Faculty of Natural Sciences
Department of Chemistry

MRes in Nanomaterials

STUDENT HANDBOOK

2017–18
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Welcome to the College

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

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years. You’re now part of this prestigious 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 enrich your experience. 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.

You’ll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events – see page 6 for more information.

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 340 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 free access to gym (following a one-off orientation fee of £40 in 2017-18) and swimming facilities across our campuses.

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

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

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

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

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

Professor Sue Gibson,
Director of the Graduate School

The Graduate School has several roles but our main functions are to provide a broad, effective and innovative range of professional skills development courses and to facilitate interdisciplinary interactions by providing opportunity for students to meet at academic and social events. Whether you wish to pursue a career in academia, industry or something else, professional skills development training will improve your personal impact and will help you to become a productive and successful researcher.

Professional skills courses for Master’s students are called “Masterclasses” and they cover a range of themes, for example, presentation skills, academic writing and leadership skills (http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/). All Masterclasses are free of charge to Imperial Master’s students and I would encourage you to take as many as you can to supplement your academic training. The Graduate School works closely with the Graduate Students’ Union (GSU) and is keen to respond to student needs so if there is an area of skills training, or an activity that you would like us to offer, but which is not currently provided, please do get in touch (graduate.school@imperial.ac.uk).

The Graduate School also runs a number of exciting social events throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Particular highlights include the Ig Nobel Awards Tour Show, the Chemistry Show and the Master’s 360 competition. You should regularly check the Graduate School’s website and e-Newsletters to keep up to date with all the events and training courses available to you.

Finally, I hope that you enjoy your studies here at Imperial, and I wish you well.

Dr Janet De Wilde,
Head of Postgraduate Professional Development

I would like to welcome you to the Graduate School programme for postgraduate professional development.

Our team of tutors come from a wide variety of experiences and we understand just how important it is to develop professional skills whilst undertaking postgraduate studies and research. Not only will this development improve success during your time at Imperial College, but it will also prepare you for your future careers.

We are continually working to develop the courses we offer and over this year you will see a range of new courses including face-to-face workshops, interactive webinars and online self-paced courses.

I encourage you to explore and engage with the diverse range of opportunities on offer from graduate school and I wish you well in your studies.
The Graduate School

You automatically become a member of the Graduate School when you register as a postgraduate student at Imperial.

The Graduate School has been set up to support all postgraduate students at the College through:

- Training and development courses
- Networking activities, social and academic events to encourage cross-disciplinary interactions
- Forums to represent the views of postgraduate students throughout the College

‘Masterclass’ professional skills courses

You can see the full range of free professional skills courses for postgraduate students on the Graduate School website:

www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters

All courses can be booked online.

Contact us

Level 3, Sherfield Building, South Kensington Campus
020 7594 1383
graduate.school@imperial.ac.uk
www.imperial.ac.uk/graduate-school
Welcome from the Graduate Students’ Union (GSU)

I am delighted to be able to welcome you to Imperial College and to introduce you to the Graduate Students’ Union (GSU). The GSU ultimately serves to represent you as a postgraduate student and to ensure you have the most fulfilling and enjoyable time possible at Imperial.

The GSU is a university-wide representative body for postgraduate students with a committee comprised of democratically elected postgraduate students. The GSU works to support students on welfare fronts, represent students on educational matters by working with you to voice your concerns to College/departments, whilst also hosting recreational events throughout the year.

Imperial College London is undoubtedly a world-class institution with unique strengths in both teaching and research. Having been an Imperial student for 5 years myself I can fully appreciate that the university is nothing more than the people that comprise it – you’re among some of the brightest minds in the world and Imperial welcomes your contributions and enthusiasm in every sense! I encourage you to make the most of being a valued member of the Imperial community.

I hope you have a fantastic time here at Imperial and manage to take advantage of the richness of opportunity that awaits you. If you have any questions at this stage, then please do get in touch.

Luke McCrone, GSU President 2017/18

gsu.president@imperial.ac.uk

www.imperialgsu.com
1. Introduction to the Department

Welcome from the Programme Directors

Welcome to the MRes in Nanomaterials! We hope you have a stimulating, productive and enjoyable time studying here in the Department.

The first part of this Handbook provides details that are common to all MRes courses within the Chemistry Department and provides information to help you make the most of your time at Imperial College and to know where to get help if needed.

The second part of the Handbook provides specific information on this MRes course and includes details of the structure, the assessments and dates for submission and feedback.

The Department was the first in College to be awarded the prestigious Athena SWAN Gold award and one of the first departments in the UK. This recognises the work done by the Department towards the advancement of gender equality and diversity in academia.

We hope you find the information useful and please do let us know if there are any errors or omissions or if you have a suggestion of information to be included for future years.

Dr Saif Haque

Academic and Administrative staff

Dr James Wilton-Ely  
Director of MRes Studies, Department of Chemistry  
Room M220, RCS1 Building, South Kensington Campus  
020 7594 9718  
j.wilton-ely@imperial.ac.uk

Dr Mike Ray  
MRes Programme Coordinator, Department of Chemistry  
Room 249b, C2 Building, South Kensington Campus  
020 7594 2678  
michael.ray@imperial.ac.uk
**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/pg/apply/requirements/english](http://www.imperial.ac.uk/study/pg/apply/requirements/english)

For information on English language support available while you’re here, see page 23.

**Attendance and absence**
You must inform your Programme Director or Dr Mike Ray if you are absent from the College for more than three days during term. If the absence is due to illness you must produce a medical certificate after seven days. If you miss an examination through illness you must contact your Programme Director or Dr Mike Ray on the day and provide a medical certificate within five working days.

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.

Attendance for all assessed components (e.g., exams, Journal Club, group presentations, oral exams, end of year presentations) is compulsory and your failure to attend could result in a mark of zero if you do not inform the Programme Director or MRes Programme Coordinator. During the research project, regular (usually daily) attendance is expected. Attendance will be recorded as required.

**Key College dates 2017-18**
Dates specific to your course can be found later in this document.

**Term dates**

<table>
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<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>Autumn term</td>
<td>30 September - 15 December 2017</td>
</tr>
<tr>
<td>Spring term</td>
<td>6 January - 23 March 2018</td>
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<tr>
<td>Summer term</td>
<td>28 April - 29 June 2018</td>
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**Closure dates**

<table>
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<th>Holiday</th>
<th>Dates</th>
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<tr>
<td>Christmas/New year</td>
<td>22 December 2017–1 January 2018</td>
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<td></td>
<td>(College reopens on 2 January 2018)</td>
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<tr>
<td>Easter holiday</td>
<td>28 March–3 April 2018</td>
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<td></td>
<td>(College reopens on 4 April 2018)</td>
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<tr>
<td>Early May bank holiday</td>
<td>7 May 2018</td>
</tr>
<tr>
<td>Spring bank holiday</td>
<td>28 May 2018</td>
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<tr>
<td>Summer bank holiday</td>
<td>27 August 2018</td>
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**Key events**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Postgraduate Awards Ceremonies</td>
<td>May 2018 (exact date to be confirmed)</td>
</tr>
<tr>
<td>Imperial Festival and Alumni Festival</td>
<td>May 2018 (exact date to be confirmed)</td>
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2. Programme Information

**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)

**Imperial Success Guide**

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

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

**Instruction to Candidates for Examinations**

Students who are candidates for examinations are asked to note that all examinations are conducted in accordance with the College's Academic Regulations, the Regulations for Programmes of Study and the Examination Regulations.

Instructions for exam candidates can be found here:


**Plagiarism**

Plagiarism is the presentation of another person’s thoughts, words, images 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 is considered a cheating offence and must be avoided, with particular care on coursework, essays, reports and projects written in your own time and also in open and closed book written examinations.

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.

For further information, please refer to the Academic Misconduct Policy and Procedures section on page 18 of this handbook.

4. **Board of Examiners**

**Board of Examiners**

- Prof. Nicholas Harrison (Programme Director)
- Dr Saif Haque (Programme Director)

**External Examiners**

- Prof. Neil Robertson (University of Edinburgh)

It is common for Master’s level students to have some form of academic interaction with their external examiners at the end of their studies. However, it is inappropriate for you 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
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(s) of study will be:

📍 South Kensington Campus
   Imperial College Road, London SW7 2AZ

📍 White City Campus
   Wood Lane, London W12 0BZ

Facilities

Computer access is available on any machine available to students at either campus, using your College log in details. Printing is available at the Imperial College Library, South Kensington Campus and in the Molecular Sciences Research Hub.

Shuttle bus

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

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

Maps

Campus maps and travel directions are available at:

🌐 [www.imperial.ac.uk/visit/campuses](http://www.imperial.ac.uk/visit/campuses)

Accessibility

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

🌐 [www.disabledgo.com/organisations/imperial-college-london-2](http://www.disabledgo.com/organisations/imperial-college-london-2)

Smoke-Free Policy

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

🌐 [www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)
6. Placements

The College defines a placement as:

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

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

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

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

For more information on placements 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, 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 supervisor or Personal/Senior Personal Postgraduate 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.
8. Health and Safety

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 Statement can be found at:


Your Departmental safety contact is:

- **Stefan Hoyle**
  - Room 518, Sir Alexander Fleming (SAF) Building, South Kensington Campus
  - 07872 850 018
  - s.hoyle@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. These include:

- Laboratory Safety Training course (in October for all new starters)
- Fire Safety Training
- Local Area Lab Induction (carried out by your research group)
- Other courses as required for your research (Laser Safety etc.)

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 (Stefan Hoyle, details above).

**Occupational Health requirements**

The College Occupational Health Service provides services to:

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

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

www.imperial.ac.uk/occupational-health
9. College Policies and Procedures

Regulations for Students
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](www.imperial.ac.uk/about/governance/academic-governance/regulations)
- [www.imperial.ac.uk/students/terms-and-conditions](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:

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

Feedback will be provided within two weeks for small pieces of coursework (journal clubs, poster project) and within three weeks for larger assessments (research proposal, bespoke courses). For lectures courses attended alongside final year UG (MSci) students, feedback will be provided at the same time as for the MSci students. In all cases, you will be provided with information on when you can expect the feedback to be provided. If there is any delay, you will be informed. For further information on submission and feedback deadlines, see the Departmental Section below.

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


Late Submission Policy
You are responsible for ensuring that you submit your coursework assessments 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:

- [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](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)

All students must submit coursework assessment by the published deadline (date and time). The College policy is that work submitted up to one day (24 hours) after the assessment deadline (date and time) will be marked but capped at the pass mark (50%). Work submitted more than one day (24+ hours) late will not be accepted as a valid attempt and mark of zero will be recorded. If you need an extension, you must contact the Course Director in advance of the deadline, stating your reasons for the request. This policy means that planning your time to ensure that your coursework is submitted on time is vital and this is an extremely important transferable skill. See the Departmental pages below for further details.
**Academic Integrity**
You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism is available on the College website:


**Academic Misconduct Policy and Procedures**
It is important that you learn how to properly attribute and acknowledge the work, data and ideas of others. Plagiarism is scientific misconduct, and students whose assessments can be shown to contain plagiarism are subject to penalties as outlined in the College’s Misconduct Policy and Procedures.

