to the information provided on EESIS, so it is very important that you check it carefully – if you fail to turn up to an exam you will be recorded as having failed the module. Likewise, if you are not registered for an examination you will not be allowed to sit it, even if you have attended the lectures. You will be advised by email of the date by which you must register for examinations.
Imperial Horizons

Imperial Horizons is a not-for-credit programme for all undergraduates. It is designed to broaden your education, inspire your creativity and enhance your professional impact. You can choose from more than 20 different course options, ranging from languages to business chosen from one of four sections:

- Business & professional skills
- Global Challenges
- Science, Culture and Society
- Languages and Global Citizenship

All Horizons courses are free and will be included on your degree transcript as a selling point for future employers.

BPES modules

BPES (Business for Professionals of Engineering and Science) modules are run by the Imperial Business School (see https://www.imperial.ac.uk/business-school/programmes/undergraduate-study/bpes-programme/) and are taken by many of our undergraduates who wish to broaden their skills and experience. ESE students who take BPES modules normally take them in years 3 and 4 for credit. You are not permitted to take more than 1 BPES module. Taking these modules not-for-credit in year 2 is not allowed. Some horizons modules may partially overlap with the BPES programme. See the website for more details, including registration dates.

Teaching structure and methods

LECTURES

Lectures are the formal part of teaching – most (but not all) taught sessions will start with a lecture. To get the most out of lectures try and be an active learner and ask questions, to help you follow the lines of reasoning. Preparing for a lecture in advance is also a good idea. Build up your file of notes and try and relate different parts, and maybe transform the material into a version you understand, question the material and make it your own. Keep on top of this and you will have no difficulties when it comes to revision.

Lectures are normally video-recorded using a web-based system called Panopto, which is available at imperial.cloud.panopto.eu, or via MS Teams. Using both Panopto and MS Teams, recorded lectures can be viewed again during private study if you didn’t understand something first-time-round. MS Teams recordings will be available in the Team channel, or will be uploaded to the relevant Panopto folder. These recordings will also help you catch up if you miss a lecture due to illness or some other unforeseen circumstance – but you are very strongly urged not to use Panopto recordings as a substitute for attendance and note taking. While they are better than nothing, they are no substitute for being there. Note that we do not guarantee that all lectures will be recorded, as although every effort is made to record lectures with the Panopto system, occasionally due to technical issues or for other reasons, recordings may not be available and so we do not guarantee that all lectures will be recorded.

PRACTICALS

Practical classes (‘practicals’) are the less formal part of teaching, which have a focus on active learning. Less formal does not mean less important! A lecture will often be followed by a single, long practical class in a three-hour session, although some lecturers prefer to mix short lectures and practicals over the three hours. Missing practical sessions is even more detrimental to your education than missing lectures. Practicals are a vital interactive part of your learning experience – this is where the information from lectures gets
turned into skills and gets reinforced by ‘doing’, and by constant interactive feedback from the staff, graduate demonstrators (GTAs) or Undergraduate Teaching Assistants (UTAs) and from your peers. You can explore your understanding of the course during a dialogue with others, and you will learn practical skills that you may use in your career. Remember to ask when you need assistance from others! Most of our practicals are not designed for you to simply work through quietly on your own – you are meant to work with others and learn by discussing what you are doing. Some modules (e.g. maths modules) have extra 2-hour workshop/practical sessions associated with them as well – make sure you attend these too. Remember that practicals cannot be replaced by video recordings at all, and working through the exercises on your own is no substitute either - make sure you are present for them to get the most out of your education! While the course is being delivered remotely, practical sessions will remain interactive, and all of the advice here still applies.

TUTORIALS

Tutorials take place in groups of 4 or 5 students in the first and second years. You will normally stay with the same Personal Tutor and the same tutor group through the whole of your degree. Tutorials encourage dialogue, exchange of ideas, self-expression and enhance your communication skills in a small group setting. In the first year you will have 8 Personal Tutorial sessions with your tutor group. In the second year, you stay with the same Personal Tutor and have 5 Personal Tutorials (which will guide you through your second-year independent project), with three extra Academic Tutorials with research staff on a new topic each session. Your Personal Tutor will continue to be a source of advice and support in your third and fourth year, but you will no longer have group tutorials.

MANAGING YOUR OWN LEARNING

Private study may include writing reports, completing problem-sheets, or completing coursework that was not finished or is in addition to the timetabled classes, and revision. The timetable allows time to be spent completing this private study perhaps in the evenings during term, in reading weeks or during holiday-time.

Time management. You should appreciate that attendance at courses is only one aspect of the general need to manage your time efficiently, which is possibly a new responsibility for you. You will need to watch out against frittering away too much time on long coffee breaks and so forth, as well as making your working day too short. You should also guard against working too many hours – this can also affect performance. Most students should spend an average of 40-50 hours per week on academic work, which includes time spent in scheduled classes. Some weeks you will need to spend more time than this, some weeks less time. However, do not allow less than 40 hours per week to become the norm, as this may lead to difficulties passing modules. If you use your lunchtimes to consolidate notes from morning classes, and spend 1.5 to 2 hours working each evening Monday to Friday during term you should be able to comfortably manage your workload, and find time for breaks; remember that efficient studying is the key!

For more assistance on how to study at university level see the Imperial Success Guide: [www.imperial.ac.uk/students/success-guide/](http://www.imperial.ac.uk/students/success-guide/)

Major Projects

In years 1 and 2 you will undertake independent projects. In year 1, project work takes place towards the end of the summer term; in year 2 it takes place during the autumn and spring terms, under the guidance of your Personal Tutor. Year 1 and 2 projects take the form of an essay/report, and presentations in year 2. These two projects are not formally assessed but are an essential grounding for major assessed projects in years 3 and 4.
In the summer term and into the holiday between your second and third year, each student will normally undertake their independent project (timetables have been altered for this because of Covid) For geophysics students this involves writing code for analysis of a geophysics dataset, for geology students this means a fieldwork mapping project, or virtual replacement where this is not possible because of Covid, and for Earth Science students this may be a desk or lab-based project. For EPS students it will involve either a planetary landing-site selection project, or alternatively a geological or geophysical project. Projects continue into year 3 and are written up and normally submitted towards the end of the autumn term in that year (in 20-21 submission dates are different, because of Covid). We will brief you about the project early in your second year and are expected to attend regular meetings throughout year 2. Independent Projects may take a different form for students on year-abroad degrees — we handle this on a case-by-case basis.

Students on the MSci (4-year) degrees undertake a major research project, the MSci project, in the autumn term of their fourth year. This project is worth 30 ECTS and transitions students from learners into researchers. In the spring term of year three you will be given more details about your MSci project, how to apply for projects, what happens if you are on the year abroad scheme and what is expected from each student. We encourage all students from the start of year 3 to start talking to potential MSci project supervisors about the MSci topics they may offer. Each year, there are more topics than there are students, so you will not get left behind. Nonetheless, it is a good idea to start enquiring early.

