

IMPERIAL

Faculty of Engineering

Department of Electrical and Electronic Engineering

Analogue & Digital Integrated Circuits

Applied Machine Learning

Communications and Signal Processing

Control and Optimisation

Future Power Networks

Sensor Systems Engineering



Student Handbook 2025–26

23 Sep 25

Contents

Welcome to Imperial	3
Our Principles	4
Introduction from the President of Imperial College Union	4
1. Introduction to the Department	6
Welcome from Head of Department and/or Programme Director	6
Academic and administrative staff	7
Departmental Information	8
Attendance and absence	9
Key dates 2025–26	9
2. Programme information	11
My Imperial Campus	11
Imperial Success Guide	13
Student Shapers	14
Imperial Award	14
3. Assessment	15
Instruction to Candidates for Examinations	15
Academic Integrity and Academic Misconduct	15
Plagiarism	16
Collusion	16
Exam offences	17
Dishonest practice	17
4. Board of Examiners	17
Board of Examiners	Error! Bookmark not defined.
External Examiners	17
5. Location and facilities	19
6. Placements	23
7. Working while studying	24
8. Health and Safety	25
Imperial Safety Department	25
Occupational Health requirements	26
9. University Policies and Procedures	27
Regulations for Taught Programmes of Study	27
Academic Feedback Policy	27
Provisional Marks Guidance	27
Late Submission Policy	27

	Mitigating Circumstances.....	28
	Academic Misconduct Policy and Procedures	29
	Unsatisfactory Engagement	29
	Fitness to Study	29
	Fitness to Practise Medicine	Error! Bookmark not defined.
	Academic Appeals Procedure.....	30
	Arithmetic Marks Check.....	30
	Student Complaints.....	30
	Student Disciplinary Procedure.....	30
	Protecting our students from incidents of harassment and sexual misconduct.....	31
	Copyright	31
	Intellectual Property Rights Policy	31
	Use of IT Facilities.....	32
	General Data Protection Regulation (GDPR)	32
10.	Animal research	Error! Bookmark not defined.
11.	Wellbeing, support and advice.....	33
	In your department	33
	Attributes and Aspirations	34
	Your Union.....	34
	Student Hub	35
	Student Support Zone	35
	Centre for Academic English	35
	Useful support contacts	36
12.	Student Administration.....	38
13.	Work-life balance	39
	Imperial College Union	39
	Move Imperial	39
14.	Student feedback and representation.....	40
	Student representation.....	40
	Staff-Student Committee	40
15.	Student Surveys.....	42
16.	And finally	43
	Alumni services and benefits	43
	Opportunities for further study.....	Error! Bookmark not defined.

Welcome to Imperial

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

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

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

Imperial provides 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.

You'll have access to a range of professional development courses offered by the Early Career Researcher Institute, the Careers Service, Library Services and other support services teams throughout your time here, as well as opportunities to meet students from across the university at academic and social events.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you're interested in getting involved then there will be opportunities for you to do so.

Our Principles

In 2012 Imperial and Imperial College Union agreed 'Our Principles'. This series of commitments was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union.

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 university 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 university.
- 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.

Introduction from the President of Imperial College Union



Welcome to Imperial! To begin with, a huge congratulations on joining us here at Imperial– this is where you belong! This is a globally renowned institution and offers much more than just the degree you are looking to leave with. You will come across countless opportunities and meet an array of compelling people amongst your peers, accomplished academics and the wider university community. Imperial attracts the best talent from around the world - making it here is already a testament to your academic zeal and ambitious character. Now, what you make of your experience at Imperial has the potential to shape your future.

Being located in London is a true perk of being an Imperial student. Right on our west London doorstep are landmark museums and iconic venues, including the Royal Albert Hall which has hosted Imperial graduations for over 60 years. Beyond our campuses, the city has something for everyone; be that the West End, sporting arenas or diverse cuisines. I strongly encourage you to explore where and when you can – London is a fantastic place for your university memories to call home.

You will likely have chosen to come to Imperial for its academic reputation as an outstanding university, and it will deliver on this. The facilities for research and your learning are terrific. To accompany this, there are hundreds of student-led societies and events available to you outside of your degree. These are overseen by your students' union – Imperial College Union. The Union is led by students, for students. The three deputy presidents and I have all been democratically elected to work full time on improving your student experience at Imperial. We have a large team of permanent staff behind us, running the many functions of the Union such as supporting clubs and training student representatives.

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

University is a new stage of life. For many, this stage presents itself with newfound freedom and control over what you do. As daunting as it may seem, take advantage of it! Immerse yourself in your degree, your extra-curricular activities and in the connections you make.

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

Wishing you an incredible year ahead,

Nico Henry

Imperial College Union President 2025-26

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

1. Introduction to the Department

Welcome from Head of Department and/or Programme Director



Dear MSc Student,

Welcome and congratulations on securing a place in the Department of Electrical and Electronic Engineering at Imperial College London!