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

**MRes Code of Practice**
The Code of Practice for MRes programmes is available here:


**Appeal and Complaints Procedures**
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](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 of the Student Disciplinary Procedure are available on the College website:

- [www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/](www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/)

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

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

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

- [http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/](http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/)
10. Well-being and Advice

Student Space
The Student Space website is the central point for information on health and well-being.

www.imperial.ac.uk/student-space

Departmental support and College tutors
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 here. This includes:

Postgraduate Tutors
In addition to your Programme Director(s) and the MRes Programme Coordinator, the Department’s Postgraduate Tutor can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential.

If necessary the Postgraduate Tutors below will direct you to an appropriate source of support:

Dr Rob Davies
E-mail: r.davies@imperial.ac.uk
Building C1 461A
Tel.: 020 7594 5754

Professor Keith Willison
E-mail: keith.willison@imperial.ac.uk
Building C1 266
Tel.: 020 7594 5807

Advice services
The tutor system is complemented by a College-wide network of advice and support. This includes a number of specialist services.

Careers Service
The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or
Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based. Visit the Career Service’s website to:

- Book a careers appointment
- Find resources and advice on successful career planning

www.imperial.ac.uk/careers

Counselling and Mental Health

The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students. The service is free and confidential. Counsellors are available at the South Kensington, Hammersmith and Silwood Park Campuses.

www.imperial.ac.uk/counselling

Financial support and tuition fees

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:

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.

http://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

Imperial College Union (ICU) Advice Centre

Imperial College Union runs the Advice Centre independently of the College with advisers on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

www.imperialcollegeunion.org/advice

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. 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
Health Services

National Health Service (NHS) Health Centre and finding a doctor

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](http://www.imperial.ac.uk/student-space/here-for-you/find-a-doctor)

There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you’re feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

- [www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)

NHS Dentist (based in the Imperial College Health Centre)

Imperial College Dental Centre offers a full range of NHS and private treatment options.

- [www.imperial.ac.uk/student-space/here-for-you/dentist](http://www.imperial.ac.uk/student-space/here-for-you/dentist)

Disability Support

Disability Advisory Service

The Disability Advisory Service provides confidential advice and support for all disabled students and students with specific learning difficulties.

If you think you may have dyslexia or another specific learning difficulty but have never been formally assessed, the Disability Advisory Service offers initial screening appointments.

- Room 566, Level 5, Sherfield Building, South Kensington Campus
- 020 7594 9755
- disabilities@imperial.ac.uk
- [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)

Departmental Disability Officers

Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam arrangements on your behalf, and will facilitate support within your Department. For the Department of Chemistry, the contact is:

- Prof. Mike Bearpark
- E-mail: m.bearpark@imperial.ac.uk
- Building C1 265
- Tel.: 020 7594 5727
More information on Departmental Disability Officers is available at:

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

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:


**Library and IT**

**Information and Communications Technologies (ICT)**

If you’re having problems with technology (including computers, laptops and mobile devices), you can get help from ICT’s Service Desk.

020 7594 9000

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

**Software shop**

The 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

**Library services**

The Central Library at South Kensington is open around the clock pretty much all year. Make sure you find out who your departmental librarian is as they’ll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 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:

www.imperial.ac.uk/library

**Religious support**

The Chaplaincy Multi-faith Centre 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.

www.imperial.ac.uk/chaplaincy
Support for International Students

English language support

The Centre for Academic English 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.

www.imperial.ac.uk/academic-english

International Student Support team

Students from outside the UK make up around half of our student population, so our International student Support team offers year-round support to help our 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

11. Student Records and Data

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.

Student records and examinations

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

Degree certificates

+44 (0)20 7594 8037
certificates@imperial.ac.uk
12. Work-life Balance

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

Imperial College Union

The Union’s range of 375+ 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

Graduate Students’ Union

The Graduate Students’ Union is the postgraduate arm of Imperial College Union. The GSU works alongside the Imperial College Union President to ensure that the requirements of postgraduate students are catered for. It also organises a number of academic and social events during the year.

www.imperialgsu.com

Physical Activity Sport

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

After a one off induction fee of £40 you will get free use of the gym and swimming facilities on our campuses.

www.imperial.ac.uk/sport

13. Student feedback and representation

Feedback from Students

The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. The MRes Programme Directors meet the students on their courses regularly throughout the year and can be contacted as required. In addition, at the start of the year, Student Representatives will be chosen for each MRes course and they will represent the other students on their course at Departmental and Faculty Staff-Student Committee meetings (held each term). The Director of MRes studies will be present at these meetings and can coordinate the response to feedback in conjunction with the Programme Directors. The minutes of these meetings will be recorded on the Department’s Sharepoint site.
Student Representation

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

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

The selection process for the MRes courses in Chemistry is usually done in the first few meetings at the beginning of the academic year. If you are interested in being a Student Representative for your course, please contact your Programme Director.

Staff-Student Committee

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

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

14. Student Surveys

Your feedback is important to your department, the College and Imperial College Union.

Whilst there are a variety of ways to give your feedback on your Imperial experience, the following College-wide surveys give you regular opportunities to make your voice heard:

- PG SOLE lecturer/module Survey or departmental equivalent
- Student Experience Survey (SES)
- Postgraduate Taught Experience Survey (PTES) – Spring 2018

The PG SOLE lecturer/module survey or equivalent runs at the end of the autumn and spring term(s). This survey is your chance to tell us about the modules you have attended and the lecturers who taught them.

For PG SOLE (or equivalent survey) your lecturers will receive their individual numerical results and comments shortly after the survey closes. To make the most of your opportunity to give your feedback, please do not use offensive language or make personal, discriminatory or abusive remarks as these may cause offence and may be removed from the results. Whilst this survey is anonymous, please avoid self-identification by referring to personal or other identifying information in your free text comments.

The Student Experience Survey (SES) is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The Postgraduate Taught Experience Survey (PTES) is the only national survey of Master’s level (MSc, MRes, MBA and MPH) students we take part in. This is the only way for us to compare how we are doing against the national average and to make changes that will improve our Master’s students’ experience in future. PTES covers topics such as motivations for taking the programme, depth of learning, organisation, dissertation and professional development. PTES last ran in spring term 2016 and will run in spring 2018.
All these surveys are anonymous and the more students that take part the more representative the results so please take a few minutes to give your views.

As a result of feedback to previous surveys, we have modified or removed lecture courses, changed assessment methods and adjusted timetabling and deadlines so as to avoid clashes.

The Union’s “You Said, We Did” campaign shows you some of the changes made as a result of survey feedback:

[link] www.imperialcollegeunion.org/you-said-we-did

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:

[link] www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys

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

[link] surveys.registriesupport@imperial.ac.uk

15. And finally

Alumni Services

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

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

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

[link] www.imperial.ac.uk/alumni
16. DEPARTMENTAL PAGES

Some Important Dates

Saturday 30th September 2017
17:30 – 19:00 PGT Welcome and Welfare Talk (The Great Hall, Sherfield Building)
19:00 – 20:00 PGT Network & Reception Event (Queen Tower Rooms, Level 1, Sherfield Building)
19:00- PG & UG – The lite mingle (JCR, level 2, Sherfield Building)

Sunday 1st October 2017
11:00 – 12:00 President's welcome event for PG International Students, with the Director of the Graduate School (The Great Hall, Sherfield Building)
12:00 – 17:00 Student Hub open for all Student enquiries (Sherfield Building, level 3)

Tuesday 3rd October
11:00 – 16:00 The Freshers Fair (Imperial College Union)
17:00 - 19:00 The Freshers Fair After Party (Metric, Imperial College Union)

Friday 6th October
Departmental PG Welcome Event

Saturday 7th October
19:00 PG mingle (Imperial College Union, Beit Quad) TBC

Friday 20th October 2017
Deadline 12.00 Submission of 5 project choices in order of preference to the MRes programme coordinator Dr Mike Ray by email (michael.ray@imperial.ac.uk).

Wednesday 13th December 2017
Deadline 12.00 Submit Research Proposal:
1) One electronic copy of Research Proposal by email to Dr Mike Ray by email (michael.ray@imperial.ac.uk)
2) One electronic copy of your Research Proposal (as word or pdf format) on Blackboard Virtual Learning Environment

Monday 8th January - Friday 12th January 2018
Exam Week – Exam dates and times to be confirmed.

Spring Term
(Advanced lectures journal club; dates and times to be confirmed)

April 2018
Materials Characterisation Exam (date, time and venue to be confirmed)

Thursday 23rd August 2018
Deadline 12.00 Submit:
One electronic copy of Final Research Report by email to Dr. Mike Ray by email (michael.ray@imperial.ac.uk)
1) One electronic copy of your Final Research Report (as word or pdf format) on Blackboard Virtual Learning Environment

Tuesday 11th September 2018 (venue to be confirmed)
All day MRes Symposium – project presentations
Attendance Compulsory

Wednesday 12th September – Friday 21st September 2018
External Examiners meeting (date and location to be confirmed)
You may be called to a viva by the external examiners so you must be present in college for the whole day.
Attendance Compulsory
Important note: All dates and times can be subject to change at short notice and you are thus well advised to check your college email account regularly (daily), as we will use this to notify you of any changes to the above arrangements. The timetable is also available through the Imperial App.

**Contacts**

Those responsible for the general organisation of the course are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office Location</th>
<th>Phone Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Nicholas Harrison</td>
<td>Course Director &amp; Chair Board of Examiners</td>
<td>Room B339, Bessemer Building</td>
<td>Ext 45884</td>
<td><a href="mailto:nicholas.harrison@imperial.ac.uk">nicholas.harrison@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Dr. Saif Haque</td>
<td>Course Co-Director</td>
<td>Room 164b, Level 1, Chemistry Building</td>
<td>Ext 41886</td>
<td><a href="mailto:s.a.haque@imperial.ac.uk">s.a.haque@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Dr Mike Ray</td>
<td>MRes Coordinator</td>
<td>Chemistry, Room 258</td>
<td>Ext 42678</td>
<td><a href="mailto:michael.ray@imperial.ac.uk">michael.ray@imperial.ac.uk</a></td>
</tr>
<tr>
<td>Dr James Wilton-Ely</td>
<td>Director of MRes Studies</td>
<td>RCS1, Room M220</td>
<td>Ext 49718</td>
<td><a href="mailto:j.wilton-ely@imperial.ac.uk">j.wilton-ely@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

**Useful Websites**

- [www.european-mrs.com](http://www.european-mrs.com)
- [www.imperial.ac.uk/chemistry](http://www.imperial.ac.uk/chemistry)
- [www.london-nano.com](http://www.london-nano.com)
Course synopsis

MRes in Nanomaterials

Nanotechnology represents a fundamental change in the way we interact with the natural world, and is set to deliver some of the major scientific and technological advances of the new century. The massive global investment in nanotechnology means that scientists who are trained to work effectively in an interdisciplinary environment – bridging the diverse fields of chemistry, physics, materials science and engineering – will play a vital role in shaping the future.