**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
3. **Assessment**

**Coursework and deadlines**

Coursework comes in two flavours; formative and summative coursework. Formative coursework is undertaken as part of the learning process – it is not assessed (i.e. it does not contribute a mark towards your degree), but exists to provide you with necessary practice, skills, knowledge, and of course feedback. Summative coursework is assessed, and is given a mark which contributes towards your degree. It does of course also provide you with practice, skills, knowledge and feedback, but in addition it is used to assess your progress. The exact form of coursework will vary enormously – you might be required to submit solutions to mathematical problems, an essay, a geological diagram, a computer program, or undertake a quiz, etc. Coursework (of all types) is very important - it is an integral part of the learning experience as well as in the assessment and monitoring of progress. **Students who do not complete coursework, either formative (not assessed) or summative (assessed), perform poorly in their degrees. Remember that your university experience is about learning and development, not about assessment.**

Some of your modules will incorporate assessed (summative) coursework that you will need to complete to a deadline. Unsatisfactory performance in summative coursework may be interpreted by the Board of Examiners as evidence of a lack of commitment on your part.

ESESIS will provide you with the dates for submission for all coursework at the start of the academic year, and the submission method. Coursework is handed in online through ESESIS. When you submit coursework through ESESIS, you will receive an email receipt. If ESESIS shows a deadline in red then you have missed it – green deadlines are still in the future. ESESIS will also normally send an email reminder before an item of coursework is due to be submitted. These reminders are an ‘extra’ and we make no guarantees that they will appear! Keep an eye on your ESESIS homepage and on emails from the module co-ordinator to keep on top of your deadlines.

Most ESE deadlines are 9 am on Monday mornings. We try to distribute coursework throughout the term to avoid clashes, but since students follow different degree strands and in years 3 and 4 take elective modules, we cannot guarantee that you will never have two deadlines at the same time.

Occasionally module co-ordinators need to modify a deadline; expect notification of this by email. This change should also be made on ESESIS, but if you see that this has been omitted, please inform the staff member or the Director of Undergraduate Studies.

The most important piece of advice about coursework and deadlines is that you should **never leave things to the last minute**. Submitting coursework 5 minutes before the deadline, either online or in person, is a terrible idea – you are hostage to unforeseen events like computer crashes and transport failures. These are **not** considered valid reasons for late submission. Remember, deadlines are the **last** time you can hand in, not a target for when you should hand in. If you treat them as targets, you will eventually come unstuck. Instead, you are very strongly advised to **target submission at least a day or two before the deadline.**

**Late Submission Policy**

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

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

The policy permits students to submit work up 24 hours late and be awarded the pass mark (40%), provided of course that the work is of sufficient quality to pass. It is, hopefully obviously, a very bad idea to do this deliberately. **Ensure you meet your deadlines.** Coursework submitted over 24 hours late, without mitigating circumstances, will automatically receive a zero mark.

If you cannot meet a deadline due to circumstances beyond your control, please complete the Extension Request Form online at https://imperial.eu.qualtrics.com/jfe/form/SV_9tKU25m2mIacYMB. Further details can be found here: https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/mitigating-circumstances/

**Do not approach module co-ordinators for extensions to deadlines – they do not have the power to grant them.**

**Feedback and return of work**

In ESE we are proud of our reputation for providing excellent and prompt feedback to students. Feedback is not simply ‘marks’ or ‘comments’ written on submitted work – it is an ongoing process that you may not even notice is occurring, and it may be given verbally, in a written form or electronically. It happens during practical classes, in workshops, in lectures, in tutorials, and in fact in almost every part of your learning. During fieldwork you receive constant feedback for many hours each day! Feedback is intended to extend your knowledge, skills and learning in a variety of ways. Each module will provide a statement on ESESIS detailing the nature of the feedback provided.

Where there is written feedback on submitted coursework, it is provided to you ideally within two weeks of submission of coursework. Some staff choose instead to give verbal feedback on coursework at the start of the next teaching session, others give written feedback. Not every course will be the same.

A few items of coursework may not meet this ‘two weeks’ deadline, in particular those submitted in the last week of term. For these, students normally receive feedback at the end of the first week of teaching of the next term. Additionally, very large projects (e.g. MSci Project, Independent Projects) take a long while to mark; feedback for these will not typically occur within two weeks. In all such cases, we will inform you that the ‘two week’ rule does not apply.

If you find that you are not getting feedback from staff within two weeks of submitting written work, then inform your year Rep. about this (see Departmental Representative above), or notify the Director of Undergraduate Studies by e-mail.

Feedback will also normally be provided on examinations after these have been marked, typically in the form of a document detailing what was answered well and what was answered poorly, or in some cases with a short briefing.

With all summative coursework, you will be given indicative marks. Be aware that these marks are subject to change (moderation) by Board of Examiners meetings in June of each year.
Coursework and feedback may be returned to you in one of several ways: in class, electronically by email, electronically through ESESIS, or physically via the coursework return system (see above.) If you are not sure which route is being used, ask the module co-ordinator.

College Policy of Academic Feedback can be found on the Academic Governance website at [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)

Assessment process

Summative coursework will be assessed (marked) by either the staff member who teaches the course, or by an appropriately trained Teaching Assistant who marks the script according to a marking scheme and assigns a mark that is moderated and approved by the staff member before being returned to you. Marks, as with feedback, will ideally be provided within two weeks, and we will notify you if for any reason this will not be possible.

Marks will normally be provided via ESESIS rather than being written onto hard-copies of returned work. Remember that coursework marks, like all marks prior to the Board of Examiners meeting in June, are provisional – they are subject to moderation by the Board.

Each item of coursework will have its own marking scheme and set of assessment criteria, which will normally be outlined when the work is set. Free-form written coursework (e.g. essays) are assessed according to the Swanson Criteria Scheme, outlined below – this is also true for free-form written elements of examinations. These criteria emphasise: relevance of the answer to the question that has been set, evidence of understanding, ability to synthesise and critically analyse, structure and organisation, evidence and relevance of productive supplementary reading, level of independent enquiry or creative ability, correctly referencing, and presentation/spelling/grammar. Unless told otherwise, you can assume that referencing, presentation, spelling and grammar will constitute 20% of the mark.

