## Contents

Welcome to the College.............................................................................................................. 1
Our Principles ................................................................................................................................ 2
Welcome from the Graduate School.............................................................................................. 3
The Graduate School .................................................................................................................... 4
Welcome from the Graduate Students’ Union (GSU) .................................................................. 5

1. Introduction to the Department .............................................................................................. 6
   Welcome from Head of Department ......................................................................................... 6
   Welcome from Director of Postgraduate Studies ................................................................. 6
   Welcome from Programme Director ...................................................................................... 7
   Academic and Administrative staff ....................................................................................... 8
   English language requirement .............................................................................................. 9
   Attendance and absence ......................................................................................................... 9
   Key dates 2020–21 ................................................................................................................. 9

2. Programme Information ......................................................................................................... 10
   Pure MSc Course List .......................................................................................................... 11
   Work on the project ............................................................................................................. 12
   Written report .................................................................................................................... 13
   Submission of the written report ......................................................................................... 14
   Marking of the written report .............................................................................................. 14
   Oral presentation ................................................................................................................. 15
   Imperial Mobile app ............................................................................................................ 15
   Welcome to Imperial app ..................................................................................................... 15
   Imperial Success Guide ....................................................................................................... 15

3. Assessment ............................................................................................................................ 16
   Mastery Question ................................................................................................................ 16
   How Module Marks are Determined .................................................................................... 16
   Assignments and Projects ................................................................................................... 17
   Submitting Assessed Work ................................................................................................. 17
   Collection of marked assessed coursework ....................................................................... 18
   Title of degree ..................................................................................................................... 18
   Re-sit Rights and Procedure ............................................................................................... 19
   Instruction to Candidates for Examinations ........................................................................ 19
   Plagiarism ........................................................................................................................... 20
   Collusion ............................................................................................................................... 20
   Exam offences ..................................................................................................................... 20
4. Board of Examiners ................................................................. 21
5. Location and Facilities .......................................................... 22
6. Working While Studying ......................................................... 24
7. Health and Safety ................................................................. 25
8. College Policies and Procedures ............................................. 28
   Regulations for Students ....................................................... 28
   Academic Feedback Policy .................................................... 28
   Provisional Marks Guidance .................................................. 28
   Late Submission Policy .......................................................... 28
   Mitigating Circumstances ...................................................... 29
   Academic Misconduct Policy and Procedures .......................... 29
   Unsatisfactory Progress ........................................................ 30
   Academic Appeals Procedure ............................................... 30
   Arithmetic Marks Check ....................................................... 30
   Student Complaints ............................................................. 30
   Student Disciplinary Procedure ............................................. 30
   Intellectual Property Rights Policy ......................................... 31
   Use of IT Facilities .............................................................. 31
   General Data Protection Regulation (GDPR) ............................ 31
9. Wellbeing, Support and Advice ............................................. 32
   In your department ............................................................. 32
   Your Union ......................................................................... 32
   Student Hub ....................................................................... 33
   Student Support Zone .......................................................... 33
   Useful support contacts ........................................................ 33
10. Student Records and Data ...................................................... 35
11. Work-life Balance .................................................................. 36
   Graduate Students’ Union ...................................................... 36
   Move Imperial ..................................................................... 36
12. Student feedback and representation ..................................... 37
   Feedback from students ........................................................ 37
   Student representation .......................................................... 37
   Staff-Student Committee ...................................................... 37
13. Student Surveys ................................................................. 38
14. And finally ........................................................................... 39
   Alumni Services .................................................................... 39
   Opportunities for Further Study .......................................... 39
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 understand that this is a challenging time for our student community due to the impact of coronavirus and we are committed to providing you with the very best academic resources to enrich your experience. Information on teaching and learning, services and facilities to support the wider student experience during the Covid-19 pandemic can be found on the College’s webpages, alongside local information provided by your Department. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that’s further training in an academic skill like note taking or simply having someone to talk to.

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 360 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. Access to the gym and other sporting facilities will be dependent on government guidance. We are working to ensure that you have access to a variety of resources online to support your health and wellbeing if there are restrictions.

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

[www.imperial.ac.uk/students/our-principles](http://www.imperial.ac.uk/students/our-principles)
Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students' Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard.

Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access wherever you are in the world.

Our team of tutors have a variety of research and other career experiences. We understand the importance of developing professional skills and our programmes will help you to progress in your academic studies and research and will prepare you for your future career. Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact. You will also get to meet students from other Departments when attending our courses.

The Graduate School runs exciting competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. Our primary way to communicate to you will be through our monthly newsletter. However, do check our website, blog and social media platforms to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating and diverse environment in which to work, to study and to research. Do make the most of all that the College and your programme has to offer.
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/students/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 welcome you to the Imperial College and the Graduate Students’ Union (GSU). I hope you have a fantastic time here.

The Graduate Students’ Union is a university-wide representative body elected by postgraduate students. Our job is to stand up for your interest as a postgraduate and ensure that you have the most enjoyable and beneficial time possible at Imperial. As the GSU President, I want to emphasise that it is postgraduate students that Imperial is relying on to maintain its position as a Top 10 university in the world, therefore, your voices really do matter!