Combining interdisciplinary teaching with cutting edge research, Imperial College's flagship Masters Degree in Nanomaterials is designed to train the next generation of nanotechnologists. Imperial College is a world class research institution with internationally leading expertise and facilities. Its nanomaterials course is a demanding one and competition for places is intense. Academic excellence and a willingness to work in an interdisciplinary environment are a prerequisite. You will carry out a major year long research project, visit state-of-the-art research laboratories in industry and academia, and discuss their work at a fully funded conference.

1 - Educational aims of the provision

1- Learning outcomes

The programme aims/objectives are to:

- Produce physical sciences postgraduates equipped to pursue careers in nanomaterials science in academia, industry, the public sector and non-governmental organisations;
- Develop the ability to undertake research in multidisciplinary teams at this interface;
- Develop a knowledge of a range of basic and advanced nanomaterials concepts;
- Develop research and analytical skills related to nanomaterials research;
- Develop oral and written scientific presentation skills;
- Attract the most motivated physical sciences graduates, both from the UK and overseas;
- Develop new areas of teaching in response to the advance of scholarship and the needs of vocational training.

Considering the above aims, the main outcome of the programme is to provide opportunities for postgraduate students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas:

A) Knowledge and understanding of:

1. Core concepts in nanomaterials – semiconductor nanostructures, supramolecular chemistry, optical and electrical properties, nanotubes and computational techniques.
2. Specialised concepts in nanomaterials – molecular nanobiotechnology, colloidal semiconductors, advanced materials characterisation techniques, patterning techniques, photonic and optoelectronic applications, theory modelling and simulation of nanomaterials.
3. Research techniques, including information retrieval, experimental design and statistics, modelling, materials characterisation techniques, and laboratory safety.
4. Detailed knowledge and understanding of the essential facts, concepts, principles and theories relevant to the student's project.
5. Management and communication skills, including problem definition, project design, decision processes, teamwork, written and oral reports, scientific publications.

Teaching/learning methods and strategies

Acquisition of A1 to A5 is through a combination of lectures, seminars, coursework and research. Throughout the course, the students are encouraged to undertake independent reading both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject. Assessment of the knowledge base is
through a combination of unseen written examinations, (A1-2), coursework exercises and assessed project work (A3-5).

B) Intellectual skills. To be able to:
1. Analyse and solve problems in nanomaterials science using an integrated multidisciplinary approach.
2. Integrate and evaluate information.
3. Formulate and test hypotheses using appropriate experimental design and analysis of data.
4. Plan, conduct and write-up a programme of original research.

Teaching/learning methods and strategies
Intellectual skills are developed through the teaching and learning methods outlined above. Experimental design skills are developed in lectures and subsequently in the individual research project. Individual, formative and summative feedback is given to students by the project team. The feedback on the project synopsis / research plan submitted in November provides important summative feedback on student progress. Assessment is through research project plan, unseen written examinations and the individual research project.

C) Practical skills
1. Plan and execute safely a series of experiments.
2. Use laboratory–based methods to generate data.
3. Analyse experimental results and determine their strength and validity.
4. Prepare technical reports.
5. Give technical presentations.
6. Use the scientific literature effectively.
7. Use computational tools and packages

Teaching/learning methods and strategies
Practical skills are developed through the teaching and learning programme outlined above. Practical experimental skills (C1 to C3) are developed through project work. Skills C4 and C5 are taught and developed through feedback on reports written and presentations made as part of the coursework assignments. Skill C6 is developed through the project synopsis/research plan, presentation workshops and supervised research project. Skill C7 is taught and developed through project work. Practical skills are assessed through the project synopsis / research plan and the research project dissertation and talk.

D) Transferable skills
1. Communicate effectively through oral presentations, computer processing and presentations, written reports and scientific publications.
2. Apply statistical and modelling skills.
3. Management skills: decision processes, objective criteria, problem definition, project design and evaluation, risk management, teamwork and coordination.
4. Integrate and evaluate information from a variety of sources.
5. Transfer techniques and solutions from one discipline to another.
6. Use information and communications technology.
7. Manage resources and time.
8. Learn independently with open-mindedness and critical enquiry.
9. Learn effectively for the purpose of continuing professional development.

Teaching/learning methods and strategies
Transferable skills are developed through the teaching and learning programme outlined above and in section 11. Skill D1 is taught through coursework and developed through feedback on assessed reports and oral presentations. Skill D2 is taught through lectures and practical work and developed, as appropriate, during individual research project. Skill D3 is
developed in the research team meetings (e.g., bi-weekly) and by putting together a project synopsis/research plan. Skill D4 is developed through feedback on a research project plan. Skill D5 is a core activity of the research projects and is additionally taught in lectures. Skill D6 is taught in lectures developed through project work and individual learning. Skill D7 is developed throughout the course within a framework of staged coursework deadlines. Although not explicitly taught, skills D8 and D9 are encouraged and developed throughout the course, which is structured and delivered in such a way as to promote this. An example is the student participation in an international research conference during the course.

2 – MRes in Nanomaterials programme structure, features and assessment

The programme is only offered as a full-time, one-year course and leads to the MRes degree. Students begin their lecture programme with core courses mostly in the first term (October-December) and follow this up in second term (January-March) with advanced courses. The core courses are examined in January and the advanced courses are examined in Feb.

For skills development, the students are required to make (unassessed) oral presentations on research in the scientific literature. In October students choose a 10 month (November-August) multidisciplinary research project. They present a Research Proposal on the topic of their research in December and a final report and talk on the research in August. The overall pass mark is 50% and the research project and taught elements contribute 60% and 40% to the total mark, respectively; students are required to pass both elements for a successful completion of the course. Students obtaining marks within 2.5% of a grade boundary may be called to viva by the external examiners at their discretion.

2.1 Autumn Term (October-December):

Students choose 5 possible research projects after discussion with academic staff in the first three weeks. They are allocated a project from this selection at the beginning of November. Under the supervision of their project team they start researching and writing their research proposal, to be submitted in December. Students start their core courses (Nanomaterials CHEM70004) and must choose form either; Plastic Electronics: from materials chemistry to device applications (CHEM70009); or Renewable Energy: from solar cells to fuel cells: the chemistry of sustainable energy (CHEM70005). Student will need to decide which course they want to be examined in by the end of November 2017.

2.2 Spring Term (January-March):

At the beginning of the second term students are examined on the core lecture courses. The second core course in Biological Chemistry, delivered by Prof. Tony Cass, will commence. Students will by this time already have spent time on their research projects. The will also attend a lab course and assessment on nanomaterials characterisation. The students will attend eight two hour advanced lectures on the following topics:

- Cellular Nanobiotechnology (A. Cass)
- Computer-aided design of porous materials (K. Jelfs)
- Organic electronic Materials (S Haque)
- Nanofluidics (N. Quirke)
- Single Molecule Detection (J. Edel)
- Nanomechanics (F. Giuliani)
- New Tools to measure Microscopic Viscosity (M. Kuimova)
- Design & Synthesis of Semiconducting Polymers (M. Heeney)

2.3 Summer Term (April-September):

Project assessment in Late August/Early September is based on a written dissertation and a scientific talk in mid-September.
2.4 Assessment

The assessment rules & degree classification for the programme will be:

- Minimum standards in each element and assessed component will be required with an overall pass mark of 50%.
- To qualify for the award of MRes, students will have to complete all the course requirements and must achieve an overall pass mark in each assessed component. This includes the combined taught elements (written examinations) and research elements (Research Proposal, research project report, project oral presentation) of the course.
- The percentage weighting of marks contributing to the degree are given in the following table:

<table>
<thead>
<tr>
<th>Assessed Component</th>
<th>Taught Element (40 %)</th>
<th>Percentage weighting of marks contributing to degree</th>
<th>Research Element (60%)</th>
<th>Percentage weighting of marks contributing to degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry Core Courses (Exams)</td>
<td>20 %</td>
<td>Research Proposal</td>
<td>9 %</td>
<td></td>
</tr>
<tr>
<td>Materials Characterisation Course (Course work &amp; Exam)</td>
<td>5 %</td>
<td>Research Project Report</td>
<td>42 %</td>
<td></td>
</tr>
<tr>
<td>Advanced Lectures Journal Club</td>
<td>15 %</td>
<td>Project Oral Presentation</td>
<td>9 %</td>
<td></td>
</tr>
</tbody>
</table>

Summary of grades, marks and their interpretation for the MRes degree classification:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>MARKS</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>70% - 100%</td>
<td>Marks represent a distinction performance</td>
</tr>
<tr>
<td>Merit</td>
<td>60% - 69.9</td>
<td>Marks represent a merit performance</td>
</tr>
<tr>
<td>Pass</td>
<td>50% - 59.5%</td>
<td>Marks represent a pass</td>
</tr>
<tr>
<td>Fail</td>
<td>0% - 49.9%</td>
<td>Marks represent a fail performance at MRes level</td>
</tr>
</tbody>
</table>

- **Distinction**: to be awarded where a candidate has achieved:
  - either: an aggregate mark of 70 per cent or greater across the programme as a whole, comprising a mark of 70 per cent or greater in each element;
  - or a mark of 70 per cent or greater across the programme as a whole, with a mark of 70 per cent or greater in each element with the exception of one element, for which a mark of 60 per cent or greater must have been obtained.

- **Merit**: to be awarded where a candidate has achieved:
  - either: an aggregate mark of 60 per cent or greater across a programme as a whole, comprising a mark of 60 per cent or greater in each element;
  - or: has obtained a mark of 60 per cent or greater across a programme as a whole, with a mark of 60 per cent or greater in each element with the exception of one element, for which a mark of 50 per cent or greater has been obtained.

- **Pass**: to be awarded where a candidate has achieved an aggregate mark of 50 per cent or greater across a programme as a whole, comprising a mark of 50 per cent or greater in each element.
- **Fail:** to be awarded where a candidate has achieved an aggregate mark of 49.9 per cent or less across a programme as a whole, comprising a mark of 49.9 per cent or less in each element.

