Contents
INTRODUCTION .......................................................................................................................... 4
THE DEPARTMENT OF EARTH SCIENCE AND ENGINEERING ....................................................... 5
  Teaching/study rooms and facilities ......................................................................................... 5
  How we communicate ............................................................................................................. 6
  ESEIS ..................................................................................................................................... 7
  Personal Tutors ....................................................................................................................... 7
  Mentors .................................................................................................................................. 8
  Societies ................................................................................................................................. 8
  Teaching and other opportunities within the Department ...................................................... 8
  Who does what, and how to find them .................................................................................. 9
IMPERIAL COLLEGE ........................................................................................................................ 10
  Welcome ................................................................................................................................. 10
  Regulations and principles ..................................................................................................... 11
  Imperial Mobile App ............................................................................................................. 11
  Library .................................................................................................................................. 11
  Computing (ICT) ................................................................................................................... 12
  Student Hub ............................................................................................................................ 12
  Registry .................................................................................................................................. 13
  Imperial Success Guide and Other Support Services ............................................................ 13
SAFETY AND OBLIGATIONS ............................................................................................................. 13
  Safety .................................................................................................................................... 13
  College Smoking Policy ........................................................................................................ 15
  Opening hours ....................................................................................................................... 15
  Attendance ............................................................................................................................. 15
  Information and documents that we need from you .......................................................... 16
  English language requirement ............................................................................................. 16
  Working while studying ....................................................................................................... 16
YOUR COURSE ..................................................................................................................................... 17
  Dates and Timetable ............................................................................................................. 17
  Our degree courses .............................................................................................................. 18
  Modules and ECTS ............................................................................................................. 19
  Co-curricular modules ....................................................................................................... 20
  Teaching structure and methods ......................................................................................... 20
  Fieldwork ............................................................................................................................... 21
  Induction programme ......................................................................................................... 23
  Major Projects ...................................................................................................................... 23
IF THINGS GO WRONG, OR YOU WANT TO CHANGE SOMETHING ................................................................. 23

Feedback and return of work .................................................................................................................. 24
Assessment ........................................................................................................................................ 25
Examinations ..................................................................................................................................... 26
Year marks and degree classification ................................................................................................. 28
Academic Integrity and Academic Misconduct (including plagiarism) ........................................... 29
Student Feedback and Surveys ............................................................................................................ 30

SUPPORT .................................................................................................................................................. 31

Student Space ................................................................................................................................. 31
Disabilities or long-term health issues, and specific learning difficulties .............................................. 31
Careers and Internships ...................................................................................................................... 32
English Language ............................................................................................................................. 33
International Student Support Team .................................................................................................. 33
Health and Dentistry .......................................................................................................................... 33
Wellbeing ......................................................................................................................................... 33
Financial Wellbeing .......................................................................................................................... 33
Chaplaincy ........................................................................................................................................ 34
Faculty Senior Tutor .......................................................................................................................... 34
Halls of Residence ............................................................................................................................... 34
Imperial College Student Union ......................................................................................................... 34
Departmental Representative .............................................................................................................. 35

IF THINGS GO WRONG, OR YOU WANT TO CHANGE SOMETHING ................................................................. 36

Problems in general ............................................................................................................................. 36
Mitigating Circumstances ..................................................................................................................... 36
Problems with a course or tutorials ...................................................................................................... 37
You are absent from College and have mitigating circumstances ...................................................... 37
You are about to miss a deadline or examination and you have mitigating circumstances ............... 37
You have a pastoral issue that is affecting your academic performance .............................................. 37
You have financial issues that are affecting your ability to study .......................................................... 37
You are thinking of interrupting your studies ...................................................................................... 38
You have discovered a building-related fault or problem .................................................................... 38
You have a complaint against the Department, or wish to make an Appeal ........................................ 38
Student Disciplinary Procedure ......................................................................................................... 38
You wish to change your Personal Tutor ............................................................................................ 38
You wish to change degree course ...................................................................................................... 39
You wish to change a module ............................................................................................................... 39
INTRODUCTION

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
August 2018

DISCLAIMER: THE INFORMATION IN THIS HANDBOOK IS SUBSTANTIALLY CORRECT AT THE TIME OF PRINTING. WHILE EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE INFORMATION IN THIS DOCUMENT, THE DEPARTMENT CANNOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS CONTAINED WITHIN.
Teaching/study rooms and facilities

The Department is based in the Royal School of Mines Building. 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. The rooms you will most commonly use are:

G.41 Large laboratory style teaching room
G.38 Smaller teaching room
G.39 The undergraduate common room (new for 18/19) with hot water, fridge, microwave, and seating
G.36 Flexible teaching room with ‘pop-up’ computers (new for 18/19) – MSci study room in Autumn Term
G.21 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
3.01D Room next to café – small class teaching and sometimes 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

Undergraduate Common Room

G39 was formerly a teaching room, but has for 2018/2019 been split in half. One half is the new undergraduate common room, and the other half is a common room for MSc students. The undergraduate half has kitchen facilities and space to just sit and chill. If you are looking for quiet space to work in, this room may not be appropriate. Instead, use either one of the computer rooms, or the designated study space room (see below).

Study Space

You are free to use computer rooms (G.08, 3.34, 3.35, 3.38) to work in when they are not being used for class teaching; check the printed timetables on their doors, and the screens in ESE that tell you where there is free capacity. In the autumn term you may also be able to use G.36. This room is a dedicated 4th year MSci study/office space room for this term, with each MSci student having a dedicated desk. There are more desks than MSci students though, so the remainder are available for any ESE undergraduate to use on a drop-in basis. In spring and summer terms this room is used for teaching, but far from all the time. The computer screens here ‘push down’ into the desks, so you can use it as either desk space, or a computer station.

