Department of Life Sciences
Faculty of Natural Sciences

MRes in Molecular and Cellular Biosciences

Student Handbook
2016-2017
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The Graduate School
Welcome from 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 3 minute thesis 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.

Sue Gibson
Welcome from Dr Janet De Wilde, Head of Postgraduate Professional Development

I would like to welcome you to the graduate school courses for postgraduate professional development. The team of tutors here 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 and innovate the courses we offer and over this year you will see many new offerings both face to face and online. I encourage you to explore and engage with the diverse range of opportunities on offer from the team at the graduate school and I wish you well in your studies.

Janet De Wilde


Introduction

Welcome to the Department of Life Sciences for your postgraduate training. As a member of the Department of Life Sciences you are also a member of the Graduate School. We hope that you will enjoy your period of study here and achieve success.

This handbook contains essential information concerning the organisation and requirements of your postgraduate programme, together with useful information about the Department of Life Sciences and its staff. As new students, you can find relevant information on the special website that has been recently launched by the Registry: http://www3.imperial.ac.uk/students/newstudents. Health and safety information can be found at http://www3.imperial.ac.uk/facilitiesmanagement/healthandsafety. A Study Guide can be found at http://www3.imperial.ac.uk/students/studyguide.

The following members of staff administer this postgraduate training programme:

Dr Tony Southall  Director of MRes Molecular and Cellular Biosciences
Dr Kleoniki Gounaris  Director of Postgraduate Studies
Prof Neil Fairweather  Postgraduate Tutor
Mrs Lucy Barron  PG Administrator

You will meet these individuals in the first week of term; their phone numbers and email addresses can be found on page ?

All MRes students will carry out research projects under the day-to-day supervision of members of the academic staff and/or members of their research team, whose task is to help with progress through the course.

All new students will have the opportunity to meet their peers, and members of the Academic Staff at the Introductory drinks event for all Masters students during the first week of term.
Course Organisation

Course Director
Dr Tony Southall, Room 220 (off lab 216), 2nd floor, Sir Ernst Chain Building
Tel: 020 7594 5338, email: t.southall@imperial.ac.uk

Course management
In addition to staff members who administer the course on the day-to-day basis, questions of general importance are considered by the MRes Management Committee.

MRes Management committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Kleoniki Gounaris</td>
<td>Chair of Board of Examiners</td>
</tr>
<tr>
<td>Prof Neil Fairweather</td>
<td>Postgraduate Tutor</td>
</tr>
<tr>
<td>Dr Tony Southall</td>
<td>Course Director</td>
</tr>
<tr>
<td>Prof William Wisden</td>
<td>Committee member</td>
</tr>
<tr>
<td>Dr Cristina Lo Celso</td>
<td>Committee member</td>
</tr>
<tr>
<td>Dr Michalis Barkoula</td>
<td>Committee member</td>
</tr>
<tr>
<td>Dr Kenji Okuse</td>
<td>Committee member</td>
</tr>
<tr>
<td>TBA</td>
<td>MRes Student Representative</td>
</tr>
</tbody>
</table>

External Examiners

Prof Margaret Harnett     Glasgow University
Dr Jon Robbins            King’s College London
## Timetable for 2016 – 2017

### Monday 3 October 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.00 onwards</td>
<td>Welcome Fair run by the College</td>
<td>Queens Tower Rooms</td>
</tr>
</tbody>
</table>
| 15:00 - 16:00 | Meeting with Course Director
Dr Tony Southall and Director of Post Graduate Studies Dr Niki Gounaris | Link Lecture theatre
Sir Ernst Chain Building                                                  |
| 16:15 - 17:00 | Welcome talk led by the Provost, and including welcomes from the Director of the Graduate School and Imperial College Union (ICU) and the Graduate Students’ Association (GSA). | Great Hall, Sherfield Building (with overflow in the Pippard and Read Lecture Theatres on Level 5, Sherfield Building) |

### Tuesday 4 October

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11am onwards</td>
<td>Imperial College Union Freshers’ Fair</td>
<td>Great Hall, Sherfield building</td>
</tr>
</tbody>
</table>
| 15.30 – 16.30 | Safety Induction – Primary Induction Session
Stefan Hoyle
**Attendance is compulsory for all PG students!** | G34 Lecture Theatre, Sir Alexander Fleming Building                      |
| 16.30 – 18.00 | Welcome Event for all Masters students– Department of Life Sciences: Drinks Reception | G47A and G47B, Ground floor, Flowers Building                            |

### Wednesday 5 October – Wednesday 12 October

**Students must arrange project 1 selection meetings**
Make sure you have talked to *at least three* potential supervisors. If you have any questions about your choices, please arrange a meeting with the Course Director Dr Tony Southall (Room 220, Sir Ernst Chain Building) at any time.