All marks you will receive use the following system of grading, which is also used in the award of your final degree.
<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>100-90%</td>
<td>First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and evidence of productive reading supplementing lectures.</td>
<td>Outstanding work and presentation; substantial level of independent enquiry, of critical thought or creative ability; near-perfect recall, reasoning and accuracy; considerable innovation regarding interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.</td>
</tr>
<tr>
<td>89-70%</td>
<td>First class piece of work showing a thorough grasp of the subject, and ability to synthesise and criticise, and evidence of productive reading supplementing lectures.</td>
<td>Showing the required qualities but occasionally falling below a general level of excellence. Excellent work and presentation; substantial level of independent enquiry, of critical thought or creative ability; near-perfect recall, reasoning and accuracy; considerable innovation regarding interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.</td>
</tr>
<tr>
<td>69-60%</td>
<td>A good grasp of the subject and some evidence of ability to synthesise and criticise, but falling short on excellence in one or both of these aspects.</td>
<td>Well organised; clearly presented; logical and sufficiently detailed; thorough grasp of relevant principles; some evidence of independent enquiry, of critical thought or creative ability; interpretation and problem-solving competence, assessment of alternative solutions or logical justification of chosen approach.</td>
</tr>
<tr>
<td>59-50%</td>
<td>Satisfactory, but lacking in distinction or with marked lapses.</td>
<td>Essential elements of solutions correct; basic understanding of relevant principles; little evidence of independent enquiry; solutions or arguments followed to reasonable (if not entirely correct) conclusions; competent (but not imaginative) mapping/design work; adequately presented; adequate level of consistent effort.</td>
</tr>
<tr>
<td>49-40%</td>
<td>Adequate knowledge but with poor appreciation of the subject. Pass</td>
<td>Sufficient factual recall; limited understanding of relevant principles; some competence in routine tasks; somewhat lacking in presentation or in the application of consistent effort.</td>
</tr>
<tr>
<td>39-0%</td>
<td>Fail mark</td>
<td>Work basically incorrect; defective recall of basic facts; little or no understanding of the relevant principles; failure to develop an approach that would achieve the desired outcome; unacceptable brevity or inadequate presentation.</td>
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</table>
The College has committed to running Open Book Timed Remote Assessments for the 2020-21 academic year and will review the operations of these and update this procedure accordingly. Instructions for ESE UG students taking timed remote assessments can be found on this webpage: https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/

General instructions for exam candidates can be found here:


**Examinations**

**Governance and regulations**

All aspects of assessment and examination are handled within the Department through the Board of Examiners, but many of the working practices are prescribed by College regulations. These regulations aim to ensure that the entire examination process is transparent and auditable, and that — as far as is practicable — errors do not occur. Furthermore, the regulations rigorously ensure that no student either gains an unfair advantage or is disadvantaged by the process. As a result, you can be assured that the results you obtain are fair, correct and unbiased.

The rigour with which the examination process is conducted means that you must precisely follow those parts of the procedures that apply directly to you. Some of these are outlined below; others will be transmitted to you by the Registry during the course of the year.

All registered students of the College are subject to specific regulations which may be updated by College from time to time.

**As TRAs (‘remote exams’) are intended as direct replacements for ‘normal’ examinations, a 24-hour submission period is not appropriate. TRA scripts must be submitted within the 20 minute upload window, unless mitigating circumstances apply; if they are not, a zero mark will be applied.**

For all first year undergraduate students that commenced in September 2019 or later, these are the Regulations of Students and the Single Set of Taught Academic Regulations which can be found here: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/2019-20-regulations-a/.

For students entering Year 2 or above from September 2019, these are the Regulations for Students, Academic Regulations and Examination Regulations which can be found here: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/2019-20-regulations-b/

In addition, all students are subject to the College’s terms and conditions which can be found here: www.imperial.ac.uk/students/terms-and-conditions

The examinations process is overseen by 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 students 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.

A summary of external examiners reports from the previous academic year can be found here: https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/

If you have any questions regarding the assessment and examination process that cannot be answered by the DUGS or your Personal Tutor, you should contact Rebecca Smith for clarification.

**Examination Timetable**

For first- and second-year students, examinations take place during the first week of the spring term and the first two weeks of the summer term.

For third year students, examinations take place during the first week of the spring term and the first three weeks of the summer term.

For fourth year students, examinations take place solely during the first three weeks of the summer term.

The examination timetable will be made available via email well in advance of each exam period. **It is your responsibility to check the timetable, timezone and make sure that you attend online at the correct time for your timed remote**

The College provides the following information about religious obligations and examinations: www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/exams-and-religious-obligations/

**Examination Procedures**

A few weeks before the start of the examinations, you will receive general instructions. Your candidate number is your College identification (CID) registration number.

All examination scripts and major elements of coursework are marked by at least two members of staff within the Department in accordance with a previously developed marking scheme. The use of candidate numbers on examination scripts means that a candidate’s identity is not known to anybody marking a script.

The various meetings of the Board of Examiners occur towards the end of the summer term. The normal procedure for these requires that some students in their final year of study are interviewed by the visiting external examiners, and so it is important that final year students are in attendance until the last day of the summer term. Shortly after the Final Exam Board Meeting the summary results are released via personal tutors, but only to the students themselves (note that results are neither made public nor released to friends, family or sponsoring bodies). Detailed results are released through MyImperial by the Registry in July.

The Board of Examiners can reach one of several decisions after considering each candidate’s performance. These are: pass the year; decision deferred (usually because some modules have been marginally failed and are required to be retaken in early September); repeat the year; or fail and withdraw.
In addition, if the level of performance is not sufficiently high, there may be a requirement to change from a four-year to a three-year degree course or to one that does not involve a year abroad. Please see the Scheme for the Award of Honours for details. This document is available on the EESIS information page, or at www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/.

In the event that you are required to re-sit an examination, you will be told about this at the same time that the results are released. Re-sit examinations always take place in late August.

Past Examination Papers

Past and sample examinations papers are available on the departmental website: https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/exams/

Access to Examination Scripts

Although our experience shows that students often wish to see a script when the mark they obtain for some part of the course is less than they thought they would gain, we are also aware that there is little — if anything — to be gained from doing so, as marker’s comments are limited to noting what was correct and what was incorrect in the student’s work. You should also be aware that the procedures we follow when marking examination scripts (described above) means that the likelihood of an error occurring during the marking process is slight.

In the event that you do feel dissatisfied about the mark you obtain for any part of the course, or simply wish to work out what you did wrong so you can improve in future, the best approach is to discuss your performance with the relevant module co-ordinator. This is the only way that you will obtain constructive feedback that will help you improve your future performance. You must go through your Personal Tutor to arrange this for you. The marked script will not be shared with you in line with GDPR legislation, however you can request additional feedback. More information can be found here: www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/internal-guidance/guide-2---exam-records/

Release of examinations results

All assessment results, whether coursework or examination results, are provisional until ratified by the Board of Examiners meeting at the end of the summer term and confirmed by the Registry. Provisional indications of results will be released to you following January examinations, but it is important to be aware that these are subject to change.

Release of provisional marks to students is governed by college regulations; see www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/marking-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf

Following the final Board of Examiners meeting, indicators/summaries of marks will be released to students via their Personal Tutors. The formal notification of numerical results will be via your My Imperial account in July.

Please note that the Department cannot provide you with a transcript. If you require official documents, you can access them by logging in to your My Imperial account. More information can be found here: https://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/
Mitigating Circumstances (e.g. illness) and Examinations

There may be times throughout your degree when, through no fault of your own, your performance in an assessment is affected by circumstances beyond your control. These unforeseen, unavoidable situations are referred to as Mitigating Circumstances and include, but are not limited to: physical ill health; mental ill health; bereavement; financial stress; family or personal relationship issues. It is the responsibility of the student to inform the Senior Tutor of any circumstances that may affect examination or coursework performance; see the ‘If things go wrong’ section below for details of procedures. Where possible, it is best to try to report these circumstances before rather than after any examinations they may affect.