In the 18/19 session we are also launching an ‘extra study space’ scheme. Through both autumn and spring terms we have reserved (non-computer) rooms for your use for study. This will move around (i.e. it won’t be the same room all the time), but normally it will be one of the main teaching rooms G.41, G.38, G.35, 1.51, 2.42 or 3.01D. We will publish a timetable to make sure you know which room it is when – watch emails and announcements for details of how this timetable will be sent to you.

Note that despite our best efforts there will be a few times when no study room is available, particularly after 4pm on Mondays, Tuesdays and Thursdays when the College Horizons courses use our rooms.
In general, please remember that study rooms (and most especially G.36 during the MSci term) are for quiet study – people are trying to concentrate and work in them. If you need social space, please use G.39 instead.

In either type of room, please be mindful that if you are there outside of the booked study-space times then you may legitimately be asked to leave by the staff member; if you are allowed to stay in the room it is solely at the staff member’s discretion. You should also be respectful of each other: this is study space not social space, so be mindful of noise levels and keep all rooms rubbish-free. If you want to socialise, you should go to the common room in G39, the RSM Café or the other many venues around campus.

Lockers

Individual lockers for undergraduate students are provided on the lower ground corridor. Should you wish to use one, you will need to purchase a padlock. You must ensure there is a label with your name and department and year of study clearly marked on the locker. Lockers are emptied at the end of each academic year. We will let you know the date by when this will happen and graduating students must remove all items by that date. Anything left after that date is recycled or donated to charity.

A locker for sports equipment is provided opposite the undergraduate common room (G.39)

Photocopying, printing and scanning

Printers are provided in Rooms G.36 (ground floor), 3.35 and 3.38 (third floor); these printers can also be used as photocopiers and scanners. These are administered as part of the college-wide printing system; you pay through your printing account, which is accessed when you swipe your College ID card in the printer. You may pay money into your account at various locations around College including the library. Printing costs at the time of writing are 3p per A4 side / 6p per A3 side for monochrome, and 12p per A4 side / 24p per A3 side for colour. If there is an issue with the printers in these rooms, please follow the instruction on the printers to contact College ICT. The Undergraduate Teaching Office is not responsible for their maintenance, and will not be able to help you.

Coursework return system

When coursework is ready for, either the module co-ordinator or the Undergraduate Office will normally let you know by email. Coursework will be returned via a filing cabinet system, located in the undergraduate common room. Everything will be clearly labelled, and there will be at least one drawer per year group. Within each drawer will be at least one hanging file related to each of your modules where coursework is expected. Occasionally, staff may also place a small number of left over lecture notes in a second dedicated file. When bulky items (e.g. field notebooks) need returning we may need to use boxes placed on top of the drawers; these will also be clearly labelled.

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 the Senior Tutor (for pastoral questions), or the Director of Undergraduate Studies (for academic questions). The Administrative Staff in Room G.21 should also be able to assist you with non-academic enquiries.

Please make initial contact by e-mail - most staff do not operate an ‘office hours’ system and can be busy and not able to see you straight away, so you will often need to arrange a time to meet.

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 Department and 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 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). If you cannot get a reply from a member of staff, please contact someone else 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. If you need to access it from outside the College network you can, but you will need a virtual private network (VPN) connection – the ICT webpages provide support on setting one of these up.

First year students get a quick introduction to EESIS and module selection in the induction/welcome week.

Facilities provided by EESIS include

- A repository for your personal data, which you are able to update (e.g. home and term time addresses, and contact numbers).
- 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 EESIS.
- 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).

Personal Tutors

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 second week and your Tutor may ask you to prepare work in advance. 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 ‘miscellaneous’ modules on EESIS.

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 to the Director of Undergraduate Studies or Senior Tutor who may be able to arrange a change of tutor.

Mentors
First year students will be assigned two ‘mentors’—4th year student(s) 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.

Societies
There are three undergraduate societies that wholly or partially exist for our students, and have overlapping membership. These are The De La Beche society (DLB), https://www.imperialcollegeunion.org/activities/a-to-z/de-la-beche, 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 have got lots of activities for the coming 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 use the dedicated room booking email address (ea-room-bookings@imperial.ac.uk). Do not approach the Undergraduate Office for this—they can only book rooms for the academic timetable.

Teaching and other opportunities within the Department
Fourth year students have the opportunity to be an Undergraduate Teaching Assistant (UTA). UTAs assist academic staff in teaching, demonstrating practical classes and marking for the module to which they are assigned. A super user group of assistants manage demonstrating, and information about this will be provided by email.

It is extremely important to note that you cannot 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; not just UTA but invigilation, marking, helping out at Open Day events etc.

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/
Who does what, and how to find them

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. There are too many to list here!

To find the email or the room for any teaching staff in the Department look on EESIS (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 off 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.

Undergraduate Support Staff

Undergraduate administrative staff are located on the ground floor corridor. 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>Gill Davies</td>
<td>02075946444</td>
<td><a href="mailto:gill.davies@imperial.ac.uk">gill.davies@imperial.ac.uk</a></td>
<td>G.27</td>
<td>Undergraduate Education Manager Examinations Office</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.21</td>
<td>Rock Collection Administrator Administrator for Fieldwork &amp; Safety</td>
</tr>
<tr>
<td>Shane Young</td>
<td>02075946478</td>
<td><a href="mailto:shane.young@imperial.ac.uk">shane.young@imperial.ac.uk</a></td>
<td>G.21</td>
<td>Undergraduate Administrator</td>
</tr>
<tr>
<td>Ying Ashton</td>
<td>02075947337</td>
<td><a href="mailto:y.ashton@imperial.ac.uk">y.ashton@imperial.ac.uk</a></td>
<td>G.21</td>
<td>Education Administrator</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: efscs@imperial.ac.uk (see ‘When things go wrong’ section below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
<th>Room</th>
<th>Role(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Hoadley</td>
<td>02075947434</td>
<td><a href="mailto:jason.hoadley@imperial.ac.uk">jason.hoadley@imperial.ac.uk</a></td>
<td>1.30</td>
<td>Department Services Manager</td>
</tr>
<tr>
<td>Emma Watson</td>
<td>02075946405</td>
<td><a href="mailto:e.watson@imperial.ac.uk">e.watson@imperial.ac.uk</a></td>
<td>G.23</td>
<td>Departmental Operations Manager</td>
</tr>
</tbody>
</table>