This year, our GSU Committee will keep improving postgraduate well-being by increasing the quality of supervision and by creating strategies to tackle mental health issues. Meanwhile, we will also try to strengthen the relationship with enterprises, so that we can co-organize more campus activities, negotiate job and internship opportunities for our postgraduate students and raise more money for our social and recreational events.

We also realised your learning, researching and job/internship application in this year might be terribly influenced by the COVID-19 pandemic. This might also be worrying you. To minimise the effects and guarantee that your voices are heard, my team and I will meet you through online or offline channels, collect your opinions and ideas, and advocate them to the university.

This GSU Committee is ready to serve for you. We are happy to answer your questions and fully expect to receive your feedback. I wish you all the best at Imperial. Please stay happy and healthy!

Zixiao Wang
President of Graduate Students’ Union
Imperial College London
Email: gsu.president@imperial.ac.uk
1. Introduction to the Department

Welcome from Head of Department

Dear MSc Students,

It is a pleasure to welcome you to the Mathematics Department at Imperial College.

2020 has been a year full of unexpected changes and challenges for everyone — and as you know we have had to adapt the way that we deliver your programme. We have been putting much effort into being sure that you still get the same high-quality education that we have always demanded for our programmes.

Imperial College London is a fantastic place to study Pure Mathematics, and as such it is highly competitive to earn a place here. You have done well to gain entry! And, I am delighted that you decided to join us. I hope that you continue to excel, to enjoy Mathematics, and that you take advantage of all the (remote) lectures, research supervision, facilities and teaching support available.

Again, welcome!

Best wishes for your year with us,

David van Dyk
Professor of Statistics
Head of Department of Mathematics

Welcome from Director of Postgraduate Studies

Dear MSc Students,

I’d like to offer you a very warm welcome to the Mathematics Department. The Department's academic staff and administrative support team hope to make your time at Imperial as rewarding and positive as possible. This handbook contains a wealth of useful information about your MSc programme — please read on and keep a copy at hand throughout your studies.

Each of our four taught MSc courses (Applied Mathematics, Mathematical Finance, Pure Mathematics, and Statistics) are truly world-class programmes. I hope that you will find both your modules and your research project to be enriching and productive experiences.

I also encourage you to engage fully with your MSc course. Many students find discussing mathematics with other students to be an essential element of learning. Your course lecturers will be very happy to discuss course material during office hours. Outside of your MSc, you will find some of the Departmental seminars and colloquia, at which you are welcome, to be enriching.

I wish you a productive and enriching year.

Dr Ryan Barnett
Welcome from Programme Director

Dear students,

Welcome to MSc in Pure Mathematics. In these incredible times, we are doing our best to ensure that your year in Imperial will be both productive and enjoyable. We switch to online lecturing which gives us new tools to make our courses engaging, transparent, and rich in content, but pleasant to follow, too! Please email me whenever you have any questions – I will be happy to talk to you. Imperial is a great place for mathematics, and I hope that you will deepen your knowledge and appreciation of this wonderful subject.

Alexei Skorobogatov
Academic and Administrative staff

- **Dr Ryan Barnett**
  - Director of Postgraduate Studies
  - 6M49 Huxley
  - 0207 594 8536
  - r.barnett@imperial.ac.uk

- **Prof Alexei Skorobogatov**
  - MSc Pure Mathematics Programme Director
  - 664 Huxley
  - 0207 594 8493
  - a.skorobogatov@imperial.ac.uk

- **Dr Gunnar Pruessner**
  - PG Welfare Officer
  - 6M32 Huxley Building
  - 020 7594 8534
  - g.pruessner@imperial.ac.uk

- **Arianna Saccani**
  - MSc Administrator
  - 652 Huxley Building
  - 0208 594 2843
  - a.saccani@imperial.ac.uk

- **Ella Robson**
  - Student Experience Coordinator
  - 654 Huxley Building
  - e.robson@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 [https://www.imperial.ac.uk/students/new-students/international-students/english-language-support/](https://www.imperial.ac.uk/students/new-students/international-students/english-language-support/)

**Attendance and absence**

You must inform your Senior Postgraduate Tutor 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 are ill and miss an assessment deadline (this could be an examination, presentation or a coursework submission) you will need to make a claim for mitigating circumstances within 10 working days of the deadline. Please see the section on mitigation below.

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/Student Route visas to the Home Office.

Students are also expected to attend scheduled meetings with their Personal Tutor during Autumn and Spring terms (“Meet Your Personal Tutor” weeks). Students are expected to meet regularly (e.g. weekly) with their project supervisor during their research project. Missed appointments will be reported to the Programme Director.