The Board of Examiners may consider Mitigating Circumstances (MCs) only when a student's difficulties are formally documented (see Mitigating Circumstances in the ‘If things go wrong…’ section below) and brought to the attention of the Senior Tutor. Mitigating Circumstances may be considered in the year that they occur or at the end of a student’s degree or both. When you submit your Mitigating Circumstances paperwork, the Senior Tutor will explain the procedures that are followed to ensure that all students are treated equally. If your claim is accepted, the possible outcomes are outlined in section 8.6 of the Policy and Procedure on Mitigating Circumstances:

https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mitigating-circumstances/Final-Mitigating-Circumstances-Policy-v1.1-October-19.pdf. Making a successful application for Mitigating Circumstances means that the Senior Tutor will be able to advocate on your behalf - completely anonymously - to the Exam Board, in the event that your mark/s in an assessment/s have been affected. Please note that this process does not include adding additional marks to your module marks.

Year marks and degree classification

At the end of each year, you will be given an overall year mark, which is calculated as the mean of all module marks, weighted by their ECTS value. Under our old degree scheme, in place until 2017/2018, year results were calculated differently. Year results calculated under the old scheme still stand (they are not recalculated).

To progress to the next year, students must pass at least 60 ECTS of modules in that year. The pass mark for all modules is 40%.

To progress to the 3rd year of an MSci degree, students must achieve an overall mark of 60% or higher at the end of year 2. To progress to the 2nd year of a ‘Year Abroad’ degree, students must achieve an overall year mark of 70% or higher in year 1. Performance must also be highly satisfactory in the January examinations of year 2 in order to stay on the year abroad scheme. To be awarded an MSci degree, students must achieve an overall year mark of 50% or higher in year 4.

The aggregate mark for the entire degree is calculated as the weighted mean of the overall year marks. For BSc students, the weightings are: Year 1, 1; Year 2; 3; Year 3, 4. For MSci students, the weightings are Year 1, 1; Year 2; 2; Year 3, 3, Year 4, 3.

Final degree classification uses the following rules:

- Third – a student must achieve an aggregate mark of 40%
- Lower Second – a student must achieve an aggregate mark of 50%
- Upper Second – a student must achieve an aggregate mark of 60%
First – a student must achieve an aggregate mark of 70%

The Board of Examiners meeting involves careful consideration of Mitigating Circumstances when classifying degrees and has power to alter degree classification on this basis.

**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 any activity, intentional or otherwise, that is likely to undermine the academic integrity of scholarship and research and where a student gains, or seeks to gain advantage by unfair or improper means. It includes plagiarism, fabrication or falsification of results, collusion, examinations offences or anything else that could result in undeserved credit for those committing it. Academic misconduct can result from a deliberate act, for example use of unauthorised material in an examination, or may be committed unintentionally. Full details of the policy and processes can be found at:

[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/)

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

**Plagiarism**

Plagiarism (loosely ‘copying’) is the presentation of another person’s thoughts, words, images or diagrams as though they were your own.

**Breaking plagiarism rules, even inadvertently, can result in serious consequences; these include receiving a zero mark for the piece of work concerned, but can be far more serious.**

Some blatant plagiarism offences – like copying work from another student or text found online and passing it off as your own – need no explanation. These are treated very seriously. We have access to software designed to detect this form of plagiarism.

It is also possible to break plagiarism rules simply by inadequate referencing. If you wish to include an idea in a piece of your work which was first pronounced by someone else, then there are two choices. You can either rewrite the idea in your own words, or you quote the original words within quotation marks and follow it by a reference. In both cases though you **must** provide a full reference to the source. If you redraw a diagram etc. which is substantially the same as that published by someone else, or simply photocopy it, then you should also provide a full reference to the source.

The normal way to provide these references is with a citation in text - e.g. for a figure, “after Bloggs (1995, fig. 3)”, with the full reference details in a reference list or bibliography at the end of your piece of work.

If you wish to include an idea from a colleague in your report, then you should reference it as, for example "Jones, personal communication 1995".
Downloading images or text from a website without acknowledgement is plagiarism, and may also, depending on the source, be a breach of copyright law.

The College regards plagiarism as an 'examination offence' and has strict procedures for dealing with it. All suspected cases will be reported to the College Registry. Minor cases may be referred to the Board of Examiners for consideration. All other cases will be referred to the College and may be heard by a panel of senior members of staff from outside the College.

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.

During the first term you are required to attend an induction session which will include training in how to avoid plagiarism. You must attend this session; a list of those students who attend is retained; failure to attend may be taken into account should you subsequently find yourself under investigation for plagiarism.

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/

Collusion

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

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

Exam offences

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

For Timed Remote Assessments, there are additional exam offences to be considered – these can be viewed in the ESE UG Timed Remote Assessments Guidance document that is circulated before the exam period.

Dishonest practice

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

**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)

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**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.

**Timetabled in-person teaching activity mainly takes place in:**

- South Kensington Campus
  - Royal School of Mines, SW7 2AZ

**Facilities**

Our rooms use a simple naming system, where the first character is the floor. So ‘G’ rooms are on the ground floor, ‘2’ rooms on the second floor, etc. Many of our rooms have been changed from their original format so that they comply with social distancing measures; some have been temporarily re-purposed for this academic year. Below is a list of our main teaching rooms in normal circumstances, which do not apply to this year. If you need access to the Department, please contact the Senior Tutor beforehand.

The main teaching rooms:

- **G.41** Large laboratory style teaching room
- **G.38** Smaller teaching room
- **G.39a** The undergraduate common room with hot water, fridge, microwave, and seating (NOT IN USE FOR 2020-21 ACADEMIC YEAR)
- **G.36** Flexible teaching room with ‘pop-up’ computers – MSci study room in Autumn Term
- **G.24** Undergraduate teaching office (UTO)
- **G.08** Computer room for teaching (shared with other RSM departments)
- **G.35** Staff coffee room – may sometimes be designated as undergraduate study space
- **1.51** Large laboratory style teaching room
- **2.42** Meeting room/classroom, sometimes designated as undergraduate study space
- **3.34** Computer room for teaching / study (ESE only)*
3.35 Computer room for teaching / study (ESE only)*
3.38 Computer room for teaching / study (shared with Bioengineering)

*These two rooms have a removable partition – they are sometimes joined into one space

**Study Space**
In the Autumn term, access to the Department’s is restricted to exceptional requests via the Senior Tutor. You are not permitted to use study space in the Department without prior approval.