Academic staff with key undergraduate roles

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

Head of Department: Mark Sephton (contact through his Assistant, Daphne Salazar)

Senior Tutor: Emma Passmore

Director of Undergraduate Studies: Mark Sutton

Careers Co-ordinator: Philippa Mason

Admissions Tutor: Lizzie Day

Faculty Senior Tutor: Lorraine Craig

Departmental Disability Officer: Lizzie Day
Field Safety Officer: John Paul Latham

Year Abroad Co-ordinator: Sam Krevor

<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><a href="mailto:m.sephton@imperial.ac.uk">m.sephton@imperial.ac.uk</a></td>
<td>G.30</td>
<td>Head of Department&lt;br&gt;Departmental Safety Officer</td>
</tr>
<tr>
<td>Daphne Salazar</td>
<td>02075947401</td>
<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>
<td>02075947498</td>
<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>
<td>Emma Passmore</td>
<td>02075946429</td>
<td><a href="mailto:e.passmore@imperial.ac.uk">e.passmore@imperial.ac.uk</a></td>
<td>1.37</td>
<td>Senior Tutor</td>
</tr>
<tr>
<td>Lizzie Day</td>
<td>02075946529</td>
<td><a href="mailto:e.day@imperial.ac.uk">e.day@imperial.ac.uk</a></td>
<td>1.39</td>
<td>Admissions Tutor&lt;br&gt;Departmental Disability Officer</td>
</tr>
<tr>
<td>Philippa Mason</td>
<td>02075946528</td>
<td><a href="mailto:p.j.mason@imperial.ac.uk">p.j.mason@imperial.ac.uk</a></td>
<td>G.31</td>
<td>Departmental Careers Co-ordinator</td>
</tr>
<tr>
<td>John Paul Latham</td>
<td>0275947327</td>
<td><a href="mailto:j.p.latham@imperial.ac.uk">j.p.latham@imperial.ac.uk</a></td>
<td>4.97</td>
<td>Field Safety Officer</td>
</tr>
<tr>
<td>Sam Krevor</td>
<td>0275942701</td>
<td><a href="mailto:s.krevor@imperial.ac.uk">s.krevor@imperial.ac.uk</a></td>
<td>1.43</td>
<td>Year Abroad Co-ordinator</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>Faculty Bldg</td>
<td>Faculty Senior Tutor</td>
</tr>
</tbody>
</table>

IMPERIAL COLLEGE

Welcome

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

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

You’re now very much a part of this community of discovery and we hope you will take this opportunity to make your own unique contribution.

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

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

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

**Regulations**

As a student, you have a two-way contract with the College. The standard to which you are treated by the College is regulated, but there are also expectations of you as a student. This guide outlines most of these, but full details can be found at: [www.imperial.ac.uk/about/governance/academic-governance/regulations/](http://www.imperial.ac.uk/about/governance/academic-governance/regulations/). See also [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

**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. See [www.imperial.ac.uk/students/our-principles](http://www.imperial.ac.uk/students/our-principles)

**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

**Imperial Mobile App**

Don’t forget to download the free Imperial Mobile app for access to College information and services, including your programme timetable, College emails and a library catalogue search tool. [www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile)

**Library**

First year students will be introduced to the Central Library in week 1 of term, and then to other library facilities later in term 1.
The Central Library, next to the Queen's Lawn, has information on all subjects taught by the College, including copies of undergraduate and postgraduate textbooks, maps, and research-level material. There are also a number of specialist collections, together with a fiction collection, newspapers, magazines, CD and DVD collections. Alongside these physical spaces and resources, the Library provides over 170,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world.

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.

The Central Library will be open 24 hours, six days per week during term time of the 2018/19 academic year. The only time it is closed is for an 11-hour period between Friday at 23.00 and Saturday at 10.00. During this period the Library undergoes essential maintenance work. The other times the Central Library may be closed include the Christmas/New Year & Easter breaks; just check online for opening times when planning your study time.

The library also runs a range of very useful training workshops, which you are encouraged to make use of. See www.imperial.ac.uk/library for full details of all library facilities and services. Nora Mulvaney is the liaison librarian for ESE and is also available to help. She can be reached on n.mulvaney@imperial.ac.uk

Computing (ICT)

General information about computing at the College can be found at www.imperial.ac.uk/students/online-services/

Here you will find information on e-mail, passwords, security issues etc. Our ICT staff in the RSM will be available to help you out during the induction week. 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/). The main ICT help desk is on the fourth floor of the Sherfield Building.

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

The conditions of use of IT facilities are available at www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support, and should be your first port-of-call for all non-departmental queries. The Student Hub team can help you with enquiries about:

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

The Hub is on Level 3, Sherfield Building. They can be contacted on 020 7594 9444, student.hub@imperial.ac.uk. See www.imperial.ac.uk/student-hub
Registry

The Registry is responsible for the administration of all academic matters, including the co-ordination 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 and Data Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies. The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award. The Student Records and Data Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters. If you need to contact them, they are on 020 7594 7268, records@imperial.ac.uk

Official transcripts that are often needed for internships and placements are provided through the Registry online system:


If for any reason these transcripts are not sufficient, you can ask the ESE teaching office for department-level transcripts.

Imperial Success Guide and Other Support Services

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

Other Support services

College offers many further services; some of these are listed in the Support section below – see hwww.imperial.ac.uk/materials/welcome-freshers/student-support-at-imperial/ for links to these and more.