At the end of the course an external examiner will assess the examination process. The date of this meeting is **TBC, but all students must be present for this day.** Students that are either at boundaries between grades (i.e. pass/failure or pass/distinction) or have failed one or more components of the course are likely to get an additional oral examination (viva). A prize will be awarded to the highest performing student.

### 3 – Research Components of Course

The major element of the research component of this course is a 10-month long multidisciplinary research project. A Research Proposal will be presented in December, a summary of your research written in the form of a Research Project Report will be submitted in August and a research talk will be given at the MRes nanomaterials symposium shortly after this submission date (see above). All these assessed elements make up the research component of the course (see below for further details of the weighting of these elements).

#### 3.1 Research Proposal (submission deadline: midday, Wednesday 13th December 2017)

A proposal will be written on your chosen research project outlining the aims, background, objectives, impact and work plan for research that you will undertake from January 2018.

The proposal is based upon the format of an EPSRC research grant proposal, and is to be written throughout the first term of the course. It is expected to include a critical review of the literature on the subject matter chosen for the research project.

Your proposal will be marked by both supervisors as well as by one other independent marker. The purpose of the project proposal is to test independent work. The written style, standard of presentation, completeness and analysis of the literature survey, and rationale for the proposed research will be assessed, to ensure an understanding of the aims and objectives of the proposed research.

The Department and College take plagiarism very seriously. Do not plagiarise. You must read and comply with the Chemistry Department Policy on Plagiarism:

- [http://www3.imperial.ac.uk/chemistry/teaching/undergraduateteaching/materials/plagiarism](http://www3.imperial.ac.uk/chemistry/teaching/undergraduateteaching/materials/plagiarism)

A copy of the Plagiarism Form (included at the end of this booklet) should be submitted with your Research Proposal.

Students are required to submit the following by the specified deadline:

1) One electronic copy (pdf) of your Research Proposal by email to the MRes programme coordinator Dr. Mike Ray ([michael.ray@imperial.ac.uk](mailto:michael.ray@imperial.ac.uk))

2) One electronic copy of your Research Proposal (as word document format) uploaded to [Blackboard Virtual Learning Environment](https://blackboard.imperial.ac.uk/)

Late submission will be penalised: All students must submit coursework assessment by the published deadline (date and time). Work submitted more than one day (24+ hours) late will not be accepted as a valid attempt and mark of zero will be recorded. If you need an extension, you must contact the Course Director in advance of the deadline, stating your reasons for the request. This policy means that planning your time to ensure that your coursework is submitted on time is vital and this is an extremely important transferable skill.
3.2 Research Project Report (submission deadline: 12:00, Thursday 23rd August 2018)
The research project report should be a succinct, but complete account of your achievements up to a maximum of 60 pages in length. Your report should follow the guidelines laid out below:

- **Introduction**
  - Place your research in the context of the current state of the art.
  - Identify the significant advance(s) in knowledge you are aiming for.

- **Methodology**
  - Explain and justify the approach you have chosen.
  - Ensure that your work can be repeated.

- **Results/Discussion**
  - Summarise your key results.
  - Discuss your results in the context of previous work.
  - Identify the advances in methodology and knowledge that have been made.

- **Conclusions & Future Work**
  - Summarise your key findings.
  - Outline the next steps to extend or exploit your research.

The research project reports will be marked by both supervisors as well as by one other independent marker, moderated by the course directors. The purpose of the project proposal is to test independent work. The written style, standard of presentation, completeness of literature survey and analysis of literature are assessed. The rationale for the proposed research will also be marked, to ensure an understanding of the aims and objectives of the proposed research.

The Department and College take plagiarism very seriously. Do not plagiarise. You must read and comply with the Chemistry Department Policy on Plagiarism: [http://www3.imperial.ac.uk/chemistry/teaching/undergraduate/teaching/materials/plagiarism](http://www3.imperial.ac.uk/chemistry/teaching/undergraduate/teaching/materials/plagiarism)

A copy of the Plagiarism Form (included at the end of this booklet) should be submitted with your Research Proposal.

Students are required to submit the following by the specified deadline:

1) One electronic copy (pdf) of manuscript by email to the MRes programme coordinator Dr. Mike Ray (michael.ray@imperial.ac.uk)

2) One electronic copy of your manuscript (word format) on Blackboard Virtual Learning Environment (instructions on how to upload are given towards the end of this booklet)

Late submission will be penalised: All students must submit coursework assessment by the published deadline (date and time). Work submitted more than one day (24+ hours) late will not be accepted as a valid attempt and mark of zero will be recorded. If you need an extension, you must contact the Course Director in advance of the deadline, stating your reasons for the request. This policy means that planning your time to ensure that your coursework is submitted on time is vital and this is an extremely important transferable skill.

3.3 Oral presentation at MRes symposium (11th September 2018)
The oral presentation will further test understanding of the research undertaken. The MRes symposium is a meeting for all the students attending the MRes in nanomaterials, MRes in Green Chemistry and MRes in Catalysis. It provides an opportunity to present the work carried out during the research project (in the form of a 12 minute presentation with 3 minutes for questions), and also the opportunity to hear about research carried out by your fellow cohort.

4 – Taught Components of Course
4.1 – Core Lectures
CHEM70004 Nanomaterials (12 Lectures, Prof. Milo Shaffer, Prof. Nic Harrison and Prof. James Durrant, Term 1).

Biological Chemistry 3O2 – Prof. Tony Cass

Either:
CHEM70009 Plastic Electronics: from materials chemistry to device applications (12 Lectures, Prof. Martin Heeney, Prof. Iain McCulloch, Dr Saif Haque, Prof. John de Mello and Prof. James Durrant, Term 1).

Or:
CHEM70005 Renewable Energy: from solar cells to fuel cells: the chemistry of sustainable energy (12 Lectures, Prof. Anthony Kucernak & Prof. James Durrant, Term 1).

And...

Materials Characterisation (MSE 302) Materials Department
24 lectures
Dr. Stephen Skinner, Dr. Michelle Moram, Mr. Richard Chater and Mr. Richard Sweeney
This course is designed to give students a firm foundation in the fundamentals of Materials Characterisation required in particular for their research project. The mission of Materials Characterisation is to explain the use of advanced techniques for the study of structure-property relationships in materials. The course builds on the basic knowledge of materials chemistry and physics and details the theory and practical application of key techniques: Electron Microscopy, X-ray Diffraction, Secondary Ion Mass Spectrometry, Scanning Probe Microscopy and Thermal Analysis.

4.2 – Advanced Lectures Journal Club

- Cellular Nanobiotechnology (A. Cass)
- Computer-aided design of porous materials (K. Jelfs)
- Organic electronic Materials (S Haque)
- Nanofluidics (N. Quirke)
- Single Molecule Detection (J. Edel)
- Nanomechanics (F. Giuliani)
- New Tools to measure Microscopic Viscosity (M. Kuimova)
- Design & Synthesis of Semiconducting Polymers (M. Heeney)
- Dr Piers Barnes

This lecture course is taught in the Spring term and is assessed by the advanced Journal Club which will take place in March 2018. The students would be divided into groups of 3 and provided with a seminal high impact paper from the advanced lectures and expected to work together as a group and produce a presentation no longer than 30 mins, with up to 10 mins questions to follow. Each group member is expected to present a roughly equal proportion of the material. You will be expected to read all papers in advance of the session regardless of whether you are presenting or not. As one group presents, another is expected to prepare some questions in advance and lead the Q&A session.

In addition to the key content of the paper (results, methods, etc.) you will be expected to present the background and put the paper into context in its field (e.g. unique features, advance on previous work, competing techniques, conflicting data, papers that have cited the paper since it was published, etc.), as well as critically assess the conclusions and data.

This is an assessed transferable skills course, which aims to develop presentation skills, whilst encouraging scientific debate, and providing the opportunity to broaden scientific knowledge. You will be assessed on:
• **Presentation**: organisation of material, quality of slides, delivery, keeping to time.
• **Science**: Selection of material, clarity of explanation at a level that can be understood by the MRes student audience, insight into the paper and evidence of reading around the subject.
• **Integration**: flow and complementarity to other sections of the presentation delivered by the other group members.
• **Questions**: this mark is awarded to the presenting group as a whole according to how well questions from the audience are answered.

5 – Additional compulsory, non-assessed components of the course

5.1 **Monthly Project Meetings (Throughout the year, Nov 2017 – July 2018)**
The whole cohort will be expected to gather once a month for brief oral reports and discussion of the research projects. These meetings are designed to be informal allowing all of you to share your experiences. One of the course directors will usually be in attendance.

5.2 **External Examiners Meeting (Mid – late September 2018)**
Important: You may be called to a viva by the external examiners on the day of the external examiners meeting (exact date to be arranged) so you must be in college on this day.

5.3 **Research seminars and colloquia (Throughout the year, Oct 2017 – Jul 2018)**
Regular research seminars given by leaders in particular fields are organised by the Chemistry department, and attendance is expected. Details will be sent via email.

6 – Professional Development for Master’s students

6.1 **Introduction**
An Imperial College Master’s degree provides students with high quality, discipline specific training. To complement this we wish to ensure that all Master’s students obtain generic skills training with a view to providing skills relevant both for their degree and for future employment. It is recognised that there is excellent practice with respect to professional development skills embedded within many Master’s courses. In addition, many Master’s courses make use of the current MasterClasses provided by the Graduate School while others benefit from the professional development skills courses developed for our doctoral students. However what is currently lacking is a formalised College-wide approach to the generic skills training for all our Master’s students. Following the recent College review of transferable skills it has been decided that all Master’s students at Imperial should receive professional development training with a view to particularly developing:

• Reflective independent learning
• Critical thinking
• Communication of complex ideas
• Interdisciplinary awareness
• Project and time management
• Flexibility and ability to manage complexity
• Networking skills

6.2 **MasterClasses**
Currently the Graduate School runs a series of MasterClasses at the South Kensington, Hammersmith and Silwood Park Campuses. These are normally in the form of 90 minute lectures held over lunchtime. The current MasterClasses are:

  o Note-taking and Efficient Reading
o Research Skills and Reference Management
o Preparing and Writing a Literature Review
o Stress Management
o Academic Writing
o Developing your Career through Networking
o Interview Skills
o Job Search with a Difference
o Informational Posters - Layout and Design.
o Interpersonal Skills
o Negotiating Skills

From October 2012 courses will also be run at the St Mary's Campus, and will be reviewed in order to incorporate sufficient emphasis on Personal Effectiveness, Networking and Verbal Communication.