### Friday 7 October

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 – 13:00</td>
<td>Drop in session with Dr Tony Southall to informally discuss project 1 choices.</td>
<td>213A, Sir Ernst Chain Building.</td>
</tr>
</tbody>
</table>

### Wednesday 12 October

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
</table>
| 17:00 deadline | Submission of Project 1 choices
Your 3 project choices should be ranked according to preference. | Email your choices to t.southall@imperial.ac.uk                            |

### Friday 14 October

**Allocation of Project 1**
The Course Director will try to allocate first-choice projects to everyone but, obviously, this cannot be guaranteed.

### Monday 17 October 2016 – Friday 23rd December 2017

**Project 1 Laboratory work**

### Tuesday 18 October

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
</table>
| 15.00 - 16.30 | Laboratory Safety Lecture – attendance is compulsory!
G34 Lecture Theatre, Sir Alexander Fleming (SAF) Building |                                                                          |

### Monday 26 December 2016 – Monday 2 January 2017 (inclusive)

**Christmas/New Year Holiday: College closed**
### Tuesday 3 January 2016 – Friday 13 January 2017 (2 weeks)

Write-up period for Project 1

### Friday 13 January 2017

<table>
<thead>
<tr>
<th>12:00 Deadline</th>
<th>Deadline for submission of Project 1 Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students must hand in 3 bound copies to the Course Administrator (Lucy Barron). Students must also upload one electronic PDF document to Blackboard.</td>
</tr>
</tbody>
</table>

### Monday 16 January – Wednesday 18 January

**Project 1 Presentation and viva voce**

Individual students must arrange the date and time of the viva with their allocated examiners

### Thursday 19 January – Wednesday 25 January

**Students must arrange project 2 selection meetings**

Make sure you have talked to *at least three* potential supervisors. If you have any questions about your choices, please arrange a meeting with the Course Director Tony Southall (Room 220, Sir Ernst Chain Building).

### Wednesday 25 January

<table>
<thead>
<tr>
<th>17:00 deadline</th>
<th>Submission of Project 2 choices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Your 3 project choices should be ranked according to preference. Email your choices to <a href="mailto:t.southall@imperial.ac.uk">t.southall@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>

### Friday 27 January

**Allocation of Project 2**

The Course Director will try to allocate first-choice projects to everyone but, obviously, this cannot be guaranteed. You will receive an email form the course Director

### Monday 30 January – Friday 21 April

**Project 2 Laboratory work**

### Thursday 13 April – 18 April (inclusive)

**Easter Holiday College closure dates:** College will re-open on Wednesday 19th April

### Monday 24 April – Friday 5 May (2 weeks)

Write-up period for Project 2

### Friday 5 May 2017

<table>
<thead>
<tr>
<th>12:00 Deadline</th>
<th>Deadline for submission of Project 2 Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students must hand in 3 bound copies to the Course Administrator (Lucy Barron). Students must also upload one electronic PDF document to Blackboard.</td>
</tr>
</tbody>
</table>

### Monday 8 May – Friday 12 May

**Project 2 Presentation and viva voce**

Individual students must arrange the date and time of the viva with their allocated examiners

### Thursday 11 May – Wednesday 17 May

**Students must arrange project 3 selection meetings**

Make sure you have talked to *at least three* potential supervisors. If you have any questions about your choices, please arrange a meeting with the Course Director Dr Tony Southall (Room 220, Sir Ernst Chain building).
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday 17 May</strong></td>
<td>Submission of Project 3 choices</td>
</tr>
<tr>
<td>17:00 deadline</td>
<td>Your 3 project choices should be ranked according to preference.</td>
</tr>
<tr>
<td></td>
<td>Email your choices to <a href="mailto:t.southall@imperial.ac.uk">t.southall@imperial.ac.uk</a></td>
</tr>
<tr>
<td><strong>Friday 19 May</strong></td>
<td>Allocation of Project 3</td>
</tr>
<tr>
<td></td>
<td>The Course Director will try to allocate first-choice projects to</td>
</tr>
<tr>
<td></td>
<td>everyone but, obviously, this cannot be guaranteed.</td>
</tr>
<tr>
<td></td>
<td>You will receive an email form the course Director</td>
</tr>
<tr>
<td><strong>Monday 22 May –</strong></td>
<td>Project 3 Laboratory work</td>
</tr>
<tr>
<td><strong>Friday 4 August</strong></td>
<td>Write-up period for Project 3</td>
</tr>
<tr>
<td><strong>Monday 7 August –</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Friday 18 August</strong></td>
<td></td>
</tr>
<tr>
<td>12:00 Deadline</td>
<td>Deadline for submission of Project 3 Report</td>
</tr>
<tr>
<td></td>
<td>Students must hand in 3 bound copies to the Course Administrator</td>
</tr>
<tr>
<td></td>
<td>(Lucy Barron). Students must also upload one electronic PDF</td>
</tr>
<tr>
<td></td>
<td>document to Blackboard.</td>
</tr>
<tr>
<td><strong>Monday 21 August –</strong></td>
<td>Project 3 Presentation and</td>
</tr>
<tr>
<td><strong>Friday 8 September</strong></td>
<td>viva voce</td>
</tr>
<tr>
<td></td>
<td>Individual students must arrange the date and time of the viva</td>
</tr>
<tr>
<td></td>
<td>with their allocated examiners</td>
</tr>
<tr>
<td><strong>Week beginning 18</strong></td>
<td>Project 1-3 External examiners viva voce</td>
</tr>
<tr>
<td><strong>September (to be confirmed)</strong></td>
<td>Students will be examined by the external examiners on any</td>
</tr>
<tr>
<td></td>
<td>aspect of their 3 rotation projects</td>
</tr>
<tr>
<td><strong>Week beginning 18</strong></td>
<td>Provisional MRes grades are released</td>
</tr>
<tr>
<td><strong>September (to be confirmed)</strong></td>
<td>7th floor common room</td>
</tr>
<tr>
<td></td>
<td>SEC</td>
</tr>
</tbody>
</table>