Whatever your background or the journey that brought you here, we are delighted to have you join us. My colleagues and I wish you every success in your studies over the coming year.

The information attached is intended to give you an outline of what to expect during your studies here: the lecture programme and assessment criteria of the MSc programme that you will be expected to follow; information on the resources available to help you to achieve your objectives; and a description of our responsibilities to you as the provider of resources and academic supervision. There is also a section on the welfare and pastoral support services that you can turn to in the event of personal or academic difficulty.

There will be an opportunity to discuss this in more detail with your Course Director during the Welcome Week, and also at your MSc Tutorials which will be arranged for you later in the term with your Personal Tutor.

In the meantime, I warmly welcome you to what I hope will be a fascinating and rewarding experience. You are now an integral part of our inclusive, supportive, and thriving academic community and we're excited to see all that you will achieve.

Yours sincerely,



Prof Tim C Green FREng

Head of Department,

Electrical and Electronic Engineering

www.imperial.ac.uk/people/t.green

Academic and administrative staff



 Prof David Angeli
Director of Postgraduate
Studies

 1107C, Electrical Engineering, South
Kensington Campus

 +44 (0)20 7594 6283

 d.angeli@imperial.ac.uk



 Jennifer Victor-Smith
Education Support Officer

 607, Electrical Engineering, South Kensington
Campus

 +44 (0)20 7594 6260

 j.victor-smith@imperial.ac.uk



 Lina Brazinskaite
Education Office
Manager

 607, Electrical Engineering, South Kensington
Campus

 +44 (0)20 7594 6195

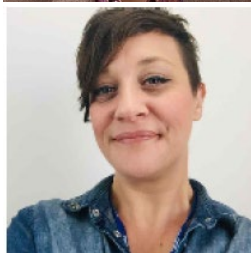
 l.brazinskaite@imperial.ac.uk



 Dr Prabhav Reddy
Postgraduate Tutor

 614, 6th Floor, Electrical Engineering, South
Kensington Campus

 p.nadipireddy@imperial.ac.uk



 Kelly Greenwood
Student Wellbeing
Advisor

 608a, Electrical Engineering, South
Kensington Campus

 +44 (0)20 7594 6195

 k.greenwood@imperial.ac.uk

Departmental Information

[Department of Electrical and Electronic Engineering | Faculty of Engineering | Imperial College London](#)

[Postgraduate taught \(MSc\) courses | Faculty of Engineering | Imperial College London](#)

Attendance and absence

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

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

If you do not engage satisfactorily with your studies, Imperial will consider what action is necessary to support your continued study under the Unsatisfactory Engagement Policy:

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

Key dates 2025–26

Term dates

Autumn term:	27 September 2025 – 12 December 2025
Spring term:	03 January 2026 - 20 March 2026
Summer term:	25 April 2026 – 26 June 2026

Closure dates

Christmas/New Year:	23 December 2025 - 02 January 2026 (Imperial reopens on 05 January 2026)
Easter Holiday:	02 April 2026 – 07 April 2026 (Imperial reopens on 08 April 2026)
Early May Bank Holiday:	04 May 2026
Spring Bank Holiday:	25 May 2026
Summer Bank Holiday:	31 August 2026

Key events

Great Exhibition Road Festival	6 June 2026 – 7 June 2026 - 12:00 – 18:00
--------------------------------	---

The **Compulsory Online Plagiarism Awareness Course** for Mater Students must be completed by the 31st October 2025

Examinations: Examinations run during the last two weeks of Autumn and Summer term.

The main work on your individual Research Project will take place from late May 2026 to early September 2026 with the following submission deadlines:

- Initial Project Report: 9th March 2026 by 4 pm
- Electronic version of poster: Thursday 3rd September 2026 by 4 pm
- Project Report: Thursday 10th September 2026 by 4 pm
- Poster presentation: Monday 14th September 2026 – 11:00-13:00 and 14:00-16:00. Your time slot will be assigned closer to the presentation date.
- Last official day of the MSc course 2025-2026: 27th September 2026

MSc Seminar series:

The EEE department will be organizing a seminar series during the month of November. The goal of this seminar series is to strengthen the link between the MSc programmes and industry to facilitate the introduction of industry-led projects and to help MSc students learn more about job opportunities in industry after graduation.

Each MSc group will host a speaker, and attendance will be mandatory only for the students of that programme though all MSc students are welcome. All talks will take place in 408 be followed by light refreshments in room 407.

Date and time

Seminar series will take place between 13:15-14:00 on the following dates:

Wednesday 22nd October AML Room: EENG 611

Wednesday 29th October CSP EENG 408

Wednesday 5th November-Control EENG 408

Wednesday 12th November-ADIC EENG 408

Wednesday 19th November-FPN EENG 408

Wednesday 26th November-Sensors EENG 408

Refreshments will be served after between 14:00-15:00.