6.3 E-learning tools
The Graduate School is in the process of setting up a dedicated website for Master’s students. This will contain information on the courses available to Master’s students as well as links to information on the support and advice available for Course Directors. This site will also contain links to existing e-learning tools which are of relevance to at least some of our Master’s students. There is an excellent on-line maths and statistics tool which will be available on Blackboard and additional courses are being developed. In addition the Masters e-learning technologist will be developing specific tools on plagiarism. New e-learning tools may be developed in consultation with specific Course Directors. We also have two DVDs covering presentation skills and oral examination skills.

Although the PDU is able to help substantially in the development and delivery of generic skills course, it will be the responsibility of the Course Director to arrange training in skills specific to a particular Master’s programme.

6.4 Careers Advisory Service (CAS)
Each year in October and again in January, the CAS hold a lunchtime talk aimed mainly at incoming Master's students on “Working in the UK”. In addition, there are some specific whole day workshops for Master’s students to provide last minute help and advice on job hunting. The CAS also provides bespoke careers advice sessions to individual Master’s courses which are delivered at different College campuses. If a Course Director feels their students could benefit from such a course then they can contact the CAS directly to arrange a session.

Students are strongly encouraged to take transferable skills courses given by the Graduate School at Imperial College London. For more information on the courses available please see:

http://www3.imperial.ac.uk/gseps/transferableskillscourses

Safety
The department, in conjunction with the Graduate School runs induction activities for all new MRes students in October each year. These include the mandatory Primary Induction session and the Basic Lab Safety Lecture (which details the department’s requirements for safe practice
in your research). Details of this induction programme will be given to you by the MRes Programme Coordinator, Dr Mike Ray. Further details of departmental safety procedures and waste disposal can be found on our website or by contacting the faculty safety manager, Stefan Hoyle.

http://www.imperial.ac.uk/chemistry/about/safety/
s.hoyle@imperial.ac.uk

There are two other courses that are mandatory for all new PG students;

1. **Risk Assessment Foundation Training (RAFT)** - This is run as a Blackboard course and test for PG students. RAFT is a realistic and practical way to learn about the College’s risk assessment process via video scenarios based on one’s own work environment. After an introduction on why risk assessments are required, the learner is taken through the process of risk assessment before engaging with a series of video scenarios representative of their own work environments.

2. **Fire Prevention and Fire Safety at Work** – This course will be organised for you and should be completed in the first term prior to you starting in the lab for your research projects. The course is aimed at reducing the likelihood of fires starting and what action to take in the event of a fire. The course covers; How fires start and spread, Steps to take to prevent fires, Methods of extinguishing fires, Types of fire fighting equipment and their uses, Smoke and gas hazards produced by fires, What to do in the event of discovering a fire and When not to tackle a fire.

You must undertake your research in accordance with safety regulations and procedures, as agreed with your supervisor (who is responsible for your health and safety). If you have any doubts about any safety aspects of your work or work environment, you should discuss these with your supervisor.
There are a number of individuals in the Dept. you can contact about specific health and safety issues, they are listed below:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Safety Officer</td>
<td>David Mountford</td>
<td><a href="mailto:d.mountford@imperial.ac.uk">d.mountford@imperial.ac.uk</a></td>
<td>020 7594 7177</td>
</tr>
<tr>
<td>Laser Safety Officer</td>
<td>Alastair McIntosh</td>
<td><a href="mailto:a.mcintosh@imperial.ac.uk">a.mcintosh@imperial.ac.uk</a></td>
<td>020 7594 5447</td>
</tr>
<tr>
<td>Biological Safety</td>
<td>Stefan Hoyle</td>
<td><a href="mailto:s.hoyle@imperial.ac.uk">s.hoyle@imperial.ac.uk</a></td>
<td>078 7285 0018</td>
</tr>
<tr>
<td>X-Ray Radiation Protection Supervisor C1/C2</td>
<td>Nick Brooks</td>
<td><a href="mailto:nicholas.brooks@imperial.ac.uk">nicholas.brooks@imperial.ac.uk</a></td>
<td>020 7594 2677</td>
</tr>
<tr>
<td>X-Ray Crystallography Radiation Protection Supervisor</td>
<td>Andrew White</td>
<td><a href="mailto:a.white@imperial.ac.uk">a.white@imperial.ac.uk</a></td>
<td>020 7594 2015</td>
</tr>
<tr>
<td>Heavy &amp; Mechanical Lifting assessor/Advisor</td>
<td>Lee Tooley</td>
<td><a href="mailto:l.tooley@imperial.ac.uk">l.tooley@imperial.ac.uk</a></td>
<td>020 7594 7877</td>
</tr>
<tr>
<td>Electrical Safety Technician</td>
<td>Stefanos Karapanagiotidis</td>
<td><a href="mailto:s.kapa@imperial.ac.uk">s.kapa@imperial.ac.uk</a></td>
<td>020 7594 5746</td>
</tr>
<tr>
<td>Chemical Control, Disposal &amp; Technical Systems Specialist.</td>
<td>Dianna Nguyen</td>
<td><a href="mailto:d.nguyen@imperial.ac.uk">d.nguyen@imperial.ac.uk</a></td>
<td>020 7594 5746</td>
</tr>
<tr>
<td>First Aid Co-ordinator</td>
<td>Simon Mann</td>
<td><a href="mailto:s.mann@imperial.ac.uk">s.mann@imperial.ac.uk</a></td>
<td>020 7594 5814</td>
</tr>
<tr>
<td>Display Screen Equipment (DSE) Assessor</td>
<td>Sara Thayamal</td>
<td><a href="mailto:j.saradambal@imperial.ac.uk">j.saradambal@imperial.ac.uk</a></td>
<td>020 7594 5814</td>
</tr>
<tr>
<td>Ladder &amp; steps Inspector</td>
<td>Chris Wood</td>
<td><a href="mailto:c.wood@imperial.ac.uk">c.wood@imperial.ac.uk</a></td>
<td>020 7594 5814</td>
</tr>
<tr>
<td>Centrifuges coordinator</td>
<td>Andrew Coulson</td>
<td><a href="mailto:andrew.coulson@imperial.ac.uk">andrew.coulson@imperial.ac.uk</a></td>
<td>020 7594 5746</td>
</tr>
<tr>
<td>Faculty Safety Team</td>
<td>Stefan Hoyle</td>
<td><a href="mailto:s.hoyle@imperial.ac.uk">s.hoyle@imperial.ac.uk</a></td>
<td>078 7285 0018</td>
</tr>
<tr>
<td>Faculty Safety Team</td>
<td><a href="http://www.imperial.ac.uk/natural-sciences/staff/health-and-safety/">Link</a></td>
<td>Chemistry Office 242</td>
<td></td>
</tr>
</tbody>
</table>
When in laboratories you are expected to apply **Safe Lab Practice** as described below:

### Preparation for lab work

<table>
<thead>
<tr>
<th><strong>DO:</strong></th>
<th><strong>DON'T:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Wear clothing which minimises potential for skin exposure</td>
<td>• Wear clothing that is loose enough to drag over bench or floor surfaces</td>
</tr>
<tr>
<td>• Remove dangling jewellery and items that can get contaminated or caught in equipment</td>
<td>• Wear clothing you care about</td>
</tr>
<tr>
<td>• Wear sensible shoes which cover your feet completely</td>
<td>• Wear expensive jewellery as it may get tarnished if it comes into contact with chemicals</td>
</tr>
<tr>
<td>• Tie back long or loose hair</td>
<td>• Wear sandals or lip flops or similar in the lab</td>
</tr>
</tbody>
</table>

### General rules when working in the lab

<table>
<thead>
<tr>
<th><strong>DO:</strong></th>
<th><strong>DON'T:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure personal items are stored outside of the laboratory or in the containers provided</td>
<td>• Leave any personal items on lab benches or outside of the containers</td>
</tr>
<tr>
<td>• Check the safety signs on lab entry doors to identify the personal protective equipment required</td>
<td>• Eat, drink, smoke or apply cosmetics in the laboratory</td>
</tr>
<tr>
<td>• Cover cuts or abrasions on the hands with suitable water resistant covering</td>
<td>• Wear lab coats and gloves in any “clean areas” such as offices, toilets, seminar room/lecture theatres, or for handling items such as phones and door handles.</td>
</tr>
<tr>
<td>• Change your lab coat if it gets contaminated or dirty</td>
<td>• Chew pens or pencils, rub the eyes or face with gloved hands.</td>
</tr>
<tr>
<td>• Wash your hands before leaving the laboratory</td>
<td>• Use mobile phones in the laboratory.</td>
</tr>
<tr>
<td>• Maintain clear passages to lab exits</td>
<td>• Wear any equipment that will interfere with hearing audible alarms.</td>
</tr>
<tr>
<td>• Ensure waste bins are emptied regularly</td>
<td></td>
</tr>
</tbody>
</table>

### Housekeeping

<table>
<thead>
<tr>
<th><strong>DO:</strong></th>
<th><strong>DON'T:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Keep your lab workspace in a tidy state and wipe down lab benches and other work surfaces after use.</td>
<td>• Leave any sharps (needles, scalpels etc) exposed on work surfaces</td>
</tr>
<tr>
<td>• Clear up spillages in the lab and inform others working in the area of the spill.</td>
<td>• Reuse disposable lab gloves</td>
</tr>
<tr>
<td>• Know the locations of the emergency showers and exits.</td>
<td>• Leave experiments unattended without suitable label including name, date, hazards and your emergency contact number</td>
</tr>
<tr>
<td>• Dispose of used consumables and waste in the appropriate waste bin.</td>
<td>• Ignore warning alarms associated with equipment</td>
</tr>
</tbody>
</table>

### Accidents

Generic emergency procedures will be explained on induction. Specific emergency procedures are detailed in risk assessments.
Accidents and near misses **must be reported**, this is done via the College on line incident reporting system, Salus: [http://www3.imperial.ac.uk/safety/subjects/reportingaccidents/reportinganincident](http://www3.imperial.ac.uk/safety/subjects/reportingaccidents/reportinganincident).

Salus can be accessed via the Department safety web pages: [http://www3.imperial.ac.uk/chemistry/safety](http://www3.imperial.ac.uk/chemistry/safety) or via the college Safety Dept. Web pages: [http://www3.imperial.ac.uk/safety](http://www3.imperial.ac.uk/safety)

**Disclosure of vulnerability**

If you have any health condition or are taking treatment that could cause you to lose consciousness, affect your alertness or for which you might require emergency assistance, you should let your senior tutor or your supervisor know so that they can be in a position to organise help for you if ever needed and ensure appropriate precautions are put in place if necessary to ensure your safety. For health conditions for which you might require emergency help it is also worth letting a couple of friends know as well, so they can know what to do if you needed help away from the Department. All students should register with a doctor in London as soon as possible. This is particularly important if you have any health problems that require regular treatment. All students living in central London Halls can and should register with the College Health Centre. Students living outside halls may also be able to register. Check the Health Centre website for information.