**College Closure dates 2016/2017:**

The MRes course is full time one year (12 months) course. The college will be closed on the following dates:

**College closed for Christmas:** 24 December 2016 – 2 January 2017, College will re-open Tuesday 3 January 2017

**College closed for Easter:** Wednesday 12 April – Tuesday 18 April (inclusive)
College will re-open on Wednesday 19 April 2017
Early May Bank Holiday: Monday 1 May 2017
Spring Bank Holiday: Monday 29 May 2017
Summer Bank Holiday: Monday 28 August 2017
Course Description

Course outline

Aims

The aims of the course are:
- to provide a broad education in biosciences and state of the art practical training;
- to equip students to carry out modern biomedical/biochemical research in PhD studies at University or in Industry;
- to encourage an analytical approach to a wide range of topics relevant to research and industry; and
- to provide training in communication of scientific results and in IT computational methods.

Objectives

At the conclusion of the programme students should have experienced research encompassing a range of topics and techniques relevant to pursuing a career in more than one area of research. They will have developed their abilities in experimental design, critical assessment of results and conclusions, written and verbal presentations and the use of computers for analysis and display of data.

Course Structure

Each student carries out three research projects based in the research laboratories of the Department of Life Sciences.

Research Projects

The MRes encompasses a broad range of biochemical research and all students receive training in fundamental skills that will enable them to enter a research career in biosciences or related areas of science. There is, however, considerable flexibility enabling each student to focus on specialist subjects consistent with their interests and future career intentions. Research projects are available in the wide range of subjects covered by the research laboratories in the Department of Life Sciences and choices are made in consultation with expert staff. Research interests and the publications of staff can be found at [http://www.imperial.ac.uk/life-sciences](http://www.imperial.ac.uk/life-sciences).

MRes students work within a research group, interacting not only with their supervisors but also with PhD students and post-doctoral scientists. Emphasis is placed on gradually developing students’ independence as researchers. All students are trained by individual supervisors so that they are able to design their own experiments, analyse complex data and interpret their research findings.

Each research project is assessed by:
1) laboratory performance,
2) written report (see Research Projects Guidebook),
3) 15-min conference-style presentation and,
4) oral examination (viva voce).

A further viva with external examiners is held in September.

Arrangements during projects

It is important to ensure that safety precautions are observed and students must follow all instructions given. Students must leave the building at 10.30 pm each day (opens at 8.00 am) and work must be planned accordingly (but please see below).
For safety reasons, students will not be allowed to work in laboratories after 6.00 pm or at weekends, unless there is someone in the laboratory to oversee the student’s work; supervisors are responsible for making such arrangements.

Please note that students must observe confidentiality. They must not give copies of their project reports to, or discuss data with, anyone without prior consent of their supervisor.

**Lectures**

Given the immense variety of research projects undertaken by different students during each rotation, it is impossible to provide lectures that would cover all the chosen subjects and be given at the right time. Therefore, there are no formal lectures on the Masters of Research courses (consequently, there is no examination!). This leaves more time for you to devote to your demanding research projects. However, it is recognised that some students may need help with improving/refreshing their background in general Biology or a particular subject area. This can be done by attending lectures on any of the undergraduate courses that run concurrently with the MRes course. If you feel that there is a weakness/gap in your knowledge, you are actively encouraged to visit selected lectures on the respective undergraduate course to avail of the opportunity to learn more. Your supervisors should adjust your experimental programme such as to enable you to attend a certain number of useful lectures. An ability to constantly and voluntarily enhance your knowledge will be important if you are planning to become a successful researcher. If you require information about attending lectures please contact Lucy Barron in the first instance.

**Private Study**

This is a very important aspect of your time with us. If you are to get the best out of your time on this course (and incidentally to do well in the vivas), then it will not be sufficient to attend the seminars, lectures and other learning opportunities provided. It is very important to understand in-depth the background of each research project you undertake. You should ask your supervisor for a reading list and then use it to delve into the literature. Always try to understand how your project fits into the subject area, what was done before you, how important your study is, what questions you are trying to answer, why you must use any particular method. You should also use the seminars as spring boards to read around the subject of your interest in greater depth, using the journals and computer facilities provided in the library. Because of personal interest, you will want to investigate some areas in greater depth.