Some students undertake an internship within a company during their vacations to develop skills, gain industrial insights, and earn money. You should only undertake an internship that starts after the formal end of term to ensure there is no clash with academic studies. In addition, if you hold a student visa, the type and amount of work that you can do is restricted. It is essential that you are aware of these restrictions so that you do not breach your student visa conditions. Please visit the International Student Support webpage for further details and note that only undergraduate students can undertake an internship during the summer vacation.



www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/

2. Programme information

The study programme provides a broad coverage of material on your selected MSc course.

MSc Analogue and Digital Integrated Circuit Design

- [General Information](#)
- [Detailed module information](#)
- [MSc Programme Specifications](#)

MSc Applied Machine Learning

- [General Information](#)
- [Detailed module information](#)
- [MSc Programme Specifications](#)

MSc Communications and Signal Processing

- [General Information](#)
- [Detailed module information](#)
- [MSc Programme Specifications](#)

MSc in Control Optimisation

- [General Information](#)
- [Detailed module information](#)
- [MSc Programme Specifications](#)

MSc Future Power Networks

- [General Information](#)
- [Detailed module information](#)
- [MSc Programme Specifications](#)

MSc Sensor Systems Engineering

- [General Information](#)
- Detailed module information
- [MSc Programme Specifications](#)

We encourage students to attend lectures from each optional module before making their decision. The EEE A-Z for current students' webpages contain all the information that you will need to know about the course.

The pages you may find useful are listed below:

- [Assessment information](#)
- [Attendance and absence](#)
- [Blackboard](#)
- [Examinations](#)
- [Modules and Programmes](#)

- [MSc individual Research Project](#)
- [Options registration](#)
- [Plagiarism awareness \(cheating\) and the Plagiarism Awareness online course](#)
- [Poster \(MSc project\)](#)
- [Postgraduate Staff/Student Committee](#)
- [Term dates](#)
- [Timetable](#)

My Imperial Campus

An app for students - designed by students!

My Imperial Campus is the beginning of a new mobile experience for the Imperial community. Built by students and alumni, the ambition is for the app to reflect the real needs and ideas of the people who use it every day. We're developing it iteratively, constantly learning from our community and evolving the features that help all of us succeed at Imperial.

This is just the beginning. The app is still growing, and we're adding new functionality all the time—so download it, explore what's already there, and keep an eye out for updates and chances to get involved.

Available now on the **App Store** and **Google Play**.

What we've built so far:

Search & AI Chatbot

Chat with an in-app assistant that pulls information from within the app, across the university's website and resources—delivering quick answers when you need them.

Maps

Explore 2D maps of all campuses, plus immersive 3D maps of South Kensington and White City. See services, navigate buildings, and find your way around campus with ease.

Events

Discover what's on across Imperial—from public lectures to Union events and society meetups. Set your preferences in Settings to tailor your feed, or use the *Welcome Week* filter to see what's lined up for new students.

Timetable & Check-In

If your department requires check-in, just use the app to register your attendance when you're on site. You'll also find a quick link to your full timetable in the browser.

Your Career

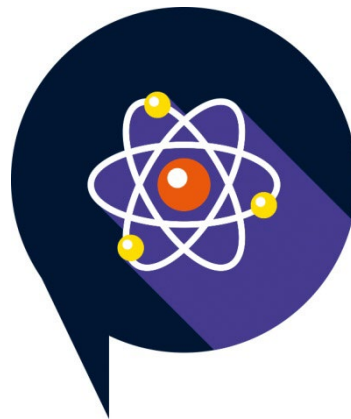
Browse the latest internships and job opportunities from the Careers Service—updated regularly to keep you connected with what's new.

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 students, including information on support, health and well-being and ideas to help you make the most of London. The Success Guide also provides you with information about professional development opportunities available to you through the Early Career Researcher Institute, the Careers Service, Library Services and other support services.



www.imperial.ac.uk/students/success-guide/pgt/



Student Shapers

Student Shapers is a chance to actively contribute to improving your learning experience at Imperial. This programme lets you work directly with staff on exciting projects that enhance the curriculum, create innovative teaching methods, and make a real difference in our learning community. The Student Shapers programme is open to all Imperial students across all departments. All opportunities that have been approved are listed in the 'Current Projects' area of the website.



www.imperial.ac.uk/students/studentshapers/how-to-get-involved/current-projects/

Imperial Award

The Imperial Award is a programme that fosters personal development through self-reflection on your experiences, formally recognising this on your transcript. This programme is open to all students at Imperial, including UG, PGT, PGR and intercalating students. The Imperial Award aims to help you uncover more about yourself and your potential, and to enhance your ability to articulate the achievements and skills you have developed through activities beyond the lecture hall. For more information, please visit the Imperial Award page.



www.imperial.ac.uk/students/imperial-award/

3. Assessment

Within your programme of study, you will have different types of assessment which may include coursework, examinations, timed-remote assessment, presentations, labs or other forms of practical assessment.