SAFETY AND OBLIGATIONS

Safety

Health and safety policy

The College and the Department place considerable importance on safety: personal safety, onsite safety and fieldwork safety. You will be given personal and onsite safety advice during your induction week and throughout your time in the Department. 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.21. 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.

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 (www.imperial.ac.uk/occupational-health) 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.

Field Safety

Fieldwork is an integral part of your training in Geoscience, and field safety is paramount. We arrange field safety sessions which **you must attend. You will not be allowed to go on fieldwork unless you attend the safety courses.** Mandatory field-safety training will take place as follows:

Year 1: Fieldtrip in week 3 of Autumn Term (19 October 2018)

Year 1: 08 / 09 November 2018 (reading week), 09.00 to 17.00

Year 2: Safety briefing prior to independent mapping (term 3, date TBC)
Further information on field safety can be found on at [www.imperial.ac.uk/engineering/departments/earth-science/about/health-and-safety/](http://www.imperial.ac.uk/engineering/departments/earth-science/about/health-and-safety/)

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

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.

College Smoking Policy

Since August 2017, all Imperial campuses and properties have been smoke-free. This means that smoking by staff and students is not be permitted on or within 20 metres of College land. This was introduced as part of Imperial College’s responsibilities under the Health and Safety at Work Act and the Health Act 2006 that means we have a duty to limit our community’s exposure to passive smoking. This smoking policy also includes 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/](https://www.imperial.ac.uk/health-and-wellbeing/smoke-free-imperial/)

Opening hours

You can work in the building anytime from 07.00 to 23.50 Monday through to Sunday. However, if you are found in the building outside of these hours, you will be reported to the Director of Undergraduate Studies and subject to an instant 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.

Attendance

You are an adult, and it is ultimately your decision if you decide to come to lectures and practical classes or not. Nonetheless we expect full attendance at all lectures, practical classes, additional induction and other sessions, and on field courses. It is quite simple: if you do not attend you are most unlikely to perform well. 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 practical classes where the real learning occurs – these cannot be replaced by a recording. 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.

Punctuality is part of attendance. Out of respect for your staff and fellow students, please be on time for your lectures. We notice those who are late...and you may be denied access to a lecture until a suitable break. 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 monitor attendance in classes 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 invited 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 will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office. 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.

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 towards the end of the handbook.

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 for safety during fieldwork, and in case we need to contact you in an emergency. Please let the Undergraduate Teaching Office know if you change your number. Please also keep your address and contact details updated on the central College records.

Medical, Dietary and next-of-kin details

All students need to complete relevant medical information and next of kin details on EESIS when they arrive; we require this information for field-safety purposes. Students are responsible for keeping this up-to-date.

Passport details

We will ask first year students to bring a PDF/photocopy of your passport at the start of the term. The first year fieldtrip to Spain takes place in early May and we book flights for the trip during the autumn term. We need your passport details to book the flights. Make sure that your passport has at least six months validity from 1 May 2019. If not, there is still time to get a new passport before you come to London.

English language requirement

If you are not a native English speaker, you must meet the College’s English language requirements. See the Admissions website for details (www.imperial.ac.uk/study/ug/apply/requirements/english). For information on English language support available while you’re here, see the Support section below.

Working while studying

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

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

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

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

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

Dates and Timetable

Term Dates

Autumn term: 29 September - 14 December 2018
Spring term: 05 January - 22 March 2019
Summer term: 27 April - 28 June 2019

College is CLOSED (restricted access) between 22 December 2018 – 01 January 2019 inclusive, 29 March 2019 – 04 April 2019, and on the bank holiday Mondays; 06 May, 27 May, 26 August 2019.

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 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. Watch your timetables!

Summer term (9 weeks)

Term structure varies depending on year and degree scheme. Results are released Friday week 9.

Year 1

Weeks 1–2 Examinations
Week 3 Spain fieldtrip
Week 4 Geologists: Mapping training (Spain). Geophysics: TBA (geophysics classes in Imperial)
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)
<table>
<thead>
<tr>
<th>Year 2</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1–2</td>
<td>Examinations</td>
<td></td>
</tr>
<tr>
<td>Week 3–4</td>
<td><strong>Geologists</strong>: Scotland fieldtrip. <strong>Geophysics</strong>: Cyprus data-processing</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Earth Scientists</strong>: Environmental Geochemistry</td>
<td></td>
</tr>
<tr>
<td>Week 5–9</td>
<td><strong>Geologists</strong>: Independent mapping</td>
<td></td>
</tr>
<tr>
<td>Week 5–9</td>
<td><strong>Earth Scientists</strong>: Independent project</td>
<td></td>
</tr>
<tr>
<td>Week 5–6</td>
<td><strong>Geophysics</strong>: Cyprus data-processing</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td><strong>Geophysics</strong>: Workshops for independent project</td>
<td></td>
</tr>
<tr>
<td>Week 8–9</td>
<td><strong>Geophysics</strong>: No timetabled work (don’t rely on this being completely free – it is still term-time)</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 1–3</td>
<td>Examinations</td>
<td></td>
</tr>
<tr>
<td>Week 4–5</td>
<td><strong>Geologists</strong>: Sardinia fieldtrip. <strong>Geophysics &amp; Earth Scientists</strong>: Science communication.</td>
<td></td>
</tr>
<tr>
<td>Week 6–7</td>
<td><strong>Geologists</strong>: Sardinia reports. <strong>Geophysics &amp; Earth Scientists</strong>: Science communication assessed work</td>
<td></td>
</tr>
<tr>
<td>Week 8–9</td>
<td><strong>Geophysics</strong>: No timetabled work (don’t rely on this being completely free – it is still term-time)</td>
<td></td>
</tr>
<tr>
<td>Year 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 1–3</td>
<td>Examinations</td>
<td></td>
</tr>
<tr>
<td>Week 4–5</td>
<td><strong>Geol</strong>: Appennines fieldtrip. <strong>Geophysics/Earth Sci</strong>: Science communication or Research Conference</td>
<td></td>
</tr>
<tr>
<td>Week 6–8</td>
<td>No timetabled work (don’t rely on this being completely free – it is still term-time)</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>MSci Poster Presentation</td>
<td></td>
</tr>
</tbody>
</table>

**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 [http://www.imperial.ac.uk/timetabling/view/](http://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 [https://www.imperial.ac.uk/timetabling/mytimetable/](https://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.