[www.imperialcollegehealthcentre.co.uk](http://www.imperialcollegehealthcentre.co.uk)

**PLAGIARISM**

The Department and College take plagiarism very seriously. Do not plagiarise. Plagiarism is defined as the theft of another’s thoughts or writings and presenting them as the plagiarist’s own. Plagiarism also encompasses submitting the same piece of work for more than one unit as assessment. Plagiarism will not be tolerated in the Department and if it is detected in a student’s work presented for assessment, it will be reported, together with the evidence, to the course supervisor, Head of Teaching Section and the Director of Undergraduate Studies who will take appropriate action. The penalty for proven cases can vary from loss of marks to expulsion by the University. Always cite your sources. For details of the College policy re-plagiarism see:

[http://www3.imperial.ac.uk/portal/pls/portallive/docs/1/7289138.pdf](http://www3.imperial.ac.uk/portal/pls/portallive/docs/1/7289138.pdf)
Student responsibilities

The MRes course is a postgraduate assignment and as such is not following undergraduate timing. There is no term-free time in this course. Students should be aware that their bursary is for a full-time employment up to the end of September 2018. **Any holidays or sick-leave will have to be taken at the discretion of the supervisors, but should under no circumstances be taken in the examination periods of January 2018, March – May 2018.**

It is mandatory to attend all scheduled lectures, seminars, courses and exams. Missing an exam without any support by a doctor’s notice for the day of the exam will count as failure. It is the responsibility of the student to ensure that sufficient time is allocated for the exam and write-up preparation.

Students will be assigned to a personal tutor, who should be the first contact in all matters concerning problems with the supervision of the projects or other pastoral difficulties. The administrator of the MRes course, Dr. Mike Ray, will be the point of contact for all administrative or logistic issues. Once these channels have been exhausted matters should be raised with the MRes course directors, Prof. Nicholas Harrison and Dr. Saif Haque.

Students are expected to organise, conduct and present their research project in an independent fashion. The supervisory role is to guide and advise the student intellectually as well as technically, but it is not the supervisor’s responsibility to do the thinking or the work for the student. All projects should have at least two project supervisors. Both supervisors should be approached for guidance. It is the students’ responsibility to make an effort and seek contact with their supervisors on a regular basis.

In order to pass the course successfully students have to pass all assessed components of the course. This includes the written exams, the literature report & project plan, the final research project report and the oral presentation. Failing in one of the components could lead to a failure of the whole course.

At the end of the course an external examiner will assess the examinations process. All students have to be present for this day. Students that are either at boundaries between marks (i.e. pass/failure or merit/distinction) or have failed one or more components of the course are likely to get an additional oral examination (viva) that will determine their final mark.

Students should seek guidance with respect to their research project report and literature report & project plan from their corresponding supervisors, since they will be involved in the marking. After completion of the literature report & project plan students should seek feedback from their corresponding supervisors to foster the improvement of their final research project report.

Students are required to submit an electronic version of the final report to their supervisors. Additionally, they must hand over all notes, lab-books, results, and computer programmes etc to their supervisors.
**Imperial College London**

**MRes in Nanomaterials 2017/18**

**Criteria for Assessment of Exam answers**

The assessment will take into consideration the teaching of the subject and the type of problems and tasks set. Allowance is made for what is reasonably achievable under examination conditions.

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>85-100</td>
<td><strong>Exceptional.</strong> Originality, critical/analytical ability ** and evidence of outside reading is expected. The presentation of the subject combines conciseness and exemplary understanding of all relevant concepts and facts.</td>
</tr>
<tr>
<td>70-84</td>
<td><strong>Excellent.</strong> As for Exceptional, but not fully achieving one of them.</td>
</tr>
<tr>
<td>60-69</td>
<td><strong>Very Good.</strong> Provides a clear and accurate account of the relevant knowledge, concepts and facts. Evidence of some outside reading and critical/analytical ability **.</td>
</tr>
<tr>
<td>55-59</td>
<td><strong>Good.</strong> Provides a mainly accurate account of the basic concepts covering at least half of the relevant taught material, but is marred by significant errors.</td>
</tr>
<tr>
<td>50-54</td>
<td><strong>Adequate.</strong> Provides only a minimal account of the basic concepts covering at least a third of the relevant taught material, but is marred by major errors.</td>
</tr>
<tr>
<td>35-49</td>
<td><strong>Unsatisfactory.</strong> Provides only a vague account covering less than a third of the relevant taught material and indicates a confused understanding of the subject.</td>
</tr>
<tr>
<td>20-34</td>
<td>Provides only a vague understanding of some concepts and facts covering about a quarter of the expected material. Presentation is dominated by inaccurate or irrelevant material.</td>
</tr>
<tr>
<td>10-19</td>
<td>A maximum of three relevant facts (sentences) are presented.</td>
</tr>
<tr>
<td>1-9</td>
<td>Answer includes at most one relevant fact (sentence)</td>
</tr>
<tr>
<td>0</td>
<td>Answer contains nothing correct that is relevant to question. Mark to be given where the work is discovered not to be that of the candidate (plagiarised). Further disciplinary action is usually taken in cases of plagiarism.</td>
</tr>
</tbody>
</table>

**Analytical** = assessing a hypothesis or statement by breaking it down into its elements and examining their inter-relationships and contribution to the whole; cf. **Critical** = judging a hypothesis or conclusion by examining the validity of the evidence adduced for it.
Guidelines for Marking MRes Research Proposal

The following should be submitted on or before 12.00 Wednesday 13th December 2017:

1) One electronic copy (pdf) of the Research Proposal by email to the MRes programme coordinator Dr. Mike Ray (michael.ray@imperial.ac.uk)

2) One electronic copy of your Research Proposal (as word document format) on Blackboard Virtual Learning Environment (instructions on how to upload are given later in this booklet)

The purpose of the project proposal is largely to test the students' ability to conceive and design the necessary steps for their research project, which will be undertaken throughout the second half of the MRes course. It is essential that a good understanding of relevant state-of-the-art research is demonstrated, and the aims and objectives of the proposed research programme should be defined.

Your MRes proposal (maximum 8 pages including figures, references, etc) must adhere to the following format:

Background (maximum 5 pages): Introduce the topic of research and explain its academic and industrial context; review the literature necessary for the understanding of the project aims and methodology employed. Demonstrate a knowledge and understanding of past and current work in the subject area in the UK and abroad. Include any preliminary work here, if it is necessary for formulating the aims and objectives of the programme of work covered in the following section.

Programme and Methodology (2 pages maximum): State the overall aims of the project and the individual measurable objectives against which you would wish the outcome of the work to be assessed. Detail the methodology to be used in pursuit of the research and justify the choice. Explain why the proposed project is of timeliness and novelty. Describe the programme of work, indicating the research to be undertaken and the milestones that can be used to measure its progress (relate to diagrammatic work plan).

Relevance to Beneficiaries; potential impact (0.5 page maximum): Identify the potential impact of the proposed work. Indicate who is likely to benefit from the proposed research. If the benefits do not directly relate to wealth creation and/or to improving the quality of life, give details of other beneficiaries and explain their importance; (note that other research workers are legitimate beneficiaries).

Diagrammatic work plan (maximum 0.5 page). This should be a diagrammatic indication of the project plan, for example, a PERT or Gantt chart.

Proposals should have a minimum of 2,000 words and not exceed 8 word-processed pages including figures and references. The proposal must be written using the font Arial (11pt), 1.5 lines spacing, with document margins of 1.5 cm at the top, bottom, left and right. The report should include the title, your name and your supervisors name in the header of the word document. It is advisable to maximise the use of space by being selective about the figures needed for the proposal as well as listing publications as footnotes. The font size for header and footer can be 10pt.
Assessment of MRes proposals

Proposals will be marked independently by the biological supervisor, the physical supervisor and the independent marker. The proposal will then be moderated.

When writing the following marking criteria should be borne in mind.

Written style/Presentation
- Is the proposal well written and presented (typewritten, bound, organisational figures, formatting etc) and clearly explained?
- The proposal should be concise and complete (thorough and informative)
- Are the references listed actually referred to or discussed in the text? Is the project the candidate’s own work, written in their own words?
- Is the format up to the standards expected from grant proposals to research councils?

Background information
- Is the literature survey thorough and complete?
- Are important references missing?
- Are all relevant subjects (biological context & physical/technical aspects) sufficiently covered?
- A mechanical copy of existing material is not acceptable.

Programme and methodology.
- The programme should be concise and logical.
- Is the proposed work’s relationship to other work in the literature clear?
- Aims and methodology should be clearly justified.
- Is the choice of methodology clear and is it justified?
- Is the diagrammatic work plan aligned with the text, and is it showing realistic timelines.

Relevance to Beneficiaries
- Are the main beneficiaries of the proposed work being identified?
- Are the mechanisms and pathways to create impact appropriate?

The Department and College take plagiarism very seriously. Do not plagiarise. You must read and comply with the college Policy on Plagiarism:

Any evidence of plagiarism will have serious consequences according to College rules.
MRes Proposal Assessment Form
Imperial College London – Department of Chemistry
MRes in Nanomaterials 2017/18

Student: 
Supervisors: 
Title: 
Marker: 

<table>
<thead>
<tr>
<th>Written style and Presentation</th>
<th>Supervisors</th>
<th>Independent</th>
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<tr>
<td>Presentation</td>
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<td>Conciseness</td>
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<td>Clarity</td>
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<tr>
<th>Background information</th>
<th>Supervisors</th>
<th>Independent</th>
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<tr>
<td>Command/completeness of literature</td>
<td>/30</td>
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<td>Critical evaluation</td>
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<tr>
<th>Programme and methodology</th>
<th>Supervisors</th>
<th>Independent</th>
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<tr>
<td>Choice of methods</td>
<td>/25</td>
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<tr>
<td>Justified objectives</td>
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<td>Realistic time lines</td>
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<tr>
<th>Relevance to Beneficiaries</th>
<th>Supervisors</th>
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<td>Appropriate mechanism</td>
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<td>Realistic impacts</td>
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<th>Total</th>
<th>Supervisors</th>
<th>Independent</th>
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<td>/100</td>
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</table>

Comments on research proposal (justify your mark taking into account the attached marking criteria):  
(This will be seen by the course directors and external examiners)

Feedback to student (Please provide feedback that will be passed on to the student):
**Criteria for Assessment of MRes Research Proposal**

Account is taken of the nature of the work proposed, critical analysis of the relevant literature, the proposed work and what is reasonably achievable in the timescale of the course.