Imperial has policies and procedures to support the setting, sitting, marking and moderation of all assessment. These can be found within the Regulations for Taught Programmes of Study, Policies and Procedures at:



www.imperial.ac.uk/about/governance/academic-governance/regulations/



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

Instruction to Candidates for Examinations

When taking examinations, students must ensure they follow the relevant instructions and guidance provided to them. In addition to the Instructions for Candidates, they must adhere to the specific instructions for each exam as provided by their programme team.



www.imperial.ac.uk/about/governance/academic-governance/regulations/

Instructions for exam candidates can be found here:



www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/exam-arrangements-and-re-sits/Instructions-to-candidates-for-examinations.pdf

Academic Integrity and Academic Misconduct

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way, and that it is free from plagiarism. Academic integrity is fundamental to learning, teaching and research and it is important to understand what it means for you and the international community of research that you are joining.

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



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

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

Plagiarism

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

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

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

For group work, all members have responsibility for the integrity of the work submitted. Therefore, if plagiarism (or another form of academic misconduct) is proven, all group members may be liable for any penalty imposed.

Imperial requires you to complete mandatory training on plagiarism awareness. You can access this training online via the Early Career Researcher Institute's website:

 www.imperial.ac.uk/students/academic-support/graduate-school/professional-development/masters-students/plagiarism-online/

Note: the ECRI plagiarism awareness online training link will be redirected as part of the ECRI website re-launch. Please contact ECRI colleagues for more information.

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

 www.imperial.ac.uk/admin-services/ict/self-service/digital-education-services/digital-education-platforms/turnitin/turnitin-for-students/

Collusion

This is the term used for work that has been conducted by more than one individual, where this has not been permitted in the assessment brief. Where it is alleged that there has been collusion, all parties will be investigated initially under the Academic Misconduct procedure. Please be aware that this includes working with others in or outside the Imperial community, not just students on your programme.

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

Exam offences

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

Dishonest practice

This is the most serious category under the procedure. Examples of dishonest practice include bribery, contract cheating, purchasing essays or other materials from other sources (which is now illegal in the UK) or other individual to submit as your own, taking an exam for someone else or getting someone else to take an exam for you, attempting to access exam papers before the exam, making a false claim for mitigating circumstances or providing fraudulent evidence, falsifying documentation or signatures in relation to assessment or a claim for mitigating circumstances.

4. Board of Examiners

External Examiners



ADIC: TBC



AML: Professor Wenwu Wang (University of Surrey)



CSP: Professor Alin Achim, Bristol University



Control: Professor Kostas Margellos, Oxford University



FPN: Dr Robin Preece, University of Manchester



Sensors: TBC

An External Examiner is normally an experienced member of academic staff from another Higher Education Institution, that acts as a critical friend to the staff delivering your programme of study. For some programmes, one of the External Examiners could be an industry expert to provide the professional expertise needed to support the programme. External examining is an essential part of Imperial's quality assurance and enhancement process, ensuring that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the university's awards are appropriate, of comparable standard to the rest of the sector, as well as highlighting good practice and/or potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the programme. It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action. If there is a specific issue that needs to be resolved, please see the Student Complaints Policy and Procedure.

A university summary of External Examiners reports from the previous academic year can be found here:



www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/

Please note that you will need to be logged in to your Imperial account to access the summary reports.

The individual External Examiner reports for your programme/department are available from your department.

5. Location and facilities

Imperial has a number of campuses in London and the South-East. All have excellent travel links and are easily accessible via public transport.

Your main location of study will be:

 South Kensington Campus Department of Electrical and Electronic Engineering Imperial College
London Exhibition Road SW7 2AZ

Facilities

Our Department has a range of study and social spaces for our Master's students to use during term time. The following rooms are available for MSc student study in the EEE Building.

Room	Facilities	Quiet study only
505 hardware lab	• 30 work benches (MSc: 1-11, UG: 12-30) • 5 soldering benches, lab stools • plug sockets	No
303	• 50 computers, plug sockets • Lockers • whiteboards	Yes
303B	Meeting table and chairs (seats up to 8 people)	No

Students also have access to all seven Imperial College Libraries across our campuses, where you can study and [book study/meeting rooms](#).

Social Spaces:

Room	Facilities
304	• Sofa seating, chairs, tables, two collaboration pods • Vending machines • lockers • power sockets

Lockers

Computers and printing: Computer Facilities

Room	
303	50 PCs

Printing is available in the Level 1 Reprographics Area, next to the EE Stores. **Lockers:** There are 100 lockers in total split between rooms 303 and 304 exclusively for use by EEE MSc students. The procedure for allocation is as follows:

- Select a locker and put a padlock on it.
- Send Paul Norman an email stating the locker number you have chosen along with your college ID number (found on your ID card) and the name of your course. On the subject line please use “locker”
- Please ensure that you receive a confirmation from Paul Norman

If these steps are not followed the departments reserves the right to remove the locks from the lockers. Please do not use the lockers in corridors, they are for UG use only. You can use the locker until your course finishes.