**Our degree courses**

Our programmes leads 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 course on a more specialist industrially-focussed MSc programme.

The Departmental website, [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/), provides up-to-date details, including formal programme specifications.
The present programmes follow two streams; geology and geophysics. While these share many modules, they differ in emphasis; for instance geology degrees include more fieldwork, while geophysical ones involve more mathematics and computing. We offer BSc (3 year), MSci (4 year) and MSci with a year abroad degrees in both Geology and Geophysics. We also offer an MSci degree in Petroleum Geoscience; this is a geology-stream degree in which the first three years are identical to the Geology BSc, and the final year is a taught Petroleum Geoscience masters course.

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 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.

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. ESE 130 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), a level (the year the module is normally taken in, so 1 for ESE 130) 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 in years 3 and 4 you are allowed to take up to 75 ECTS if you want to.

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) – see timetable and structure section below. 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/ 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 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.

Co-curricular modules

Co-curricular modules are those offered by College in subjects outside your degree discipline. These might at first sight look like distractions from your core course, but they are far from it; these courses can provide skills and experience to help your personal development and your future employability, and hence are strongly encouraged. In years 1 and 2 they are ‘not for credit’ – they will appear on your transcript, but they do not contribute towards your degree mark. In years 3 and 4, some co-curricular modules can be taken for credit; normally these are those offered by the business school, or languages. See the Scheme for the Award of Honours for more details.

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.

An Imperial Horizons Options Open Day will take place from 11-3 on Friday 5 October in the Centre for Languages, Culture and Communication, Level 3 Sherfield Building. This will give incoming 1st years the opportunity to meet teaching and administrative staff and ask any questions they may have.

Registration for Imperial Horizons for 1st year students opens on the 3rd of September, and ends on Monday October 8th. See www.imperial.ac.uk/horizons for more details.

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, but taking them not-for-credit in year 2 is also 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 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 https://imperial.cloud.panopto.eu. Using Panopto, recorded lectures can be viewed again during private study if you didn’t understand something first-time-round. Panopto 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. 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.**

**Practical** classes (‘practicals’) are the less formal part of teaching, which stress 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 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!

**Tutorials** take place in groups of 4 or 5 students in the first and second years. They encourage active learning, exchange of ideas, self-expression and enhance your communication skills in a small group setting. In the first year you stay with the same tutor for approximately 8 sessions through the year. In the second year, you will normally keep the same Personal Tutor, having 5 tutorials which will guide you through your second year independent project, with three extra tutorials with research staff on a new topic each session. You will also have less formal tutorials with your study mentor in year 1 (see Mentors, above).

**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, 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. 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.

For more assistance on how to study at university level see the Imperial Success Guide:

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

**Fieldwork**

Fieldwork is an integral part of your training in geoscience; it is especially important in our Geology degrees, but forms a vital part of geophysics degrees too. It provides skills and experience with real-world geology and geophysics, provides synthesis of what you have learned in many different modules. Fieldwork is structured so that there are specific tasks to complete to a high standard and submit for assessment. Some work will be completed as an individual, others as a group. Many students find fieldwork to be the most enjoyable and fulfilling part of their degree course; it also develops many transferrable skills. We will train you in fieldwork safety, building on skills year-on-year through your degree to allow mapping in pairs, or to undertake fieldwork in small groups. Some information about fieldwork is given in this handbook; more will be provided during the year by email or in briefings.

We take field safety very seriously, and arrange field safety courses at various stages in your course – see the Safety section above. **You will not be allowed to go on fieldwork unless you have attended the safety course.**
The Department will pay for taught fieldwork in all years, but not for the independent mapping project between year 2 and year 3. Students will also be asked to make a small contribution to the cost of food on catered fieldtrips; this was about £25 per week in the 2017-18 academic year.

If you sign up for taught fieldwork and do not attend the whole course, note that field expenses incurred by the Department may have to be recovered from you. There is no College insurance that will cover you against such losses, and it is your responsibility to arrange the necessary insurance cover. Students will not be permitted to graduate from the College until they have cleared all outstanding debts.

Our current programme of fieldtrips is as follows. **Dates and trip lengths are subject to change – please check ESESIS and watch emails for more information.**

**Year 1:**
One-day introductory trip to Leicestershire, Friday 19th October 2018.
One-week fieldtrip to Spain, 11th May 2019 – 18th May 2019. For students on geological degrees, this is supplemented by another week in Spain undertaking mapping training, 18th May 2019 – 25th May 2019

**Year 2 Geology:**
12-day fieldtrip to the Pyrenees, 16th March 2019 – 26th March 2019
12-day fieldtrip to the Scotland, 11th May 2019 – 23rd May 2019
Independent mapping: 29th May 2019 until end of term

**Year 2 Geophysics:**
8-day fieldtrip to Cyprus, 14th March 2019 – 22nd March 2019

**Year 3 Geology:**
12-day fieldtrip to Sardinia, 19th May 2019 – 30th May 2019

**Year 4:**
12-day fieldtrip to the Apennines, 18th May 2019 – 29th May 2019. This trip is compulsory for geology students, but may also be optionally taken by geophysics students.