The Library has limited study space available. More information can be found here: https://www.imperial.ac.uk/admin-services/library/getting-started/covid-19-study-safe-in-our-libraries/

In autumn 2020 rooms have been temporarily re-purposed across College to act as additional study space: https://www.imperial.ac.uk/campus-services/coronavirus-covid-19/breakout-spaces/

**Opening hours**
If you have been granted permission to access the Department, you can work in the building anytime from 07.00 to 23.50 Monday through to Sunday. Students (and staff) are not permitted to be in the building outside of these hours without special permission, both for reasons of safety and to help maintain a healthy work/life balance. If you are found in the building outside of these hours, you will be reported to the Director of Undergraduate Studies and may be subject to an immediate fine. You will be advised at start of year meetings about building opening times, and the Departmental policy regarding being in the building outside of these hours.

**Library Services**
Opening hours for the Central Library at South Kensington can be found here: https://www.imperial.ac.uk/admin-services/library/use-the-library/our-libraries/. The ESE collection is located mainly on the 4th floor of the Central Library, with engineering material on the 2nd floor. The 4th floor collection contains a large map collection (flat and folded), geological reports, as well as books and journals. 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.

Nicole Urquhart (nicole.urquhart@imperial.ac.uk) is the liaison librarian for ESE and is also available to help. You can find her details here: http://www.imperial.ac.uk/admin-services/library/subject-support/earth-science-and-engineering/

**Shuttle bus**
A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. You can download the timetable and check the latest service updates at:

[www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

**Maps**
Campus maps and travel directions are available at:

- [www.imperial.ac.uk/visit/campuses](http://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](http://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, and the use of e-cigarettes. Should you want to smoke, 20 metres from the Royal School of Mines is the other side of Prince Consort Road to our building. More information on this College’s smoking policy can be found at [https://www.imperial.ac.uk/health-and-wellbeing/smoke-free-imperial/](http://https://www.imperial.ac.uk/health-and-wellbeing/smoke-free-imperial/)

- [www.imperial.ac.uk/smoke-free](http://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/campus-security](http://www.imperial.ac.uk/campus-security) for more details about SafeZone.

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

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

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

**The Registry**
The Registry is responsible for the administration of all academic matters, including the coordination of the admission of students, scholarships, registration of students, the approval
of new programmes of study, quality assurance, examinations, medals, prizes, student surveys, student records and statistics. www.imperial.ac.uk/admin-services/registry

The Student Records 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.

Most standard document requests for both current and previous students (including council tax letters, standard statements of attendance and confirmation of degree letters, as well as official transcripts that are often needed for internships and placements) can be requested through your My Imperial account. Alternatively, any documents not available through My Imperial may be available through the Student Hub. Full details on requesting official documents can be found here:

https://www.imperial.ac.uk/student-records-and-data/for-current-students/request-an-official-document/

Student Hub

📞 +44 (0)20 7594 9444
✉️ student.hub@imperial.ac.uk

Student records and examinations

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

Degree certificates

📞 +44 (0)20 7594 8037
✉️ certificates@imperial.ac.uk

5. 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.
Opportunities for paid part-time work (e.g. demonstrating or mentoring in your fourth year of study) occasionally arise. These will be advertised to students and it is up to you to decide if you are able to balance work with study.

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.
6. Health and safety

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

Government guidance will continue to change in the UK over the coming months and we are regularly updating our plans for your safe return to campus.

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at: [www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/](http://www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/)

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.

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

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

**Good infection control**
The College is implementing good infection control procedures, for example, by frequently cleaning and disinfecting objects and surfaces that are touched regularly including door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps and dispensers. Perspex screens will also be used across the College in reception and service areas.

**Hand sanitisers and multi-surface cleaning wipes**
Around the College there will be hand sanitisers and multi-surface cleaning wipes for you to use, as well as plenty of hand-washing facilities.

**Social distancing**
You should keep at least two metres apart from other people. If you need to be in closer proximity, you should still stay more than one metre apart and it will be essential you adopt additional mitigating measures, such as wearing a face covering or a face visor, depending
on where you are within campus. There will be clear signage systems and protocols to ensure you can go about your business while maintaining social distancing and good hygiene.

**Face coverings**

On campus, wearing a face covering is essential in most locations. Face coverings should cover both your mouth and nose.

<table>
<thead>
<tr>
<th>When it’s essential to wear a face covering:</th>
<th>When it’s not essential to wear a face covering:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking around campus</td>
<td>Library (when studying)</td>
</tr>
<tr>
<td>Cafes and welfare spaces</td>
<td>Offices</td>
</tr>
<tr>
<td>Lecture theatres</td>
<td>Laboratories</td>
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<tr>
<td>Teaching rooms</td>
<td>Workshops</td>
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<tr>
<td>Library (in queues)</td>
<td></td>
</tr>
<tr>
<td>Halls of residence</td>
<td></td>
</tr>
<tr>
<td>Travelling on public transport</td>
<td></td>
</tr>
</tbody>
</table>

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

**Self-isolation or quarantine arrangements**

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

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

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

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


A list of all staff trained in first aid and in mental health first aid can be found on the ground floor corridor of the RSM building adjacent to Room G.24. Instructions on safety can also be found beside the phone in each of the teaching and computer rooms. See the ‘who does what’ section for names and contact details for staff involved in departmental safety.

**Field Safety**

Due to College regulations, fieldwork is currently suspended, and may well be suspended for the entire 2020-21 academic year (this is not confirmed at the time of writing). When we are permitted to take students back into the field, we will arrange field safety sessions which you
must attend before going out into the field. You will not be allowed to take part in fieldwork unless you attend the safety courses.

Further information on field safety can be found on at www.imperial.ac.uk/engineering/departments/earth-science/about/health-and-safety/

Rob Lowther is the Departmental Field Safety administrator, and he should be contacted with any queries.

The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

www.imperial.ac.uk/safety

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

Occupational Health requirements

The College Occupational Health Service provides services to:

- protect health at work
- assess and advise on fitness for work
- ensure that health issues are effectively managed

The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

www.imperial.ac.uk/occupational-health
Fire Drills

Fire drills are held during the term at unannounced times. You should familiarise yourself with the instructions displayed in teaching rooms, computer rooms and on notice-boards as to the procedures you should follow and where assembly points are. Designated Fire Marshalls will provide assistance during this time. You should not re-enter the building unless instructed to do so by a member of Imperial College London staff.
7. College policies and procedures

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/](http://www.imperial.ac.uk/students/enterprising-students/intellectual-property/)

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

- [www.imperial.ac.uk/students/enterprising-students/](http://www.imperial.ac.uk/students/enterprising-students/)

Use of IT Facilities
General information about computing at the College can be found at [www.imperial.ac.uk/students/online-services/](http://www.imperial.ac.uk/students/online-services/)

Here you will find information on e-mail, passwords, security issues etc. Most queries about computing problems should be addressed to central College ICT rather than departmental staff, (email: service.desk@imperial.ac.uk, Tel: +44 (0)20 7594 9000, Webpage (including online reporting form): [www.imperial.ac.uk/admin-services/ict/contact-ict-service-desk/](http://www.imperial.ac.uk/admin-services/ict/contact-ict-service-desk/). The main ICT help desk is on the fourth floor of the Sherfield Building.