Guidance for use of spaces:

- Please always keep all of your belongings with you – do not leave bags or laptops unattended if you leave the room.
- Follow the safety notices displayed in or outside the room.
- Furniture in the teaching rooms must not be moved and should always be left set up for teaching use.
- Please do not remove any furniture from the rooms.
- All rooms should be kept clean and tidy. Students must dispose of rubbish in the bins provided and clear up spillages.
- When charging phones or laptops, please ensure your cables do not create a trip hazard for others.
- Do not exceed the maximum capacity of a room.
- Contact the Security Office for all emergencies and first aid incidences by dialing 4444 (from an internal phone) or 0207 589 1000 (from a mobile phone).
- To report defects or for any queries please contact [Zia Rahman](#) or [Vale Gapsyte](#)

More information on department study and social spaces can be found [here](#)

The Department’s postgraduate office is located on level 6 of the EEE building, office 607 and open Monday to Friday, 10:00 – 16.00

If you notice any facility defects or maintenance issues, please contact the Customer Services Centre (CSC):

 www.imperial.ac.uk/estates-facilities/customer-services-centre/

Library Services

The Abdus Salam Library at South Kensington is open 24 hours for study space, and further space is available to all students in GoStudy on levels 4 and 5 of the Chemistry Building.

Make sure you find out who your subject librarian is as they’ll be able to help you find books and online resources for your assignments. Also, don’t forget to check out the library’s skills support and other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you’re working on or off site, you’ll be able to access e-books, e-journals and databases from their collection of over 637,000 titles. If they don’t have what you need, they

can get it for you, simply ask them to buy it or request a copy through their free Document Delivery service.

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

 www.imperial.ac.uk/library

Shuttle bus

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

 www.imperial.ac.uk/estates-facilities/travel/shuttle-bus

Maps

Campus maps and travel directions are available at:

 www.imperial.ac.uk/visit/campuses

Accessibility

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

 www.accessable.co.uk/organisations/imperial-college-london

Smoke-Free Policy

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

 www.imperial.ac.uk/smoke-free

SafeZone

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



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

All existing phone numbers for the Security and Community Safety team are still operational. In the event of an emergency, you can still call 4444 from any internal Imperial phone.

6. Placements

Imperial defines a placement as:

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

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

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



www.imperial.ac.uk/about/governance/academic-governance/academic-policy/placement-learning

The Careers Service is available to provide students with additional support in networking to find their own placement opportunities:



www.imperial.ac.uk/careers/applications-and-interviews/

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



www.imperial.ac.uk/placements

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



www.imperial.ac.uk/placements/information-for-imperial-college-students

7. Working while studying

If you are studying full time, Imperial 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 university working hours.

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

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



www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/

If you are enrolled on a one-year full-time postgraduate programme, you are permitted to work full-time during the university Christmas and Easter closure period, as well as after the official course end date. Please note that one-year full-time postgraduate students are not considered on vacation during the summer months. You can only work full-time during the summer if you are undertaking an assessed work placements that is a formal part of your programme.



www.imperial.ac.uk/students/international-students/visas-and-immigration/working-in-the-uk/work-rules-during-your-studies/

If you are considering part-time work during term time you are strongly advised to discuss this with your supervisor or Personal/Senior Postgraduate Tutor (see Wellbeing, Support and Advice section for more information). If you are on a Student Route visa you should also seek advice from the International Student Support team regarding visa limitations on employment.

The university's Board of Examiners 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. Assessment cannot be rescheduled to accommodate your part-time working arrangements.

8. Health and Safety

Keeping you safe is a top priority for us.

The Imperial Health and Safety Policy can be found at:



www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Your Departmental safety contact is:



Zia Rahman



302, Electrical Engineering, South Kensington Campus



+44 (0)7 87285 0186



z.rahman@imperial.ac.uk

There is also a wide range of [eLearning micro-learning modules](#) focused on specialised topics and designed to raise awareness of hazards and control measures for working safely in hazardous areas (i.e., laboratories and workshops) across the university.

Imperial 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 university's activities range from the use of hazardous materials ([biological agents](#), [chemicals](#), [cryogenics](#), [gases](#) and [ionising/non-ionising radiation](#)) to field work, heavy or awkward lifting and driving.

All of Imperial's 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 university 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/safety-by-topic/accidents--incidents/

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

Imperial's Occupational Health Service provides services to:

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

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



www.imperial.ac.uk/occupational-health

9. University Policies and Procedures

Regulations for Taught Programmes of Study

All registered students of Imperial are subject to the university Terms and Conditions as well as the Regulations for Taught Programmes of Study. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

 www.imperial.ac.uk/about/governance/academic-governance/regulations

 www.imperial.ac.uk/students/terms-and-conditions

Academic Feedback Policy

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

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

Please note that your examination scripts once completed belong to the university under the General Data Protection Regulations (GDPR). Please see the Imperial GDPR webpages for further information at:

 www.imperial.ac.uk/admin-services/secretariat/policies-and-guidance/guidance/guide-2---exam-records/

Provisional Marks Guidance

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

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/mark-and-moderation/Guidelines-for-issuing-provisional-marks-to-students-on-taught-programmes.pdf

Late Submission Policy

You are responsible for ensuring that you submit your assessments (including timed remote assessments) in the correct format, by the published deadline (date and time) and through the correct method (e.g. through a digital submission point, by email, or in hardcopy to a named

submission point). Any piece of assessed work which is submitted beyond the published deadline (date and time) would be classed as a late submission and will incur a penalty (a cap at the pass mark, or it is classed as a fail). Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

If you submit late due to mitigating circumstances, the cap on your mark may be lifted if a claim for mitigating circumstances is accepted. Please see below.