In addition, you must spend a substantial number of hours in private studies in order to comply with the guidelines of the European Credit Transfer System (the “Bologna Process”). You will be given more information about the ECTS during the induction meeting.

**Student presentations**

Student presentations are considered a very important part of the training and assessment process. They are conducted in the form of 15-minute seminar talk, with slides. These talks may be given to other MRes students, PhD students, your future examiners and members of academic staff.

Presentations should have a short introduction to the problem, a description of the main methods, a summary of results, conclusions and suggestions for future work. Your supervisors will be able to advise you on the format and contents of your talks. Preparing such presentations is deemed to help students to summarise their results and theoretical knowledge before they begin writing their project reports.
Each presentation is marked, taking into account the following criteria: audibility, enthusiasm, looking at the audience, appropriate introduction, development of the theme, logical arguments, use of helpful (and visible!) diagrams, presentation of a summary and future plans, answers to questions, etc. This mark constitutes 10% of the total mark for each element (project).

Essential presentations skills can be gained by visiting workshops organised by the Graduate School (see below).

**Reports**

For more information regarding the report structure and for helpful tips, please see the Research Projects Guidebook (available on Blackboard - https://bb.imperial.ac.uk/).

Students should discuss their reports with their supervisors before starting to write up. It is suggested that students begin to write the introduction and methods as soon as they are able, and at least two weeks before submission, students should concentrate on completing the report.

When using a computer to write the report, students are advised to make frequent back-up copies of their work. Disk failure can occur and must be planned for. **Projects must be submitted by the deadline.**

Reports should be a maximum of 7,000 words plus diagrams, graphs, photographs, figure legends and references (Note: legends and references are not included in the word count).

1. Only one side of the paper should be used, a 25 mm margin should be left on the left-hand side to facilitate binding.
2. It is important to ensure that the report is concise and well laid-out.
3. The project report must include the word count on the title page (the number of words will be checked and failure to comply with the word limit will incur penalties).
4. The format should follow that of a scientific paper and must include the following sections: Title page, Abstract, Contents page, Abbreviations, Introduction, Materials and Methods, Results, Discussion and References.
5. Abstracts should be structured (i.e. aims, results, conclusion), be no more than one side of paper and should include your name and project title.
6. The Introduction should provide the necessary background to understand the relevance and topicality of the aims and objectives of the research.
7. The Materials and Methods should be sufficiently (but not excessively) detailed, such that the reader can fully understand how the experiments were performed.
8. The Results should provide all the necessary data, including negative results, to justify the conclusions drawn and to demonstrate the amount of experimental work carried out. Figures should be fully labelled.
9. The Discussion section should place the results in the context of published knowledge and understanding (what’s called a “wider picture”) and provide details of future experimental objectives and more general applications of the knowledge gained from the project. Avoid simply repeating the Results section.
10. Full reference citations must be given at the end, i.e. it is not acceptable to write: "Bloggs et al, 1995". Authors, year of publication, journal title, volume and page numbers are all needed, for example in the style of *Cell*.
11. **Three copies** of the completed write-ups should be bound and submitted to the course administrator **before the deadline**. An electronic version of the report must also be submitted to Blackboard.
**Viva voce**

Each *viva voce* (oral examination) will last 45-60 minutes and will be conducted by two examiners, who are members of the academic staff. Students should be prepared to answer specific questions about the project as well as ones of a *general biosciences* nature. The format of the interview can vary and students must be prepared to respond to questions during their presentations and to modify their presentations at the request of the examiners. Students are expected to show a knowledge of the project’s background, understanding of the principles and details of the methods used, appreciation of statistics and understanding of the significance and implications of their results. Students must be able to demonstrate critical and analytical thinking, and propose some meaningful future experiments.

To understand clearly what is required from them during the viva, students should read the *Criteria for Marking Oral Presentations* (see [MCB MRes assessment information](https://bb.imperial.ac.uk/) - available on Blackboard).

The names of allocated examiners will be e-mailed to students before the viva. The vivas must all be normally completed within the dates specified in the course Timetable, and it may not be possible to conduct a viva on a different day. Students must contact their examiners to arrange the venue and time for their examination.

**Support and Guidance**

We recognise that students who join the programme may have very different backgrounds in science. One of the roles of the Course Director (Dr Tony Southall) will be to work with the students to identify those areas where they would benefit from further instruction and experience, and to design a programme that will best fit those needs. Advantage will be taken of the existing undergraduate courses. Students may also select any lectures from B.Sc. course modules run by Imperial College. A copy of the proposed programme of study will be forwarded to the management committee by the end of the first month of the MRes course.

The Director will be the student's first point of contact should a problem arise. Additionally, the Postgraduate Tutor (Professor Neil Fairweather) is available for further discussion if necessary.