**Visas and Passports**
Overseas students are advised to check whether they require a visa for fieldtrips outside the U.K. and to apply to the Embassy at least six weeks in advance of the fieldtrip. Overseas students must also check that they have a valid passport, and visa for the UK that extends six calendar months beyond the date of return of the fieldtrip. **If you have any queries about a visa for fieldwork please contact the Fieldwork Co-ordinator, Rob Lowther, as soon as possible.**

**Fieldwork equipment**
You will be issued with a hard hat and high visibility vest that are required personal protection equipment for all fieldtrips. You will be given the opportunity to purchase a compass-clinometer, hammer and hand lens for use in the field from the Department within the first few weeks of your course. These items are the recommended versions and are sold to you at cost with our bulk buying discount included. It is your responsibility to bring this equipment to the fieldtrip.

You will be advised when you are accepted into the College of the specification for other items required for fieldwork. These include sturdy boots, a waterproof jacket, a small rucksack, notebooks, and pens. RSM field notebooks can be bought from the College shop on the Sherfield building walkway.
**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, or Welcome week, for all students.

First year students have a longer induction, which extends into a programme of workshops on Tuesday afternoons. 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, and the Careers Service, 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).

**Major Projects**

In years 1 and 2 you will undertake independent projects. In year 1 this takes place towards the end of the summer term (after fieldwork); 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 vacation between your second and third year, each student will undertake their independent project. For geophysics students this is analysing a dataset, for geology students this is field-mapping, and for Earth Science students this may be a desk or lab-based project. Projects continue into year 3, and are written up and handed in towards the end of the autumn term in that year. 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.

**Coursework and deadlines**

Coursework comes in two flavours; formative coursework 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 – it 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, 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), tend to 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; 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. Every year there are a small number of borderline students who do not progress because of not having submitted items of coursework.
ESIS will provide you with the dates for submission for all coursework, and the submission method. Some coursework is handed in online through EESIS. Other items are submitted as hard copies; these should be placed in the red coursework submission box outside Room G.41. When you submit coursework through EESIS, you will receive an email receipt. If EESIS shows a deadline in red then you have missed it – green deadlines are still in the future. EESIS 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 EESIS homepage and on emails from the module co-ordinator to keep on top of your deadlines.

Most ESE deadlines are 9am 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 EESIS, 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 on time and by the published deadline. Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

The new 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, contact the Senior Tutor or Director of Undergraduate studies URGENTLY – see the ‘if things go wrong’ section for procedures to follow.

**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 comments written on submitted work – it is an ongoing process that you may not even notice is occurring. It happens during practical classes, in workshops, in lectures, in tutorials, and in fact in almost every part of your learning. During fieldwork you are getting feedback up to 12 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 EESIS detailing the nature of the feedback provided.

Where there is written feedback on submitted coursework, it is provided to you 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 mapping project) 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 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 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 many ways. It may be returned in class, electronically by email, electronically through EESIS, 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 guidance on the 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

Assessment

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 normally be provided within 2 weeks, and we will notify you if for any reason this is not possible.

Marks will normally be provided directly on returned coursework, either as hard-copy or electronically, and on EESIS. 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 stress: 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. 70%+: First class 60%+: Upper second class 50%+: Lower second class 40%+: Third class <40%: Fail

<table>
<thead>
<tr>
<th>Swanson Criteria for the assessment of written work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mark</strong></td>
</tr>
<tr>
<td>100-90%</td>
</tr>
<tr>
<td>Grade Range</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td>89-70%</td>
</tr>
<tr>
<td>69-60%</td>
</tr>
<tr>
<td>59-50%</td>
</tr>
<tr>
<td>49-40%</td>
</tr>
<tr>
<td>39-0%</td>
</tr>
</tbody>
</table>

**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 the Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

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

[www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

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: www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff

If you have any questions regarding the assessment and examination process that cannot be answered by the Director of Undergraduate Studies or your Personal Tutor, you should contact Gill Davies, the Examinations Manager, 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 solely during the first three weeks of the summer term.

The examination timetable (and other useful information) is posted on the Undergraduate Examinations Website: www.imperial.ac.uk/engineering/departments/earth-science/current-student-staff-info/ug/exams/

It is your responsibility to check the timetable and come to the correct examination room at the correct time.

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. On the final day of the summer term the summary results are released, 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 on-line 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 ESEIS 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 at the College 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. The reason for this is that 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. Your Personal Tutor can arrange this for you.

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. 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

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 Registry, in mid July.

Mitigating Circumstances (e.g. illness) and Examinations

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. It is important to report these circumstances before rather than after any examinations they may affect.

The Board of Examiners may consider mitigating circumstances only when a student’s difficulties are brought to the attention of the Senior Tutor or Director of Undergraduate Studies. Mitigating Circumstances may be considered in the year that they occur or at the end of a student’s degree or both. When you meet to submit your Mitigating Circumstances paperwork, the Senior Tutor will explain the procedures that are followed to ensure that all students are treated equally.

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. The overall year mark is rounded to one decimal place. 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 year mark of 60% or higher in 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 carefully considers mitigating circumstances when classifying degrees, and has power to alter degree classification on this basis.

Academic Integrity and Academic Misconduct (including plagiarism)

Academic misconduct is the attempt to gain an academic advantage, whether intentionally or unintentionally, in any piece of assessment submitted to the College. This includes plagiarism, self-plagiarism, collusion, exam offences (cheating) or dishonest practice. Full details of the policy can be found at www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/.

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 possible to break plagiarism rules, however, 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.

Collusion

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

Exam offences

Exam offences include behaviour such as bringing authorised material into an exam, attempting to communicate with others apart from the invigilator, trying to remove examination material without permission, taking an exam for someone else or getting someone else to take an exam for you.

Dishonest practice

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

Student Feedback and Surveys

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 have to 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

At the start of each academic year you will be invited to elect two Year Representatives who 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/.

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.