Mitigating Circumstances

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

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

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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension. Details can be found at:

[Mitigating circumstances | Faculty of Engineering | Imperial College London](#)

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

 www.imperial.ac.uk/disability-advisory-service/support-available/adjustments-and-support/

Academic Misconduct Policy and Procedures

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



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

Unsatisfactory Engagement

Unfortunately, for a variety of reasons, sometimes students struggle to meet the university's expectations with regards to their engagement with their studies. Imperial has a process to identify and support students by reaffirming these expectations with an action plan. If a student does not engage satisfactorily with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:



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

Fitness to Study

Imperial expects students to participate within the university community, such as by fully engaging and studying to the academic level required and working and living cooperatively. If there are concerns that a student is unable to engage as expected, due to an underlying physical and/or mental health difficulty, the university has a process to ensure that decisions about a student's ability to study are made through a supportive, timely and transparent process which operates in the best interests of the student:



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

Mutual Expectations

The mutual expectations document provides a suggested starter list of expectations that master's students and their project supervisors might expect from each other. It is designed to facilitate conversations to establish effective partnerships and it is recommended that the document is discussed at the first meeting between a main project supervisor and a new student. It should be noted that this is not exhaustive, and that departments may have variations in roles and responsibilities; supervisors should be aware of any such variations and will feed this into their discussions with students. Further, it is recognised that supervisors may not always be best placed to meet all the expectations laid out in the document, but should be aware of who, in their department, can. Students and project supervisors are encouraged to discuss, tailor and personalise the document further to suit. It is also recommended that students and their project supervisors revisit the document throughout the duration of the project.

The Mutual Expectations document is available here:



www.bb.imperial.ac.uk/bbcswebdav/xid-12494962_1

Academic Appeals Procedure

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



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

The [ICU Advice service](#) can help you with understanding this policy and supporting you through the process.

Arithmetic Marks Check

If you consider that there may have been an error in the adding up of your marks, you may request an arithmetic mark check. Please note that this must be requested within 10 working days of the official notification of your results from the Assessment Records team in Registry. You may not request marks check for a previous year of study. Please note that a marks check is not a remark of your work, but an administrative check that the marks have been accurately recorded.

Student Complaints

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

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



student.complaints@imperial.ac.uk



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

Student Disciplinary Procedure

Imperial 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 the Student Code of Conduct has been committed. The general principles of the Student Disciplinary Procedure are available on the university website:

Protecting our students from incidents of harassment and sexual misconduct

Imperial is committed to supporting students and preventing incidents of harassment and sexual misconduct.

Our dedicated website page outlines a range of information and resources, including:

- Information about what harassment and sexual misconduct is
- How to make a report
- What happens when you make a report
- Disciplinary procedures for staff and students
- Resources for advice and support

Visit www.imperial.ac.uk/students/preventing-harassment-and-sexual-misconduct/ for more information.

Copyright

Copyright is an automatic right given to creators that allows them to control who copies, adapts, translates and makes public their work. Unless you have the copyright holder's permission, you cannot do these things unless permitted by law or licence.

Intellectual Property Rights Policy

Imperial's Intellectual Property (IP) policy governs the ownership and management of the university's Intellectual Property and its discretionary Reward to Inventors Scheme.

Further guidance on the Imperial Intellectual Property Rights Policy is available on the university website:

Confidentiality is critical in research, especially when collaborating in shared laboratory spaces. Research students must protect sensitive information diligently to preserve trust, collaboration, and academic integrity. Your funding arrangements may also require that confidentiality is maintained. You should strictly protect sensitive, personal or research-related information. Confidential information must only be shared with authorised individuals. Breaching confidentiality is considered as misconduct with disciplinary consequences.

Further information about the Imperial Enterprise Lab, a dedicated support service for students who want to develop their entrepreneurial mindset, skills, and networks, can be found at:

 www.imperial.ac.uk/students/enterprising-students/

Use of IT Facilities

View the Conditions of Use of IT Facilities:

 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/conditions-of-use-of-it-resources/

General Data Protection Regulation (GDPR)

All staff and students who work with personal data are responsible for complying with GDPR. Imperial will provide support and guidance, but you do have a personal responsibility to comply.

In line with the above please see the university's Privacy Notice for Students which form part of the Terms and Conditions of registration with Imperial.

 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Pro prospective-Students.pdf

10. Wellbeing, support and advice

In your department

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

Your Personal Tutor

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

If necessary, they will direct you to an appropriate source of support.