**Feedback**

**Student Representative**

During the Induction week, the students will elect a representative who will sit on the MRes Management Committee. A student rep will be able to provide a fast and rational communication channel between the students, on the one hand, and Course organisers, examiners and supervisors, on the other. He/she will also ensure that the students’ interests are taken into account when important decisions are made regarding the course. Given that individual projects are carried out in different labs, and there are few seminars or other common events, there are not many opportunities for the students to meet; as a result, many MRes students in the past felt rather disconnected and lonely. A representative may be able to organise regular meetings, social events and social media forums, thus bringing back the sense of community.
**Course Evaluation by Students**

Evaluation of the course will be carried out during regular meetings between the Course Director and students. The information from these meetings helps us to improve the course, and you are encouraged to take full advantage of this opportunity to praise (or criticise!) the course organisers and any particular academic who you dealt with during the course.
Campus map
Building key

1. Belt Quadrangle
   Belt Hall, Chaplaincy, Imperial College Union
2. Imperial College Union
3. Ethos Sports Centre
   Sport Imperial
4. Prince's Gardens, North Side
   No.9, 10 Early Years Education Centre
   No.10, 11, 15 Garden Hall
   No.15: Institute for Global Health Innovation
5. Weeks Hall
6. Blackett Laboratory
   Physics, Cell and Molecular Biology
7. Roderic Hill Building
   Aeronautics, Biology, Composites Centre, Chemical Engineering and Chemical Technology, Centre for Process Systems Engineering
8. Bone Building
   Aeronautics, Chemical Engineering and Chemical Technology
9. Royal School of Mines
   Earth Science and Engineering, Materials
10. Aston Webb
    Earth Science and Engineering, Materials, Institute for Security Science and Technology, Institute of Shock Physics
11. Bessemer Building
    Bioengineering, Imperial Incubator, Institute of Biomedical Engineering, Institute for Systems and Synthetic Biology
12. Goldsmiths Building
    Bioengineering, Earth Science and Engineering, Materials
13. Huxley Building
    Computing, Mathematics, Physics
14. ACE Extension
    Aeronautics, Chemical Engineering and Chemical Technology
15. William Penney Laboratory
    London e-Science Centre
16. Electrical Engineering Building
    Electrical and Electronic Engineering, Energy Futures Lab
17. Business School
    Centre for Quantitative Finance, Innovation Studies Centre, Entrepreneurship Centre, Centre for Health Management
18. 53 Prince's Gate
    Business School
19. Eastside
    Gabor Hall, Unstead Hall, Wilkinson Hall, Eastside bar and restaurant, Essentials convenience store
20. Sherfield Building
    Level 1: Bank (NatWest), Catering, International Office, Union's Upper Rooms, Security Reception
    Level 2: Bank (Garant), Great Hall, Junior Common Room, Newsagent, Optician, QF snack bar, Senior Common Room, Union Shop
    Level 3: Academic Visitors' Accommodation, Conference Office, Finance, Graduate Schools, HR Pensions, Human Resources, Humanities, Outreach, Registry, Learning and Development Centre, Sport Imperial management, Student Accommodation Centre, Student Hub
21. Grantham Institute for Climate Change
22. Faculty Building
    Academic Health Science Centre (AHSC), Central Secretariat, Communications and Development, Corporate Partnerships, Faculties of Engineering, Medicine and Natural Sciences administration, Finance, Human Resources, Rector's Office, Research Services, Strategy and Planning
23. 58 Prince's Gate
    Ballroom, Billiard Room, Boardroom, College Room, Garden Room, Oak Room, Imperial Consultants, UK Energy Research Centre
24. 170 Queen's Gate
    Council Room, Dining Room and Solar
25. Imperial College and Science Museum Libraries
    Central Library, Humanities, Centre for the History of Science, Technology and Medicine, Library Archives and Special Collections, Science Museum Library
26. Queen's Tower
27. Smeaton Building
    Civil and Environmental Engineering, Centre for Environmental Control and Waste Management, Reach Out Lab, Centre for Transport Studies
28. Mechanical Engineering Building
    Business School, ICT, Mechanical Engineering, Centre for Environmental Technology, Vibration University Technology Centre
29. Southside
    Falmouth Keogh Hall, Salter Hall, Tizard Hall, Health Centre, Dentist
30. Sir Ernst Chain Building – Wolfson Laboratories
    Biology, Cell and Molecular Biology, Molecular Biosciences, Centre for Bioinformatics, Centre for Biomedical Electron Microscopy, Glycobiology Training, Research and Infrastructure Centre, Centre for Structural Biology
31. Flowers Building
    Cell and Molecular Biology, Chemistry, Centre for Molecular Microbiology and Infection
32. Chemistry Building
    Chemistry
33. Sir Alexander Fleming Building
    Medicine, Biology, Biomedical Sciences, Cell and Molecular Biology, Molecular Biosciences, Advanced Biotechnology Centre, Centre for Chemistry
34. Chemistry RCS1
    Biochemistry, Biology, Centre for Photomolecular Sciences, Chemistry
35. 52 Prince's Gate
    Imperial Innovations
Regulations for Students

1. All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, the Regulations of the University of London as appropriate and such other Regulations and Instructions for Students as the College may from time to time approve.

2. Any student whose sessional fees or whose residence charges* have not been paid in full will not be allowed to proceed to the next year of the course and will be required to withdraw from the College. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award will not be conferred and no certificate in respect of the award will be issued until the debt has been paid in full.