SOLE (Student On-Line Evaluation)

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 go to the individual member of staff, to the Director of Undergraduate Studies, to the Head of Department and to the Departmental Teaching Committee. We treat SOLE
scores and comments very seriously, and are always keen to get as high a response-rate as possible, as the more students 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.

Other surveys
There are also surveys for BPES and Imperial Horizons Co-Curriculum modules, should you take them. Run at the same time as the autumn term SOLE is the Union’s Student Experience Survey (SES). 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 do all these surveys – the results will be listened to.

The National Student Survey (NSS) is an annual survey for final year undergraduates at UK Higher and Further Education Institutions which runs in the spring term. It was first run in 2005 and is carried out by Ipsos Mori, commissioned by the Higher Education Funding Council for England. NSS asks all final year undergraduates to rate a range of elements related to their student experience such as, academic support, learning resources and assessment and feedback. The nationwide survey compiles year on year comparative data for higher education institutions, with its results being made publicly available. For Imperial’s results visit the Unistats website: https://unistats.direct.gov.uk/. 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 these surveys are anonymous and the more students that take part the more representative and useful the results, so please take a few minutes to give your views. The Union’s “You Said, We Did” campaign shows you some of the changes made as a result of survey feedback: www.imperialcollegeunion.org/you-said-we-did.

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/.

For further information on surveys, please e-mail the Registry’s Surveys Team at surveys.registysupport@imperial.ac.uk

SUPPORT

Student Space
The Student Space website (www.imperial.ac.uk/student-space) is the central point for information on health and well-being.

Disabilities or long-term health issues, and specific learning difficulties
At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is
therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can give expert advice and support to enable you to do this.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D).
- Autistic spectrum disorder (such as Asperger’s).
- Deafness or hearing difficulties.
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression).
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn’s disease).
- Physical disabilities or mobility impairments.
- Visual difficulties.

Information about the accessibility of the South Kensington Campus is available online through the DisabledGo access guides: www.disabledgo.com/organisations/imperial-college-london-2

Where to find help:

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 (for example) to get additional exam arrangements put in place. More information on Departmental Disability Officers is available at www.imperial.ac.uk/disability-advisory-service/support/ddos, and more information on procedures for the consideration of additional exam arrangements in respect of disability is available at www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Exam-arrangements-in-respect-of-disability.pdf

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 ESE Careers Co-ordinator, and 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 has strong links to ESE. The Careers service is located on Level 5, Sherfield Building. Visit their website (www.imperial.ac.uk/careers) to book a careers appointment, or to find resources and advice on successful career planning.
English Language

We recognise that studying a degree at Imperial can be particularly challenging for students whose first language is not English. 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 (www.imperial.ac.uk/academic-english). 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, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

International Student Support Team

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 and trips to different places of interest. www.imperial.ac.uk/study/international-students

Health and Dentistry

Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website: www.imperial.ac.uk/student-space/here-for-you/find-a-doctor

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, which is in Southside, Watts Way, 40 Prince’s Gardens. 020 7584 6301, healthcentre@imperial.ac.uk, www.imperial.ac.uk/healthcentre

The Health Centre incorporates an NHS Dentist, the Imperial College Dental Centre. This offers a full range of NHS and private treatment options. www.imperial.ac.uk/student-space/here-for-you/dentist

Wellbeing

The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. It can be found on Level 4, Sherfield Building (Room 446), 020 7594 9637, counselling@imperial.ac.uk, www.imperial.ac.uk/counselling

The London Nightline (020 7631 0101) 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. They can also be contacted by email - listening@london-nightline.org.uk

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.
Chaplaincy

The College Chaplaincy is a resource for people of faith on campus and home to a group of chaplains, including

Revd Andrew Willson – Anglican Chaplain, a.willson@imperial.ac.uk

Karuna Priya – Buddhist Chaplain, k.priya@imperial.ac.uk

The Chaplaincy are based in East Basement, Beit Quad. 020 7594 9600, chaplaincy@imperial.ac.uk.

The Chaplaincy Multi-faith Centre (More House, 53 Cromwell Road, 020 7581 2130) has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

See www.imperial.ac.uk/chaplaincy for further details.

Separate to the chaplaincy, there is an Islamic Prayer Room in 9 Prince’s Gardens – contact islam@imperial.ac.uk

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.

Halls of Residence

If you’re staying in College accommodation you will have access to a range of support within your hall – please read your Warden’s welcome letter.

All halls have their own Residential Support team who are on call 24/7 to look after your wellbeing and maintain a friendly living environment so that all residents can study, sleep, relax and enjoy themselves. They also play an important part in the social life of the hall, organising a rolling programme of events to bring everyone together. This is supported by the Hall Activities Fund, which all residents contribute to at a rate of £2/week (in 2017/18). The team includes a number of returning students, known as Hall Seniors, who can offer first hand advice on 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, and are on hand to help you.

Imperial College Student Union

Introduction from the President of Imperial College Union

Hello and welcome to Imperial!

You’re about to have a brand new start and set off on the next part of your learning career, so on a personal note from me, congratulations on your choice of university because what better place to be than here!

Here at Imperial we really try to live up to the cliché of “something for everyone” and offer as wide and diverse an experience as possible. Imperial College Union is here for all of your needs right from the word go, through your studies and beyond.
Imperial College Union is proud to say we’re an organisation for students, led by students, tackling issues that matter to students. You’ll see your five Officer Trustees, one of which is myself, around our campuses, on posters and sending you all emails. We’re a group of five students that have taken time out of our studies to represent you. If you ever have questions or ideas that your department can’t help with, we’re normally a great place to start.

We have over 380 clubs and societies for you to get involved in which is a great chance to try something new over your time at Imperial. We run your academic and wellbeing representative networks as well as help with student-led campaigns on issues that matter to you. We offer a wide range of volunteering opportunities and have an entire team dedicated to your personal development.