Your personal tutor will be assigned during the first and second week of term.

For wellbeing support advice, which is not academic-related, please contact:

Student Wellbeing Advisor:

Kelly Greenwood

Email: k.greenwood@imperial.ac.uk

Office 607 – Level 6 EEE Building

Telephone: +44 (0)20 7594 6195

PG Senior Tutor:

Dr Prabhav Reddy

Email: p.nadipireddy@imperial.ac.uk

Office 614, 6th Floor, Electrical Engineering, South Kensington Campus

Associate Senior Tutor;

Dr Dan Goodman

Email: d.goodman@imperial.ac.uk

Office: 1001, 10th Floor, Electrical Engineering, South Kensington Campus

Phone: +44 20 7594 6264

Departmental Disability Officers

Departmental Disability Officers are the first point of contact in your department for issues around disability. They can apply for additional exam arrangements on your behalf and will facilitate support within your department.

Your Departmental Disability Officer is: Emma Rainbow

Email: e.rainbow@imperial.ac.uk

Telephone: +44 (0)20 7594 6198

More information on Departmental Disability Officers is available at:



www.imperial.ac.uk/disability-advisory-service/support-available/departamental-disability-officers/

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



www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/additional-exam-arrangements-in-respect-of-disability

Attributes and Aspirations

Whether you are new to Imperial or continuing after your undergraduate degree, starting this exciting new stage of your education can be a little daunting. To help you out, Imperial have created Attributes and Aspirations (AA), an online course that you can help you adapt to master's study, plan your career and develop invaluable transferable skills so that you can be a better student.

Units include:

- Making the most of your master's
- About Imperial and adapting to new environments
- Critical thinking and decision-making
- Career planning

There are no assessments, and you can choose the modules you want to do, when you want to do them. Remember, PhDs and graduate level jobs are being advertised now for start dates of next year so don't miss out.



www.imperial.ac.uk/students/attributes-and-aspirations/pgt/

Your Union

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

Imperial College Union Advice Service

The ICU Advice Service delivers free, confidential, and impartial advice covering academic issues, complaints and disciplinaries, university accommodation, and internal and external signposting. Contact [the ICU Advice Service](#) and complete the registration form to speak with a member of the team.



www.imperialcollegeunion.org/advice

Student representatives

Imperial College Union operates two Representation Networks of 500+ elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union's Liberation & Community Officers also work to make sure that the views of under-represented and interest groups are heard at Imperial. The student representatives are

elected in one of ICUs election cycles that take place throughout the year so keep an eye out for your chance to get involved.

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

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

Officer Trustees

The Union is led by a team of Officer Trustees who are elected every year by the students of Imperial. They work full time at the Union and either take up their role after their studies have concluded or take a year out of their studies to represent the voices of students in the Union, the university and the wider community.

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

Student Hub

The Student Hub brings together information on many of Imperial's key administrative services in one easily accessible place. The staff in the Hub can provide general advice and information on a wide range of aspects of life at Imperial, including your enrolment and student records; statement of registration for proof of your student status, transcripts and awards; fees and finance; accommodation; and international student queries. If your query needs specialist guidance, the Hub team will sign-post you to other university student support services as appropriate.

The Hub is on hand to answer your questions in person (at our desks in South Kensington and White City), by email, phone or online through the ASK Student Hub service.

 www.imperial.ac.uk/student-hub

Student Support Zone

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

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

Centre for Academic English

As a student at Imperial, you want to be good at your science and you also want to be good at communicating it. CfAE can help you:

- communicate your science more easily and more effectively in writing and in speaking
- increase your chances of better grades

- improve your employability prospects through enhanced communication skills

The CfAE team are experts in academic STEMM communication and work with all students and academic staff at Imperial. They understand how busy your timetable is, as well as what support you need and when you need it. CfAE provide a range of options which accommodate different learning styles from personalised self-study resources to live group activities to 1:1 coaching sessions.

To find out how CfAE can help you throughout your degree, [visit their website](#), [email the team](#) or come meet them on Level 3, Sherfield Building, South Kensington Campus.



Level 3, Sherfield Building, South Kensington Campus

english@imperial.ac.uk

www.imperial.ac.uk/academic-english

Useful support contacts

Health and wellbeing

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

Imperial College Health Centre



40 Prince's Gardens, South Kensington Campus



020 7584 6301



imperialcollege.hc@nhs.net



www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre



Prince's Gardens, South Kensington Campus



020 7589 6623



www.imperialcollegedental.co.uk

Student Counselling and Mental Health Advice Service



020 7594 9637



counselling@imperial.ac.uk



www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service



15 Prince's Gardens, South Kensington Campus



chaplaincy@imperial.ac.uk

 www.imperial.ac.uk/chaplaincy

Disability Advisory Service

 020 7594 9755

 disability@imperial.ac.uk

 www.imperial.ac.uk/disability-advisory-service

International Student Support

 020 7594 8040

 www.imperial.ac.uk/students/international-students/

Careers Service

 Level 5, Sherfield Building, South Kensington Campus

 020 7594 8024

 careers@imperial.ac.uk

 www.imperial.ac.uk/careers

Accommodation

Information and guidance around private housing and private halls for PG students is available from the Student Accommodation Office. Online you can find a Private Housing Masterclass that guides you through each step of your private housing search. The team also hosts private housing events, pop-ups and contract-checking services.