3. Any student wishing to occupy residential accommodation provided by, or on behalf of, Imperial College will be required to abide by the terms and conditions of the Licence. Acceptance of an offer of accommodation will signify acceptance of such terms and conditions.

4. Every registered student of the College is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, a student has formally opted out of student union membership by recording that decision with the Academic Registrar in the manner prescribed.

5. Student disciplinary offences of a non academic nature are dealt with under a code of procedure agreed by Imperial College Union and approved by the Governing Body. In the case of serious offences, this may involve the suspension and/or expulsion of the student from the College. Students must not engage in any conduct which causes harm or unreasonable disturbance to students, staff, neighbours or visitors to the College, or damage to any property of the College or its students, staff, neighbours or visitors, or engage in any activity or behaviour which is likely to bring the College into disrepute. Illegal acts on or near College may also constitute offences under these College Regulations for students.

6. Candidates for the PhD or MPhil degrees are required by the University regulations to give conditional authority for their thesis or dissertation to be made available for public reference. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of their supervisor and the appropriate College Graduate School Committee. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.

7. Undergraduates must inform their Senior Tutor and postgraduates their Postgraduate Tutor if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately.

8. A student who contracts an infectious or contagious disease may be required to present a medical certificate acceptable to the College Health Service, indicating freedom from infection, before resuming attendance at the College.

9. The College may require a student to be assessed by the College Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student’s state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to
him/herself or others. If the medical assessment confirms that it is not in the interests of the student or the College that the student should continue his/her programme of study the Head of Department shall consult the College Tutors and, taking into account their advice, may suspend the student until he/she is fit to continue his/her studies or require the student to withdraw from the College. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the College has assessed the student and confirmed in writing that the student is fit to resume study. A student who is required to withdraw has the right to appeal against the withdrawal decision but not against the results of the medical assessment on which the decision is based. The student may, however, request that a second medical assessment be obtained from a medical practitioner approved by the College Health Service. The responsibility for hearing and deciding upon appeals is vested in the Senate and is delegated by the Senate to Appeal Committees, whose decisions are final. A student who is suspended will be regarded as having taken an interruption of studies, and will be required to provide medical evidence as to fitness to return to study in accordance with the conditions attached to the granting of interruption of studies.

10. No work involving ionising radiation may be carried out in any part of the College except in accordance with the current edition of the Imperial College *Local Rules for Safe Working Practices with Ionising Radiation (Second Edition Spring 1991).*

11. Students who make use of University or College Computing facilities are required to familiarise themselves with and to abide by the current edition of the Imperial College Information Systems Security Policy and Codes of Practice and Guidelines.

12. Computer misuse will be regarded as a serious offence and will be dealt with under the College Disciplinary Procedure or, where appropriate, under the provisions of the Computer Misuse Act 1990.

13. Students who are authorised, as part of their studies, to make use of ‘data’ and ‘personal data’ as defined under the Data Protection Act 1998 are required to familiarise themselves with, and to observe the provisions of, the Act. Further details are available from the College Data Protection Officer.

14. All students must familiarise themselves and comply with the College Policy on Student Derived Intellectual Policy Rights.

15. Students must notify the PG Administrator who will inform the Academic Registrar of any change in their home or lodgings address.
Other useful information

Absence

Should students find they are absent for three days or longer through illness or any other reasons, they are required to tell the Course director and their Supervisor immediately.

Addresses

Students must notify both the PG Administrator and the Course Director of any change in their home or term-time addresses. Students are also reminded of the importance of notifying the Registry of any change to either their next-of-kin or their next-of-kin's address.

Statements of attendance

Statements or letters confirming your student status at the College, as described in the Freshers’ Handbook, are available, on request, from the Registry Student hub Level 3, Sherfield Building. Due to the heavy demand for such statements during the first week of term, the waiting period may need to be extended.

Verification of name and qualifications

This documentation will be checked at registration. Students who change their name during their course of study, through marriage or another reason, should inform the Registry. If the College records are to be amended, documentary evidence of the change must be produced.

Students are reminded that any qualifications for which they may be eligible will be awarded in the name appearing in the College records.

Overseas students enrolled on a course are eligible for free National Health Service care. However, there are some charges towards the cost of medicines, eye sight tests, glasses and dental care. It is very important that you register with a doctor as soon as you have moved into your accommodation; don’t wait until you become ill. A list of local doctors and dental practitioners is available form the School Registry. Further lists may also be obtained from local main Post Offices and Libraries.

The Council Tax replaced the Community Charge (Poll Tax) on 1 April 1993. Full-time students enrolled on a course of nine months or more may be eligible for a discount on the Council Tax Bill. For further details regarding payment of Council Tax, you should contact the local authority in the area in which you will be living.

Student services and entitlements

There are various sources where you can obtain help if you need it during your studies at College. It is important to remember that there is always someone who can help. You should read the respective pages of the Freshers’ Handbook carefully, as all of the sources listed are available to students studying on the South Kensington campus.