No matter what problems you have or opportunities you are looking for, Imperial College Union is here to help. We’re located on Level 2 in Beit Quadrangle or you can check out our website for more information.

Have a great year and I will see you around.

Rob Tomkies, Imperial College Union President 2018-19. union.president@imperial.ac.uk http://imperialcollegeunion.org

Student Adviser

Imperial College Union, Beit Quad, 020 7594 8067, advice@imperial.ac.uk

Confidential, impartial and independent advice on welfare issues including housing, money and debt advice, sexual, mental and general health awareness, drugs and alcohol, 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.

Representation Network

A team of 100 students elected across departments and years to represent the student body to college on academic, welfare, accommodation and student development issues. For details of your Welfare Officers and Departmental or Faculty Representatives visit: www.imperial.ac.uk/students/student-support/

Wellbeing Representation

Imperial College Union operates two networks of over 600 elected student representatives – the Academic Rep Network and the Wellbeing Rep Network. The Wellbeing Rep Network launched in 2017/18. Wellbeing Reps will operate with all Undergraduate programs.

The two Networks are responsible for identifying issues affecting students’ learning and wellbeing within their departments and to work with College staff to address them. As well as identifying issues affecting students’ wellbeing, the teams of Wellbeing Reps within your department will also run campaigns, spreading messages about positive wellbeing and ways to stay healthy in the high-performing, pressurised and fast-paced environment at Imperial College London.

The Wellbeing Rep Network, led by the Deputy President (Welfare), consists of one student representative per year and another student representative for the entire department.

Find out who your representatives are by visiting www.imperialcollegeunion.org/representation

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 Matthew Morris – a quick intro from him follows!
Hi all,

Welcome to the RSM and more specifically the Department of Earth Science and Engineering. Whether you’re studying Geology, Geophysics or Earth Science I’m sure you’ll make the most of your years here and you’re certainly in one of the best places to do so.

Part of what makes ESE so great is the relationship between students and staff. We are both committed to ensuring the student experience is as good as it can be. As your Departmental Academic Representative (Dep Rep) for this year it’s my job to listen to what fellow students say and work with staff to keep things on the academic side running smoothly. To help with this there are also two academic representatives in each year (Year Reps) who are vital for any year specific topics. This all comes together in the friendly atmosphere of the department to produce a great place to learn. I look forward to seeing you in the corridors in October, and if you ever fancy a chat about anything academic then let me or one of your year reps know!

Your Dep Rep,

Matthew (matthew.morris15@imperial.ac.uk)

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 is, 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

We use the term ‘mitigating circumstances’ to cover anything that affects your studies and is beyond your control – the term will appear in many sections below. These are recorded through a formal system, and once recorded they allow us to take formal actions – for instance, applying leniency to an examination fail. Mitigating circumstances include things like illnesses and family bereavements, but they are not limited to these. The ‘beyond your control’ part is important – over-commitment to a union society, for instance, is not a mitigating circumstance.

If you have mitigating circumstances, it is very important to tell us as soon as possible, and to get the appropriate form filled in. To do this, you should normally see the Senior Tutor, who will guide you through the process.

Medical mitigating circumstances normally require a doctor’s certificate as documentation. The Senior Tutor can advise you on the details of this requirement.

Formal college poli absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact your Senior Undergraduate Tutor on the day and provide a medical certificate within five working days. If illness has impacted on your ability to take assessment, you should seek advice and support about making a claim for mitigating circumstances. Please note that there is a deadline of 5 working days from the date the assessment is due (hand-in date or examination date for example) to make a claim.
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, 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 who is 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 Director of Undergraduate Studies (DUGS).
4. Alternatively or additionally, talk to your student year representative. You can ask them to contact the Director of Undergraduate Studies 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 that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

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

We can normally sort out issues very speedily, provided you tell us about them.

You are absent from College and have mitigating circumstances

E-mail the Senior Tutor and as soon as possible. If the absence is due to illness you must produce a medical certificate after seven days. It is important to the mitigating circumstances formally recorded as soon as possible, even if you are not physically present in college to sort this out.

You are about to miss a deadline or examination and you have mitigating circumstances

Contact the Senior Tutor to discuss as soon as possible, and ensure that the mitigating circumstances paperwork is in place. It is helpful to also contact the co-ordinator of the module to let them know about the problem, but please be aware that the co-ordinator cannot issue a deadline extension in these circumstances – these can only be issued by the Senior Tutor or the Director of Undergraduate Studies. 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 within five working days. There is a deadline of 5 working days from the date the any assessment is due to make a mitigating circumstances claim.

You have a pastoral issue that is affecting your academic performance

Notify your Personal Tutor, preferably in person, but otherwise by e-mail. 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 get this formally documented. In serious cases you or your Personal Tutor will also notify the Director of Undergraduate Studies. 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

If you have any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team, 020 7594 9014, student.funding@imperial.ac.uk
If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid. www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/.

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

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.

In addition to covering the cost of fieldwork, the Department provides limited additional financial assistance for students, normally in receipt of College Bursaries or the College Student Support Fund support. You will be notified of how to apply and the deadlines by e-mail.

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

You are thinking of interrupting your studies

Interruption of studies 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. If you wish to interrupt your studies for reasons that do not qualify as mitigating circumstances, discuss this with the Director of Undergraduate Studies.

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

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 do discuss any major issues with one of these people first. You do however have the right to take matters higher in extreme circumstances; see the College complaint and Appeals webpage.

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

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 can have personality clashes with their tutor, or find the tutor-tutee
relationships 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 Director of Undergraduate Studies to discuss your change of degree course. Following the meeting with the Director of Undergraduate Studies you will need to confirm your wishes in writing. 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 ESESIS, simply make the change. There is no need to ask permission. Once module choices are ‘locked in’ on ESESIS you will no longer see the link to change them. Module changes after this point may be possible, but you 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 had coursework marks back.