 Level 4, Sherfield Building, South Kensington Campus

 020 7594 3300

 accommodation@imperial.ac.uk

 www.imperial.ac.uk/students/accommodation/prospective/pg/

 www.imperial.ac.uk/students/accommodation/private-accommodation/

ICT and software

ICT Service Desk

 Abdus Salam Library, South Kensington Campus

 020 7594 9000

 www.imperial.ac.uk/ict/service-desk

Software shop

 www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/

11. Student Administration

The Student Administration team are responsible for the administration and maintenance of the student records for all students studying at Imperial. 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 and Transport for London, as well as other external bodies.

The team are 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 'My Documents' online portal allows you to access your documents, including proof of enrolment and award documentation. You can then digitally share these documents with third parties such as an employer or university.

Each document has a unique QR code with the official university watermark, making it easier for employers and others to verify your credentials. This online document sharing is a legitimate service, introduced and authorised by Imperial.

We would like to encourage you to use this online service in place of paper-based documentation. You can access the 'My Documents' portal here:



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

Student Records



+44 (0)20 7594 7268



student.records@imperial.ac.uk

Degree Certificates



+44 (0)20 7594 7267



certificates@imperial.ac.uk

12. Work-life balance

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

Imperial College Union

The Union's range of 370+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

 www.imperialcollegeunion.org/about-us

 www.imperialcollegeunion.org/activities/a-to-z

Move Imperial

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

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

 www.imperial.ac.uk/ethos/memberships/students/

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

 www.imperial.ac.uk/sport

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

 www.imperial.ac.uk/sport/get-active/move-more/

13. Student feedback and representation

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

Student representation

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



www.imperialcollegeunion.org/representation/a-to-z

It is extremely important that each MSc has a rep to ensure that student feedback can be easily and effectively collected and addressed so that we can continue to improve and develop the student experience at Imperial. The current vacancies are:

- Electrical & Electronic Engineering (PG): MSc Analogue and Digital Integrated Circuit Design
- Electrical & Electronic Engineering (PG): MSc Applied Machine Learning
- Electrical & Electronic Engineering (PG): MSc Communications and Signal Processing
- Electrical & Electronic Engineering (PG): MSc Control Systems
- Electrical & Electronic Engineering (PG): MSc Future Power Networks
- Electrical & Electronic Engineering (PG): MSc Sensor Systems Engineering

Being an MSc Course Rep gives them the opportunity to **create student-led change** around the College, enhance **employability skills, meet new people**, and become part of a **community of representatives**. Please ask them to nominate themselves by noon, Tuesday 14th October.

Dates for Autumn Elections

- Nominations open: noon, Monday 6 October 2025
- Nominations close: noon, Tuesday 14 October 2025
- Manifestos deadline: noon, Wednesday 16 October 2025
- Manifestos published / start of campaigning: Friday 17 October, 12pm
- Voting opens: noon, Monday 20 October 2025
- Voting closes: 14:00 Thursday 23 October 2025
- Complaints deadline: 17:00, Thursday 23 October 2025
- Results published: 17:00, Friday 24 October 2025

If you would like to nominate yourself you can do so by clicking [here](#).

Staff-Student Committee

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. Imperial good practice guidelines for staff-student committees are available [here](#):

 www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback

14. Student Surveys

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

- **Module Evaluation Questionnaire (MEQ)**

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

- **Postgraduate Taught Experience Survey (PTES)**

The PTES is an annual survey which asks you to rate a range of aspects of your experience, such as teaching, assessment and feedback, organisation, and learning resources. The survey runs in the summer term and is open to postgraduate taught students. Results of this national survey help inform enhancements to the student experience.

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/pg-student-surveys

15. And finally

Alumni services and benefits

When you graduate, you'll become a member of a lifelong global network of more than 262,000 incredible people. You'll have access to an exclusive range of services and benefits, designed to support you in your next steps, wherever you are in the world, including:

Lifelong learning: from discounts on further study to mentoring, career support, online resources and events, we're here for you throughout your career to support your professional development.

Connections: Imperial's alumni community can be a source of friendship and professional contacts. Whether you're looking for top tips for a new city, to find a business partner or mentor, or get to know your local community, we've got you covered.

Perks: discounts, access to the library, Imperial College Union, and a dedicated co-working and lounge space in the heart of London – there are plenty of perks on offer for Imperial alumni whether you're based near campus or further afield.

Visit the alumni website to find out more about your new community, how to access your benefits, and how to get in touch with fellow alumni around the world.



www.imperial.ac.uk/alumni/benefits/recent-graduates/