ICT has a software shop which offers a variety of general and subject specific software programs and packages for free or at a discounted price for Imperial students. [www.imperial.ac.uk/admin-services/ict/shop/software](http://www.imperial.ac.uk/admin-services/ict/shop/software)

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/](http://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.

8. 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 they may require you to make an appointment). If necessary, they will direct you to an appropriate source of support.

Personal Tutors are the backbone of our departmental student support structure; they are experienced academics who look out for your academic progress and welfare. Every student will have a Personal Tutor allocated, with whom you should keep in regular contact over the three or four years of your course, even if they are not one of your lecturers. In your first year you will meet with your Personal Tutor every two weeks as a tutor group; your tutor they may ask you to prepare work in advance for these Personal Tutorial sessions. Your Personal Tutor will also supervise your first- and second-year independent projects - for details of these tutorials and projects see the relevant course notes for the Year 1 and Year 2 "Toolkit for Geoscientists" modules on ESESIS.

Apart from your independent project work and structured tutorials in year 1 and 2, your Personal Tutor will meet with you at least once a term in years 3 and (for MSci students) 4.

Please ensure that you answer emails from your Tutor promptly. The information that your Personal Tutor can supply about your general progress throughout your time here, and any special difficulties you might have experienced can be of invaluable advantage to you when decisions affecting your future have to be made, such as writing references or at Board of Examiners' meetings. Your Personal Tutor is also your conduit for exam-result feedback – after the exam board meets in June, it is your Personal Tutor who will give you feedback on how you have done. Your Personal Tutor’s role is to support tutees in their personal, general academic, and professional development; they will for instance be the person you should go to first to write you a reference when you graduate. What you discuss with your Personal Tutor will be confidential, and if necessary they can guide you to any appropriate support you may need.

If, for whatever reason, you are unable to contact or establish a good rapport with your Personal Tutor, please talk the Senior Tutors who may be able to arrange a change of tutor.

Mentors
In addition to your Personal Tutor, all first year students will be assigned two ‘mentors’ – 4th year students who can help you with learning in university style and with any other questions about the degree scheme or about College in general. Mentors will meet with you regularly during the first two terms for tutorials and other activities. Mentor groups are the same as personal tutorial groups, so you will find yourself with the same familiar people. Please do not treat mentor tutorials as optional – your mentors have gone to considerable effort to provide useful educational and personal development activities, so do make the most of these sessions.
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 Officer

Departmental Disability Officers are the first point of contact in your department for issues around disability. Dr Lizzie Day is the Departmental Disability Officer (DDO). Please speak to her in the first instance about any issues to do with disability or long-term health, or learning difficulties. Lizzie will be able to facilitate support, and advise you on the procedure to get additional exam arrangements put in place via the Disabilities Advisory Service.

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:


The College Disability Advisory Service is another source of support and advice; they can also help if you think that you may have an unrecognised study problem such as dyslexia. Their service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need. In particular, they can help by:

- Being an advocate on your behalf with others in the College such as your Departmental Disability Officer, Senior Tutor, examinations officer, the accommodation office, or the estates department.
- Checking that your evidence of disability is appropriate and up-to-date.
- Arranging a diagnostic assessment for specific learning difficulties.
- Assisting with applications to the College for the cost of an assessment.
- Assisting with arranging extra library support.
- Supporting applications for continuing accommodation for your second or later years.

The DAS can be found in Room 566, Level 5, Sherfield Building, 020 7594 9755, disabilities@imperial.ac.uk. See www.imperial.ac.uk/disability-advisory-service for more details.

The College Disabilities Officer may also be of assistance. Room 445, Sherfield Building, 020 7594 8935.

Careers and Internships

Dr Philippa Mason is the Departmental Careers Advisor, and she organises a series of careers-oriented events for undergraduates. She should be your first port of call for careers related questions that your Personal Tutor is unable to help you with.
The College Careers Service (CS) has advisors specifically experienced in dealing with Earth Science related options and issues. The CS frequently runs lunchtime sessions on particularly useful topics at certain times of the year, e.g. on interview preparation or team work, and runs regular CV checking sessions. Visit their website to book a careers appointment, or to find resources and advice on successful career planning.

**College Careers Service**

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

**In your hall of residence**

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

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

They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. Your rent includes a contribution towards your halls activity fund.

The team includes returning students, known as Hall Seniors, who can offer first-hand advice about making the most of life at Imperial.

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

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

More information and the latest guidance around accommodation can be found at:
- www.imperial.ac.uk/study/campus-life/accommodation

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

**English language support**

If you feel that language problems are impacting your studies, we strongly advise you to talk first to your Personal Tutor, but also to contact the Centre for Academic English. The Centre for Academic English works with staff and students at Imperial, both native and non-native speakers. This centre provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, one-to-one consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

**Centre for Academic English**

- Level 3, Sherfield Building, South Kensington Campus
- [english@imperial.ac.uk](mailto:english@imperial.ac.uk)
- [www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

**Health and wellbeing support**

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. Even if you’re fit and healthy, we recommend that you register with a local doctor (GP) and dentist as soon as you arrive in London – don’t wait until you are sick, as this could delay your access to treatment.

**Imperial College Health Centre**

The Imperial College Health Centre is on our South Kensington Campus, and any students may visit during clinic hours if they are feeling unwell. Students living within the practice catchment area are encouraged to register with a GP at the Centre.

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

**Imperial College Dental Centre**

- Prince’s Gardens, South Kensington Campus
- 020 7589 6623
- [www.imperialcollegedental.co.uk](http://www.imperialcollegedental.co.uk)
Student Counselling and Mental Health Advice Service
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential.

020 7594 9637
counselling@imperial.ac.uk
www.imperial.ac.uk/counselling

London Nightline
The London Nightline is a telephone helpline offering confidential listening, support and information to students in London. It is open every night of term from 18.00 to 08.00. It is run by students of affiliated higher education institutions in the London area.

020 7631 0101
listening@london-nightline.org.uk
https://nightline.org.uk/

Multi-Faith Chaplaincy Service
All Chaplaincy activities are currently taking place online. New premises for the Multi-Faith centre are under development at 15 Princes Gardens

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

Faculty Senior Tutor
The Faculty Senior Tutor is available for additional support and guidance, augmenting the support that your department can provide for academic and personal matters. You may find this particularly useful if you have a matter which you feel is highly sensitive or complicated and wish to ensure that you will be talking to the right person or team to help you. The Faculty Senior Tutor is Dr Lorraine Craig, 020 75946436, l.craig@imperial.ac.uk. Lorraine is a former ESE Senior Tutor, so knows this Department and our degree schemes well.

Financial wellbeing
If you’ve got any questions about student financial support (loans, scholarships and research
council studentships, US and Canadian loans) then contact the Student Financial Support team, on Level 3, Sherfield Building, student.funding@imperial.ac.uk, 020 75949014.