Other information is available from the Careers Advisory Service website at: http://www3.imperial.ac.uk/careers/pg
Advice from Departments

You should consult your supervisor, Course Director or the Postgraduate Tutor: Professor Neil Fairweather: n.fairweather@imperial.ac.uk

Advice from the Registry

The Registry on the South Kensington campus deals with the administration of student records, registration, tuition fees, examination entries, notification of changes of address, certificates of attendance (including visa letters) and Council Tax certificates. The office is located on the Level 3 of the Sherfield Building, and is open normally from 9.30 a.m. to 5p.m. from Monday to Friday. The Registry service is provided by members of the College's Central Administration.

The Student's Union and new students:

The Student Union website: https://www.imperialcollegeunion.org/

Further details about the activities available during your first week at Imperial: http://www.imperial.ac.uk/students/new-students/

Careers advice

All full-time IC students may use the careers advisory service at the South Kensington Campus, telephone 020 7594 8024. Information is also available in the following website at: http://www3.imperial.ac.uk/careers/pg

Health

If you have health problems, you should either make an appointment with your local GP or register at the Student Health Centre: http://www.imperial.ac.uk/students/welfareandadvice/thehealthcentre

Or you can contact the Occupational Health Service on South Kensington campus: http://www.imperial.ac.uk/occhealth

Counselling service

Counselling services are also freely available for students: http://www.imperial.ac.uk/counselling

They act as a totally confidential service for students to discuss any sort of problem with a sympathetic, trained, counsellor. They can be reached at: Level 4, Sherfield Building, South Kensington. Telephone 020 7594 9637

English for overseas students

The College offers English classes to international students and details of these can be found here: http://www3.imperial.ac.uk/academic-english
International student centre of London

International Students House (ISH), in Central London, is a social and welfare centre for international students, providing accommodation, services and facilities and a full programme of social, cultural and sports activities. Its main aims are to promote social and cultural awareness and to facilitate the interaction of students with a view to enhancing international friendships.

ISH offers an advice service which aims to provide support to international students facing personal or practical difficulties whilst studying in London it is open to all students at London’s academic institutions, and appointments can be made between 10.00 am and 5.00 pm, from Monday to Friday.

The ISH can be contacted at 229 Great Portland Street, London, W1N SHD or by telephone on 020 7631 8300: https://ish.org.uk/

Standalone MRes versus joint MRes/PhD scheme

Note that there are two types of students enrolled on the MRes course each year: standalone MRes students and DTP/CDT students (those who have been admitted to the 1+3 year joint MRes/PhD scheme). All students will complete the same one-year MRes course and obtain the same MRes degree, but the 1+3 students will then continue with their PhD programme.
Useful telephone numbers

IC switchboard 020 7594 9000
Director of Postgraduate Studies (Dr K. Gounaris) 020 7594 5209
Director of Molecular and Cellular Biosciences MRes (Dr Tony Southall) 020 7594 5338
PG Tutor (Professor Neil Fairweather) 020 7594 5247
Library 020 7594 0755
Occupational Health 020 7594 9401
Counsellor 020 7594 9637

For internal numbers starting with 7594, dial 4 and then the last four digits. To get an outside line, dial 9 (local calls only). National and international numbers may be called via the operator but students should seek permission from their supervisor before using this service. Students are reminded that telephones are for work-related use only.

Useful email addresses

Director of Postgraduate Studies (Dr K. Gounaris):
k.gounaris@imperial.ac.uk

Director of Molecular and Cellular Biosciences MRes (Dr Tony Southall):
t.southall@imperial.ac.uk

PG administrator (Mrs Lucy Barron):
l.barron@imperial.ac.uk

PG Tutor (Professor Neil Fairweather):
n.fairweather@imperial.ac.uk
Links to useful sites

Graduate Schools:
http://www3.imperial.ac.uk/graduateschools

Professional skills courses:
http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsmasters

Student Information:
http://www3.imperial.ac.uk/students/newstudents

MRes Code of Practice:

The College’s Regulations for Students:

Mitigation / extenuating circumstances policy and procedures:
http://www.imperial.ac.uk/physics/students/current-students/student-welfare/mitigating-circumstances/

Complaints and Appeals procedures:
https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/

Academic integrity:

Cheating offences policy and procedures:

Information for students with disabilities, including the Disability Advisory Service:
http://www3.imperial.ac.uk/disabilityadvisoryservice

Other welfare and pastoral care /support resources both Departmental and College-wide:
http://www3.imperial.ac.uk/students/welfareandadvice
http://www3.imperial.ac.uk/students/international

Information about the Library:
http://www3.imperial.ac.uk/library

Graduate Student Union (GSU):
https://union.ic.ac.uk/presidents/gsu/

Other support services (e.g. Registry, Careers Advisory Service):
http://www3.imperial.ac.uk/registry http://www3.imperial.ac.uk/careers
**Plagiarism**

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College must be expressed in your own words and incorporate your own ideas and judgements.