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Criteria</th>
</tr>
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<tbody>
<tr>
<td>85-100</td>
<td><strong>Exceptional.</strong> Outstanding analysis of the relevant literature and methodology showing a standard equal to successful research council grants in depth and content. Evidence of originality, high critical/analytical ability.** Competent assessment of the limitations of the proposed research and the relevance and impact of the proposed research (putting the work in context).</td>
</tr>
<tr>
<td>70-84</td>
<td><strong>Excellent.</strong> As for Exceptional, but not fully achieving one of them.</td>
</tr>
<tr>
<td>60-69</td>
<td><strong>Very Good.</strong> Complete and accurate presentation of the literature, experimental procedures and proposed work, showing a clear understanding of the methodology. Demonstrates critical/analytical ability** including an assessment of the limitations of the proposed work and the relevance of the research.</td>
</tr>
<tr>
<td>55-59</td>
<td><strong>Good.</strong> Accurate account and presentation of most of the background, experimental procedures and proposed work. Demonstrates critical/analytical ability** including an assessment of the potential limitations of the proposed work and the relevance of the research, but has significant errors of interpretation.</td>
</tr>
<tr>
<td>50-54</td>
<td><strong>Adequate.</strong> Basic account and presentation of the background, experimental procedures and proposed research. Demonstrates some critical/analytical ability** including an assessment of the significance of the research, but has major errors or omissions.</td>
</tr>
<tr>
<td>35-49</td>
<td><strong>Unsatisfactory.</strong> Confused and incomplete account of the background, experimental procedures and proposed work. Presence of errors of interpretation or factual mistakes.</td>
</tr>
<tr>
<td>20-34</td>
<td>Vague and seriously inadequate account and presentation of the proposed work with substantial omissions and errors. Very poor review of relevant literature.</td>
</tr>
<tr>
<td>10-19</td>
<td>Mainly incorrect and incompetent background information and research proposal demonstrating only few relevant thoughts.</td>
</tr>
<tr>
<td>1-9</td>
<td>Incorrect and incompetent literature survey and research proposal containing nothing of relevance.</td>
</tr>
<tr>
<td>0</td>
<td>Work not handed in. Mark given where the work presented is discovered not to be that of the candidate (plagiarised). Further disciplinary action is usually taken in cases of plagiarism.</td>
</tr>
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</table>

**Analytical** = assessing a hypothesis or statement by breaking it down into its elements and examining their inter-relationships and contribution to the whole; cf. **Critical** = judging a hypothesis or conclusion by examining the validity of the evidence adduced for it.
MRes in Nanomaterials 2017/18
Research Project Report Guidelines

Please read all the following guidelines carefully.
The following should be submitted by 12:00 Thursday 23rd August 2018
- One signed Plagiarism Form
- An electronic copy of your manuscript (PDF) sent via email to the the MRes programme coordinator Dr. Mike Ray.
- An electronic copy of your manuscript (in Word format) uploaded onto Blackboard virtual learning environment.

Report format
The report should present your MRes project research achievements (both positive and negative). The report should not be any longer than 60 pages in length.

Note that you are expected to consult your supervisors for advice on preparing your research manuscript; your supervisors and their groups have long experience of preparing reports and papers for publication, so take advantage of their expertise early in the process. You have read many papers during your MRes to date, so you should be very familiar with how data and information are presented.

The Report should include the following sections (further divided into subheadings wherever needed to enhance readability):

Title
The manuscript should have a concise title directed at the general reader. Please note that abbreviations in the title should be avoided.

Author names
As author of this manuscript, you should be the first author listed. Full names should be given. Please also list your supervisors as the co-authors.

Abstract
The paper must include an abstract which is a summary (50-350 words) setting out briefly and clearly the main objects and results of the work; it should give the reader a clear idea of what has been achieved. The summary should be essentially independent of the main text; however, names, partial names or linear formulae of compounds may be accompanied by the numbers referring to the corresponding displayed formulae in the body of the text. Please do not cite references in the abstract.

Keywords
You should list three to ten keywords representing the main content of the article.

Introduction
This should give clearly and briefly, with relevant references, both the nature of the problem under investigation and its background.

Methodology
Descriptions of experiments should be given in detail sufficient to enable experienced experimental workers to repeat them.
Descriptions of established procedures are unnecessary. Standard techniques and methods used throughout the work should be stated at the beginning of the section. Apparatus should be described only if it is non-standard; commercially available instruments are referred to by their stock numbers (e.g. Perkin-Elmer 457 or Varian HA-100 spectrometers). The accuracy of primary measurements should be stated.
Results and Discussion
It is usual for the results to be presented first, followed by a discussion of their significance. You are marked both on the clarity and conciseness of your report. Therefore only relevant results should be presented and figures, tables, and equations should be used for purposes of clarity. This can include the use of flow diagrams and reaction schemes. Supporting information and data should be included in the supplementary section of your submission.

Conclusions & Future Work
This section should state the main conclusions of your research project, and give a clear explanation of their importance and relevance. It should be used to highlight the novelty and significance of the work and how it sits relative to the state of the art in the field.

Acknowledgements
Contributors other than co-authors (i.e. supervisors) may be acknowledged in a separate paragraph at the end of the paper; acknowledgements should be as brief as possible. All sources of funding should be declared.

Bibliographic references and notes
These should be listed at the end of the report in numerical order. Details regarding the format of the bibliography are given below. Note that the names of journals or their abbreviations should be written in italics.

Style and presentation
Brevity
Your report should be written clearly and concisely. Repetition or embellishment with unnecessary words or phrases should be avoided. Excessive use of diagrams and duplication of data in text, tables and figures is discouraged.

Grammar and spelling
Standard English or American spelling may be used but consistency should be maintained throughout the document.

Abbreviations
The use of common or standard abbreviations is encouraged. If non-standard abbreviations must be used these should be defined at the first use.

Illustration and figures
Preparation of graphics
Graphics to be embedded in the report should fit within either single column (8.3 cm) or double column (17.1 cm) width, and must be no longer than one page.

- Schemes and structures should be drawn to make best use of single and double column widths. Lettering used in graphics should be legible at the required size (e.g. 7 point Arial font or Helvetica if Arial is unavailable)
- The format of units in graphics should conform to IUPAC convention and be consistent with those used in the paper
- Insets in images should be avoided where possible. However, if insets are used there is no need to shrink down the size of the text, axes labels and symbols in the inset. These should be the same size as in the main graph so that they are readable.

Chemical Structures
Structural formulae should ideally be prepared with chemistry drawing software (e.g. ChemDraw, ChemWindows, ISIS/Draw).
Figure Legends
Figure legends should be included underneath each figure. Each legend should include a figure number (in sequence using Arabic numerals i.e. Figure 1, 2, 3 etc); short title of the figure (maximum 15 words); detailed legend, up to 300 words.

Tables and Table legends
Each table should be numbered and cited in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc). Tables should have a title (above the table) that summarises the whole table; it should be no longer than 15 words). Detailed legends may then follow, but should be concise.

Bibliographic references
You are assessed on your command of the literature. Therefore you should ensure that you adequately cite the relevant literature throughout your report. Around 50 references might be expected for a report of this length, with further references included in the supplemental data. You are required to make use of reference managing software (e.g. EndNote) to standardise your bibliography. All references must be numbered consecutively, in brackets, in the order in which they are cited in the text (including those in tables and figure captions, which should be numbered according to where the table or figure is designated to appear). The references themselves should be listed at the end of the text, as indicated in the template. The names and initials of all authors are always given in the reference; they must not be replaced by the phrase et al. Examples of the report reference style are given below, and must be adhered to.

Journals
The style of journal abbreviations to be used here is as defined in Chemical Abstracts Service Source Index (CASSI). See http://www.cas.org/expertise/cascontent/caplus/corejournals.html If you cannot locate an authoritative abbreviation for a journal, and if it is not obvious how the title should be abbreviated, please cite the full title. Bibliographic details should be cited in the order: year, volume, page. Where page numbers are not yet known, articles should be cited by DOI (Digital Object Identifier), e.g. A. R. Jones, Dalton Trans., 2005, DOI: 10.1039/B503459J.

Article within a journal

Books

Patents

Reports and bulletins, etc.

Material presented at meetings

Theses
Reference to unpublished material
For material presented at a meeting, congress or before a society, etc. but not published, the following form is used: A. R. Jones, presented in part at the 28th Congress of the International Union of Pure and Applied Chemistry, Vancouver, August 2001.
For material accepted for publication, but not yet published, the following form is used: A. R. Jones, *Angew. Chem.*, in press.
For material submitted for publication but not yet accepted the following form is used: A. R. Jones, *Angew. Chem.*, submitted.
For personal communications the following is used: G. B. Ball, personal communication.

Footnotes
Footnotes may be used to present material which, if included in the body of the text, would disrupt the flow of the argument but which is, nevertheless, of importance in qualifying or amplifying the textual material. Footnotes are referred to with the following symbols: †, ‡, §, ¶, ‖ etc.
Please note that any material exceeding the conciseness of a footnote, but which is relevant to the report conclusions should be placed in the supplementary material.
<table>
<thead>
<tr>
<th>Criterion</th>
<th>Supervisors' Mark†</th>
<th>Criterion</th>
<th>Supervisor Mark†</th>
<th>Independent Mark†</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>/30</td>
<td>Performance</td>
<td>/20</td>
<td>/20</td>
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<tr>
<td>Skill</td>
<td>/30</td>
<td>Background</td>
<td>/20</td>
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<tr>
<td>Originality</td>
<td>/10</td>
<td>Understanding</td>
<td>/30</td>
<td>/30</td>
</tr>
<tr>
<td>Achievement</td>
<td>/30</td>
<td>Experimental</td>
<td>/30</td>
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<tr>
<td>Commitment</td>
<td>/10</td>
<td>Presentation</td>
<td>/20</td>
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<td>Record keeping</td>
<td>/20</td>
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<tr>
<td>Total Mark</td>
<td>/100</td>
<td>/100</td>
<td>/100</td>
<td>/100</td>
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</table>

Signed: [Student's Name]  
Date: [Date]

MRES Directors Review:

Agreed Supervisor Mark: [Supervisor Mark]  
Agreed Report Mark: [Report Mark]  
Final Mark (90% Report + 10% Performance): [Final Mark]

Comment:

Notes:
- † Circle as appropriate.
- Where the independent assessor and supervisor disagree about the merit of the report, the Course Directors will commission a third assessor and/or arbitrate.
- Return this form with the report to: Dr. Mike Ray, room 258, Chemistry, by Friday 7th September 2018.
- Supervisors, please also state as part of your report, how much support you gave the student.
- Overall comments should be written overleaf and will be passed to students as feedback. Any brief confidential comments to the examiners should be written here (or on a separate sheet):
### Imperial College London – The Department of Chemistry
### MRes in Nanomaterials

#### Criteria for Assessment of Research Project Report
Account is taken of the nature of the work, endeavour in the laboratory, the instructions provided and what is reasonably achievable.