For tuition fees queries, contact the Tuition Fees team, 020 7594 8011, tuition.fees@imperial.ac.uk

See the 'If things go wrong' section below for details on support for financial hardship.

www.imperial.ac.uk/fees-and-funding/

**International students’ support**

Students from outside the UK make up around half of Imperial's student population. The International Student Support team offers year-round support to help international students settle into Imperial life. This includes UK visa and immigration advice.

**International Student Support team**

📞 020 7594 8040
✉ international@imperial.ac.uk
🌐 www.imperial.ac.uk/study/international-students

**ICT and software support**

**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/

**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. **Also deals with academic issues, such as assisting students in appealing against a decision or making a complaint.**

🌐 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.
9. **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. This is one of largest varieties of student led activities at a University in the UK and one that we are immensely proud of; you’re guaranteed to find a group that caters for your interests! They relieve the student population from being ‘all work and no play’ and help make your time here so much more than just studying.

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

**Move Imperial**

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

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

Whilst we are closely monitoring government advice, we are also beholden to the overarching College strategy of a phased return to campus and a reduction in on-campus activity until at least the beginning of the 2020-21 academic year. In line with this, we are anticipating being able to begin to reopen some of our facilities from Monday 7 September; details will be communicated regularly to our community.

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)

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

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

[www.imperial.ac.uk/sport/movefromhome](http://www.imperial.ac.uk/sport/movefromhome)
10. Student feedback and representation

The delivery of the undergraduate programme is a partnership between the Department and the students, so we are always keen to listen to all feedback students provide on our courses, positive or negative. This is part of the way in which we strive to maintain excellence. We ask only that feedback is constructive. There are many avenues for feedback:

**Staff-Student Consultative Committee**

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

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

**Student representation**

At the start of each academic year you will be invited to elect a Year Representative. These 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](http://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview)

Your Year Reps will liaise with you before and after the Staff Student Consultative Committee meetings which are usually held once a term. Minutes of previous SSCC meetings can be found at [https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/sscc/](https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/sscc/).

You will also get feedback through your Year Reps from these meetings. Please do not feel though that these meetings are the only channel through which you can make your feelings known through your representatives. Feel free to raise anything you think is important with them at any time, for them to discuss with us throughout the academic year.

11. 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) module/lecturer survey
- Student Experience Survey (SES)
- National Student Survey (for final year students only)

**The UG SOLE module/lecturer 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 is also the opportunity for you to tell us about your BPES and Horizon modules.
Towards the end of the autumn, spring and summer terms you will be invited to complete SOLE, an online evaluation of your courses. Replies are anonymous, and are sent to the individual member of staff, to the DUGs, to the Head of Department and to the Departmental Teaching Committee. We take SOLE scores and comments very seriously and are always keen to get as high a response-rate as possible, as the more students that take part in the survey, the more statistically robust the results are. ESE normally has the highest percentage return rate of any department; students from ESE respond because they know that staff will listen to feedback and use it to improve their courses.

When completing SOLE, please consider whether you would like to read what you are writing if it was directed at you. Try to be constructive and fair, even if you are being critical.

SOLE occurs after courses finish, so in a way it is too late (for this year). We encourage you to raise issues early (see the ‘If things go wrong or you want to change something’ section below) so they can be dealt with in time for both you and future years to benefit.

SOLE results are available at [www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/ug-sole/ug-sole-results/](http://www.imperial.ac.uk/students/academic-support/student-surveys/ug-student-surveys/ug-sole/ug-sole-results/)

### Other surveys

The **Student Experience Survey (SES)** is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover your induction, welfare, pastoral and support services experience. During December you will receive an e-mail in your Imperial College account with links to all your relevant the surveys. We strongly encourage you to complete all these surveys – the results will be listened to.

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

When you are in the final year of your programme, you will be invited to take part in the **National Students Survey (NSS)**. NSS asks all final year undergraduates to rate a range of elements related to their student experience such as academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available. NSS results are particularly important to us as they are widely read by potential applicants, so this survey is perhaps the most critical of the lot for you to undertake.

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

Once again though, these surveys are post-mortems, allowing you to rate performance once the module or course has ended. While this is very valuable, they are not the forum to flag up problems that can be addressed while a module is running.

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/)

### Examples of departmental actions taken following student feedback in previous years

**You said:** “There is too little time to recover between the Scotland fieldtrip and going mapping in 2nd year Geology”

**We did** *(for 19/20):* Instituted a minimum time-gap of a week for between these two pieces of fieldwork.
You said: “Visible grades on the front of returned coursework mean other students can see our performance.”

We did: Implemented a policy where this no longer happens – marks are now only returned via ESESIS, and are not written onto hard copy coursework when it’s returned publically.

You said: “The split of year 2 exams between summer-term and January in 18/19 was too biased towards the summer – this was too intense.”

We did (for 19/20): Some Autumn-term material previously examined in the summer will be examined instead in January, reducing pressure on the summer exam period.

You said: “Some people get a head-start on their MSci projects from a paid summer UROP placement, this gives them an unfair advantage in their grade for the project.”

We did (for 19/20): Implemented a new system to make all extra funding and opportunities visible to MSci markers, so they can take it into account when assigning a final grade.

The Union also have a “You Said, We Did” campaign which 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/)

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

- [surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)

### Alumni services

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

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

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

- [www.imperial.ac.uk/alumni](http://www.imperial.ac.uk/alumni)
12. If things go wrong, or you want to change something

Problems in general
Normally student life ticks along without any particular issues appearing. Sometimes, unfortunately, life does not go so smoothly, and something happens that affects or might affect your education or your wellbeing. These events can include academic difficulties with a particular module or subject, financial problems, or ill health and accidents. The Department and College are well aware of the slings and arrows of life, and we provide many routes that you can use to get help. Whatever the problem, and whatever you choose to do about it, the most important advice we can give is to talk to us about it – if we don’t know about the problem, we cannot help. If the headings below don’t seem to cover your particular issue, speak to your Personal Tutor about it first, or alternatively to the Senior Tutor.

Mitigating Circumstances (MCs)
We use the term ‘Mitigating Circumstances’ to cover anything that affects your studies but is beyond your control – the term will appear in many sections below. MCs are recorded through a formal system, and if successful they allow us to take formal actions – for instance, advocating on your behalf in the end of year Exam Board meeting. Possible outcomes include enabling 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. MCs include things like illnesses and family bereavements, but they are not limited to these. The ‘beyond your control’ part is important – over-committment to a union society, for instance, is not an MC, nor is a pre-planned tube strike that causes you to miss an assessment.

If you think you might have any kind of MC, it is very important to tell us as soon as possible, so that you can make a formal application to the department. You are welcome to submit the online application for mitigating circumstances, though please note that the starting point for most of these applications is a face-to-face or online discussion with the Senior Tutor, who will then be able to guide you through the process. Please note that any information that you supply as part of this process will be treated in the strictest confidence and never shared without your permission.

Medical MCs normally require a doctor’s certificate as documentary proof. The Senior Tutor can advise you on the details of this requirement.