The College requires all Masters students to take a **compulsory online plagiarism course.** Details will be circulated to students in the Autumn term. Further information can be found here: [http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/online/](http://www.imperial.ac.uk/study/pg/graduate-school/professional-skills/masters/online/)

Plagiarism, that is, the presentation of another person’s **thoughts or words** (not just the results, as some may think) as though they were your own, 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 your sources.

Direct quotations 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. 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, judgements, figures, diagrams or software, you must refer to that person in your text and include the cited work in your bibliography. Departments are able to give advice 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.** Where group work is submitted, this should be presented in a way approved by your department. You should, therefore, consult your tutor or course director 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, also constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism.

Your project reports will be tested for plagiarism, using a sophisticated software, which picks up phrases and paragraphs that have been lifted from a publication, and it is very difficult avoid being detected if you copy someone’s text and then try to change the wording.

**Failure** to observe any of these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College’s Procedure for Dealing with Examination Offences and may result in a penalty being taken against any student found guilty of plagiarism. **Such a penalty may include the offender being expelled from the course and the College.**
Disabilities

Information for Students with disabilities, specific learning difficulties or long-term health issues

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

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

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

Where to find help:

1. Your Disability Liaison Officer (Professor Neil Fairweather: 020 7594 5247)
   Professor Neil Fairweather is your first point of contact within your department and is there to help you with arranging any support within the department that you need. Neil is also the person who will apply for Special Examination arrangements on your behalf. You need to contact him without delay if you think that you may need extra time or other adjustments for your examinations. [http://www.imperial.ac.uk/registry/exams/specialexamarrangements](http://www.imperial.ac.uk/registry/exams/specialexamarrangements)

2. Disability Advisory Service: [http://www.imperial.ac.uk/disabilityadvisoryservice](http://www.imperial.ac.uk/disabilityadvisoryservice)
   The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. We can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

   Some of the sorts of things we can help with are:

   - Being an advocate on your behalf with others in the College such as your departmental liaison officer senior tutor or exams officer, the accommodation office or the estates department
   - Checking that your evidence of disability is appropriate and up-to-date
   - Arranging a diagnostic assessment for specific learning difficulties
   - Help with applying to the College for the cost of an assessment
   - Help with your application for the Disabled Students Allowance (DSA) see below
   - Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources
   - Help with arranging extra Library support
   - Supporting applications for continuing accommodation for your second or later years
3. Disabled Students Allowance:
http://www.imperial.ac.uk/disabilityadvisoryservice/supportatimperial
Students who are home for fees and who have a disability can apply for a grant called the Disabled Students Allowance which can pay any extra costs that are a direct result of disability. This fund is not means-tested and is also a grant not a loan so any home student with a disability can apply and will not be expected to pay it back. Remember students with unseen disabilities such as mental health difficulties, dyslexic type difficulties or long term health problems are also eligible for this fund.
European Credit Transfer and Accumulation System (ECTS)

**General**

The Bologna Process is a European initiative to bring about transparency and compatibility of higher education across Europe. It defines three cycles of higher education: Bachelor's, Master's, and Doctoral. An important aspect of enabling student mobility, and particularly moving on to a further degree in another country, is a system of credits, used for recognition and accumulation – the European Credit Transfer and Accumulation System (ECTS).

ECTS makes teaching and learning more transparent and facilitates the recognition of studies (formal, non-formal and informal). The system is used across Europe for credit transfer (student mobility) and credit accumulation (learning paths towards a degree). It also informs curriculum design and quality assurance.

Credit transfer and accumulation are helped by the use of the ECTS key documents (course catalogue, learning agreement, and transcript of records) as well as the Diploma Supplement.

ECTS can feed into recognition decisions. These decisions, however, remain the responsibility of the competent authorities: professors involved in student exchange, university admission officers, recognition advisory centres (ENIC-NARIC), ministry officials or employers.

The basic principles of ECTS are summarised in the ECTS Key Features: (http://eacea.ec.europa.eu/llp/support_measures_and_network/ects_dsl_en.php). More detailed guidance, answers to frequently asked questions and examples of good practice can be found on their website.

**What it means to you**

Institutions which apply ECTS publish their course catalogues on the web, including detailed descriptions of study programmes, units of learning, university regulations and student services. Course descriptions contain learning outcomes (what students are expected to know, understand and be able to do) and workload (the time students typically need to achieve the learning outcomes), expressed in terms of credits. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, and one credit unit corresponds to 25-30 hours of work.

The typical credit ranges are 180-240 units for the first (Bachelor's) and 90-120 units for the second (Master's) cycle. For the latter, a minimum of 60 units must be at second cycle level. There is no credit range for the third cycle (PhD).

All taught Master's courses at Imperial are assigned an ECTS value. Successful completion of a full 1-year taught Master's course accumulates 90 ECTS credits. A joint or double Master's degree between Imperial and another institution extending over a period longer than 12 months will have an ECTS rating appropriate to the individual programme.

The requirement to accrue 90 ECTS credits, with 27 hours of work per credit, in one academic year, means that the workload on this MRes course is 2400 hours per year. Therefore, the course has to be very intense, and only 2-3 weeks of “holidays” can be fitted into the year’s timetable.