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Criteria</th>
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<tr>
<td></td>
<td><strong>Exceptional.</strong> Outstanding presentation of results showing publishing standard in quality and quantity. Evidence of originality, high critical/analytical ability ** and substantial outside reading. Competent assessment of the limitations of the experimental procedures and the significance of results.</td>
</tr>
<tr>
<td>85-100</td>
<td><strong>Excellent.</strong> As for Exceptional, but not fully achieving one of them.</td>
</tr>
<tr>
<td>70-84</td>
<td><strong>Very Good.</strong> Accurate account and presentation of results and experimental procedures showing a clear understanding of the background by providing evidence of sufficient outside reading. Demonstrates critical/analytical ability** including an assessment of the limitations of the experimental procedures and the significance of results.</td>
</tr>
<tr>
<td>60-69</td>
<td><strong>Good.</strong> Accurate account and presentation of most of the background, experimental procedures and results. Demonstrates critical/analytical ability** including an assessment of the limitations of the experimental procedures and the significance of results, but has significant errors of interpretation.</td>
</tr>
<tr>
<td>55-59</td>
<td><strong>Adequate.</strong> Basic account and presentation of the background, experimental procedures and results. Demonstrates some critical/analytical ability** including an assessment of the significance of results, but has major errors or omissions.</td>
</tr>
<tr>
<td>50-54</td>
<td><strong>Unsatisfactory.</strong> Confused and incomplete account of the background, experimental procedures and results marred by substantial errors or omissions.</td>
</tr>
<tr>
<td>35-49</td>
<td>Vague and seriously inadequate account of the experiments with substantial omissions and errors.</td>
</tr>
<tr>
<td>20-34</td>
<td>Mainly incorrect and incompetent account and presentation of experimental work demonstrating only few relevant thoughts.</td>
</tr>
<tr>
<td>10-19</td>
<td>Incorrect and incompetent account of experimental work containing nothing of relevance</td>
</tr>
<tr>
<td>1-9</td>
<td>Experiment not attempted or work not handed in. Mark given where the work presented is discovered not to be that of the candidate (plagiarised). Further disciplinary action is usually taken in cases of plagiarism.</td>
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</table>

**Analytical** = assessing a hypothesis or statement by breaking it down into its elements and examining their inter-relationships and contribution to the whole; **Critical** = judging a hypothesis or conclusion by examining the validity of the evidence adduced for it.
MRES Symposium Presentation ASSESSMENT: 11th September 2018

Student’s Name:

Title of Talk:

SUPERVISORS/ Markers Name

MARKS:

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<th>Criterion</th>
<th>Course Director Mark</th>
<th>Course Co-ordinator Mark</th>
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<td>/25</td>
</tr>
<tr>
<td>Results &amp; Scientific Content</td>
<td>/50</td>
<td>/50</td>
</tr>
<tr>
<td>Future Work &amp; Foresight</td>
<td>/25</td>
<td>/25</td>
</tr>
</tbody>
</table>

Total Mark /100 /100

Signed: ___________________________ Date: ____________

MRES Directors Review

Agreed Mark: ___________________ Final Mark: __________%

Comment: _________________________ Signed: ____________________________

Comments on presentation
<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>85-100</td>
<td><strong>Exceptional.</strong> Presentation is comprehensive and well structured, displays an excellent understanding of the relevant concepts and facts and contains exceptional detail.</td>
</tr>
<tr>
<td>70-84</td>
<td><strong>Excellent.</strong> Presentation gives an accurate account of all the main points, displays a clear understanding of the material and includes a high level of detail.</td>
</tr>
<tr>
<td>60-69</td>
<td><strong>Very Good.</strong> Presentation gives an accurate account of all the main points and displays a clear understanding of the material, but is slightly flawed in organisation or detail.</td>
</tr>
<tr>
<td>55-59</td>
<td><strong>Good.</strong> Presentation shows a clear grasp of relevant concepts and facts and gives a mainly accurate account of the main points and their significance, but lacks detail.</td>
</tr>
<tr>
<td>50-54</td>
<td><strong>Adequate.</strong> Presentation shows a grasp of the basic concepts and facts and (ii) includes the major points, but (iii) does not go beyond that, or goes beyond that but is then marred by significant errors or flawed organisation</td>
</tr>
<tr>
<td>35-49</td>
<td><strong>Fail.</strong> Presentation shows a relatively weak grasp of the subject and (ii) is marred by major errors or brevity, but (iii) by presenting at least a third of the material expected,</td>
</tr>
<tr>
<td>20-34</td>
<td><strong>Fail</strong> shows a confused understanding of the question, and (ii) presents less than a third of a material expected.</td>
</tr>
<tr>
<td>10-19</td>
<td><strong>Fail.</strong> Presentation is too inaccurate, too irrelevant, or too brief to indicate more than a vague understanding of the question and (ii) presents, at most, only about a quarter of the material expected</td>
</tr>
<tr>
<td>1-9</td>
<td><strong>Fail.</strong> Presentation contains only two or three concepts or facts that are correct and relevant.</td>
</tr>
<tr>
<td>0</td>
<td><strong>Fail.</strong> Presentation contains nothing correct that is relevant. Mark given where the work presented is discovered not to be that of the candidate (plagiarised). Further disciplinary action is usually taken in cases of plagiarism.</td>
</tr>
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</table>
Instructions on submitting your Literature Report & Project Plan or Research project report on Blackboard Learn

1. Go to Blackboard Virtual Learning Environment homepage https://bb.imperial.ac.uk and log in using your College username/password.

2. Select your MRes course, i.e Chemical Biology of Heath & Disease from the Course List shown.
3. Select **Course Content** and left click the **view/complete** link (circled) for the report you need to submit, in this example **MRes final manuscript 2016**. This will take you to ‘Turnitin UK’.

4. Ensure **single file upload** is selected under “Choose a paper submission method”.
Enter your **first and last name**.
Enter the **submission title** – this is your Literature Report or Manuscript Title.
Select **Browse** and locate your Manuscript and select it.
Press **Upload**.
5. Press ‘submit’ once your report has been uploaded onto the system.

6. You will receive a notification if the document has been successfully submitted.

7. You can now log out of Blackboard.
Please read this carefully. You will be required to submit a signed copy of this form to cover all the work submitted for the MRes in Nanomaterials course.

The Department of Chemistry, Imperial College – Plagiarism Policy

The Department of Chemistry and College take plagiarism very seriously. All work submitted as part of the requirements for any examination (including coursework) of Imperial College London must be expressed in your own words and incorporate your own ideas and judgments.

Plagiarism is the presentation of another person’s thoughts, words or graphics/art work as though they were your own. This includes e.g. copying text, figures, schemes and graphs from another source such as a book, an academic article/paper or the internet without acknowledging it explicitly. Plagiarism must be avoided, with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label/cite your sources.

Direct quotations (i.e. anything that is “copy-pasted”) from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. This means you must provide the reference directly after information is given and, in the case of figures/schemes/graphs indicate explicitly in the caption that this has been taken from the literature: e.g. “Figure taken from ref. X” or “Scheme adapted from ref. Y”. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person’s ideas or judgments, figures, diagrams or software, you must refer to that person in your text (and in the case of figures/schemes/graphs in the caption of the corresponding graphic), and include the work referred to in your bibliography/reference list. If in doubt, ask for advice from academic staff in the Department about the appropriate use and correct acknowledgement of other sources in your own work.

The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism (see also ‘addendum 1’: ‘Plagiarism in the context of MRes Research Reports’, below). Where group work is submitted, this should be presented in an approved manner. You should therefore consult the supervisor of the group assignment, your tutor or another member of academic staff if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.

The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Plagiarism will not be tolerated in the Department and if it is detected in a student’s work presented for assessment, it will be reported, together with the evidence, to the course directors and the Director of MRes Studies who will take appropriate action which may result in an allegation of plagiarism/cheating. Cases of suspected plagiarism/cheating will be dealt with by the College Registry under the College’s Examination Offences Policy. The penalty for proven cases can vary from loss of marks to expulsion from the College.

NB. This policy is adapted from the Imperial College Student Handbook: http://www3.imperial.ac.uk/studenthandbook/advice/plagiarism/ (accessed 15.07.2010).

ADDENDUM 1: Plagiarism in the Context of MRes Research project report:
We recognise that your Introduction and Aims and Objectives sections may have substantial overlap in terms of content with your Literature Report & Project Plan. Consequently, for these sections, a reasonably lenient threshold for self-plagiarism (which will be picked up by the electronic plagiarism scans that we perform on both documents, see later) will be allowed (e.g. some identical sentences and paragraph constructions). However, wholesale verbatim transcription of multiple paragraphs should be avoided. If you think this is necessary then place the relevant text in inverted commas and insert a reference to your Literature Report & Project Plan. In general, it is expected that your understanding of the project will have matured substantially during the course of the year and that such verbatim transcription will not be appropriate.

**ADDENDUM 2: How to Correctly Reference Material**

In a research publication or reference work you will almost always find a bibliography/reference section included. The aim of this is three fold, to act as a source of background information for the interested reader, to provide original sources for specific pieces of information vital to your scientific case, and to acknowledge the efforts of others on whom you have drawn for ideas and inspiration. The most usual way of referencing a paper, book, figure or quotation in the text is to use a superscript number,1 or number in parenthesis [1], or an author name in parenthesis (Spivey, 2001), clearly associated with the item you want to reference. The first mentioned convention (i.e. using superscripted numbers) is employed in most chemistry journals and is illustrated below, but this is varies with academic discipline. If you select ‘RSC style’ within the reference manager Endnote then the superscripted number style of referencing will be implemented automatically. In the bibliography/reference section you must then give the full source. The source should be completely specified such that it can be located without ambiguity by the reader. Therefore, the bibliography should generally contain static references such as journal papers and books; citing dynamic reference sources such as websites is discouraged as they may disappear.

If you need to cite material from a website and you cannot trace the primary source, then you should quote text directly from the website, using quotation marks around the text in question. The text must then be referenced, in the manner indicated above, to the full website URL with the date on which you viewed it indicated in parenthesis. Similarly, if you copy figures from the web, you must clearly state so in the figure caption and this should also be referenced, in the manner indicated above, to the full website URL with the date on which you viewed it indicated in parenthesis. Always ensure that you make it clear where your work stops, and copied material starts, and that you give a sufficiently detailed reference to allow the source to be identified clearly and uniquely.

Useful additional College sources of information re-Plagiarism see:
Department of Physics:
http://www3.imperial.ac.uk/physics/students/ug/info/guidance/

I have read and understood the above and am willing for the Course Directors to submit any piece of my work to the TurnitinUK Plagiarism Detection Service.

Signed……………………………………………………..Date………………………..

Print Name……………………………………………………………………