Formal College policy states that if absence due to illness exceeds seven days, you must produce a medical certificate. If you miss an examination through illness you must contact the Senior Tutor immediately (and preferably before the exam if you know that you will not be able to take it), and provide a medical certificate or self-certification form within 10 working days. If illness has impacted on your ability to take assessments of any kind, you should seek advice and support about making a claim for MCs. Please note that you must make your claim within 10 working days of the submission deadline for the assessment (e.g. a coursework or examination date). Late applications can only be considered in exceptional circumstances.

Further details (including a link to the online form) for the Department’s MC procedure can be found on the following webpage: https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/mitigating-circumstances/
Details of the College’s Mitigating Circumstances procedure can be found under the Mitigating Circumstances tab on the following webpage:

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

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/

**Problems with a course or tutorials**

If you are having difficulties with a particular course – for instance if you are unable to understand the material, or do not understand what is required of you, or have a complaint or problem about the way in which the course is delivered, you should:

1. Talk to the staff member teaching the module.
2. If that is not possible or does not resolve matters, contact your Personal Tutor for help.
3. Your next step is to contact the DUGS.
4. Alternatively or additionally, talk to your student year representative. You can ask them to contact the DUGs on your behalf to discuss the issue. Your year representative may also choose to raise the matter at the SSCC (Staff Student Consultative Committee) meeting.

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

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

The first stage of the complaints procedure involves resolution at a local level – we can normally sort out issues very speedily, provided you tell us about them.

**You are absent from College and have Mitigating Circumstances (MCs - see above)**

Please let us know if you are going to be absent from your studies (including illnesses lasting more than 5 working days) by filling in the Term Time Absence form, which can be accessed here: https://imperial.eu.qualtrics.com/jfe/form/SV_0fix8q1ov7mnEUZ. If the absence is due to illness you must produce a medical certificate if the absence is seven days or more. It is important that any MCs that impact on your performance in assessment are formally recorded as soon as possible, even if you are not physically present in College to sort this out. If possible, it would be helpful if you could contact the Undergraduate Education Team and module co-ordinators as well, to let them know about your absence.

**You are about to miss a deadline or examination and you have MCs**

In exceptional circumstances it may be possible to grant a short extension to a coursework deadline. Make a request for an extension as soon as you know you need it; **very late requests are unlikely to be granted**. To make a confidential application for an extension, you need to fill in an online Extension Request form which can be accessed here: https://imperial.eu.qualtrics.com/jfe/form/SV_9tKU25m2mIacYMB.
It is helpful to also contact the co-ordinator of the module to let them know about the problem, but please be aware that **co-ordinators cannot issue a deadline extension in these circumstances**. Extensions can only be issued by the Senior Tutor or the DUGS. **Note that it is College policy that if you miss an examination through illness you MUST contact your Senior Tutor on the day and provide a medical certificate or self-certification form within 10 working days.** There is a deadline of 10 working days from the date of the assessment to make an MC claim.

Further details on this process can be found here: [https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/mitigating-circumstances/](https://www.imperial.ac.uk/earth-science/current-student-staff-info/ug/mitigating-circumstances/)

**You have a pastoral issue that is affecting your academic performance**

Notify your Personal Tutor in person or by email depending on your situation. Your Personal Tutor will make a record of the problem, and if it qualifies as a Mitigating Circumstance they will pass your case to the Senior Tutor to document it formally. In serious cases, you or your Personal Tutor should also notify the DUGS. If you wish the matter to be treated as confidential, you should advise your Personal Tutor or the Senior Tutor. Remember it is important to tell us early if there is an issue… don’t sit in silence.

**You have financial issues that are affecting your ability to study**

For any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans), please contact the Student Financial Support team, 020 7594 9014, [student.funding@imperial.ac.uk](mailto:student.funding@imperial.ac.uk)

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last-minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid. [www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/](http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/).

If you need support for remote learning, you can also apply through the Student Support Fund. If your application is unsuccessful, contact the Senior Tutor to explore other support options.

For tuition fees queries, contact the Tuition Fees team, 020 7594 8011, [tuition.fees@imperial.ac.uk](mailto:tuition.fees@imperial.ac.uk)

[www.imperial.ac.uk/students/fees-and-funding/](http://www.imperial.ac.uk/students/fees-and-funding/) provides useful information on loans, bursaries, scholarships and other matters. Talk to the Senior Tutor if you find yourself needing to apply to one of these funds: we can write to support you.

If none of the information and avenues above help, talk to the Senior Tutor.

**You are thinking of interrupting your studies**

 Interruption of Studies (IoS) is a break in your degree. If you are thinking of applying for this is as a result of serious Mitigating Circumstances, it should be discussed with the Senior Tutor. Please note that if you are returning from a medical interruption of studies, you must provide a medical note permitting you to return to the programme before returning from IoS.
You have discovered a building-related fault or problem
Our buildings and rooms are maintained by the Estates – please report any defects or faults (e.g. room temperature, toilets out of order etc. etc.) to them, by email (eo.csc@imperial.ac.uk), telephone (if urgent): 020 7594 8000, or via the online form at: http://www.imperial.ac.uk/estates-facilities/customer-services-centre/report-issue/. If issues are particularly urgent or you cannot get a resolution via Estates, please contact the Departmental Services Manager or Departmental Operations Manager (see “who does what” section).

You have a complaint against the Department, or wish to make an appeal or query a mark
We very much hope that any such problems can be dealt with in discussion within the Department, through the Senior Tutor, Director of Undergraduate Studies, the Faculty Senior Tutor, or the Head of Department. We would urge you to discuss any major issues with one of these people first. You do however have the right to take matters higher in extreme circumstances directly with central College.

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

There is tailored guidance for students on the following webpage (including deadlines, grounds for appeal, and procedure):


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.

If you have any concerns about your experience at the College (that is not covered by the appeals or arithmetic marks check procedures) 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 general principles are available at
You wish to change your Personal Tutor
Students normally stay with the same Personal Tutor throughout their time at Imperial, unless that tutor leaves the College. In some cases though students may have personality clashes with their tutor or may find the tutor-tutee relationship unsatisfactory for some other reason. In these cases, you should discuss the matter with the Senior Tutor, and request a change.

You wish to change degree course
Discuss with your Personal Tutor and arrange a meeting with the DUGs to discuss your change of degree course. Following the meeting with the DUGS you will need to confirm your wishes in writing to the DUGS and the Education Manager (rebecca.smith2@imperial.ac.uk) who will request the change from Registry. Degree course changes are not granted automatically as a right, but in most cases however changes will be possible, subject to academic requirements being met. Changes to year abroad degree schemes are only very rarely allowed, as these have a limited number of places. Note also that there are additional steps that you will need to follow if you are an International student on a Tier 4 visa, so do come and talk to us early about this decision.

You wish to change a module
If module choice is still open on EESIS, simply make the change. There is no need to ask permission. Once module choices are 'locked in' on EESIS you will no longer see the link to change them. Module changes after this point may be possible, but you will need to discuss them with the Director of Undergraduate Studies. Changing onto modules that have already begun is not normally allowed, nor is dropping modules once you have received coursework marks.