**Key dates 2020–21**

**Term dates**

- Autumn term: 3 October 2020 - 18 December 2020
- Spring term: 9 January 2021 - 26 March 2021
- Summer term: 24 April 2021 - 25 June 2021

**Closure dates**

- Christmas/New year: 24 December 2021 - 1 January 2021 (College reopens on 4 January 2021)
- Easter Holiday: 1 April 2021 - 6 April 2021 (College reopens on 7 April 2021)
- Early May Bank Holiday: 3 May 2021
- Spring Bank Holiday: 31 May 2021
- Summer Bank Holiday: 30 August 2021
Key events

Welcome week 3 – 9 October 2020
Election of MSc Pure student rep 5 – 9 October 2020
Meet Your Personal tutor 5 – 9 October 2020
Meet Your Personal tutor 23 – 27 November 2020
Meet Your Personal tutor 18 – 22 January 2021
Examinations May 2021
Release of informal results July 2021
Project Oral Presentations 8 – 9 September 2021
Submission of MSc thesis 10 September 2021, 4pm
Exam board mid October 2021
Results released by Registry November 2021
Graduation ceremony May 2022
Great Exhibition Road Festival: 3 - 4 July 2021

2. Programme Information

On enrolment each student is assigned a Course Adviser who will advise on the choice of courses (to be approved by the Programme Director), the subject of project and the Project Supervisor. You need to make arrangements to meet with your Course Adviser at least twice per term.

MSc students can take the following types of courses:

- The Pure Mathematics modules (which can also be taken by final year undergraduate MSci students) listed below and on the website (with module description) https://www.imperial.ac.uk/mathematics/postgraduate/msc/msc-in-pure-mathematics/pure-mathematics-course-list/. The department reserves the right not to run modules if the numbers of students registered do not make them viable.
- Coding Theory module taught in the MSc in Communications and Signal Processing run by the Electrical Engineering department.
- Modules from MSc in Quantum Fields and Fundamental Forces run by the Physics department http://www.imperial.ac.uk/theoretical-physics/postgraduate-study/msc-in-quantum-fields-and-fundamental-forces
- Modules from other MSc programmes at Imperial College London, subject to approval of the host Department and the Programme Director.
- Other modules approved by the student’s Course Adviser and the Programme Director.
- We have created a form for students to complete if they wish to take a module that is outside of the programme, available here.

If they so wish, students can attend courses at the Taught Course Centre (TCC) https://www.maths.ox.ac.uk/groups/tcc but these courses cannot be taken for credit.
The timetable of modules can be found at https://www.imperial.ac.uk/mathematics/postgraduate/msc/msc-in-pure-mathematics/current-students/

Students must take 7 modules (usually four in the first year and three in the second year for part-time students) including at least 3 core modules. The core modules are marked with a (*) below. The other 4 modules can be other core modules or other approved modules. The modules chosen should not overlap in a substantial way and together should form a coherent program. Students with a degree from Imperial College London will not be allowed to repeat a module they already attended as undergraduates. Please discuss your choice of modules with your Personal Tutor as soon as possible. At the very latest you must confirm your choice of modules by the time you complete the examination entry form (early January).

**Pure MSc Course List**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Term</th>
<th>Lecturer</th>
<th>Exam %</th>
<th>CW%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH97141</td>
<td>Group Theory</td>
<td>1</td>
<td>Professor A Ivanov</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97142</td>
<td>Galois Theory</td>
<td>2</td>
<td>Professor A Corti</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97143</td>
<td>Group Representation Theory</td>
<td>2</td>
<td>Dr T Schedler</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97170*</td>
<td>Algebra 4</td>
<td>2</td>
<td>Professor A. Skorobogatov</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97174</td>
<td>Algebra 3</td>
<td>1</td>
<td>Dr D. Helm</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97164*</td>
<td>Commutative Algebra</td>
<td>1</td>
<td>Dr A. Pal</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97226</td>
<td>Graph Theory</td>
<td>2</td>
<td>Dr R. Barham</td>
<td>90</td>
<td>10</td>
</tr>
</tbody>
</table>

**Analysis**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Term</th>
<th>Lecturer</th>
<th>Exam %</th>
<th>CW%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH97148</td>
<td>Fourier Analysis and Theory of Distributions</td>
<td>2</td>
<td>Dr I. Krasovsky</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97149</td>
<td>Measure and Integration</td>
<td>1</td>
<td>Dr H. Altman</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97167</td>
<td>Probability Theory</td>
<td>2</td>
<td>Professor B Zegarinski</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97173</td>
<td>Functional Analysis</td>
<td>1</td>
<td>Professor B Zegarinski</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97172*</td>
<td>Stochastic Calculus with Applications to non-Linear Filtering</td>
<td>2</td>
<td>Professor D Crisan</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97220</td>
<td>Markov Processes</td>
<td>2</td>
<td>Professor X-M. Li</td>
<td>90</td>
<td>10</td>
</tr>
</tbody>
</table>

**Dynamics**

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Term</th>
<th>Lecturer</th>
<th>Exam %</th>
<th>CW%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH97219*</td>
<td>Random Dynamical Systems and Ergodic Theory: Seminar Course</td>
<td>2</td>
<td>Professor J Lamb</td>
<td>40 (Oral)</td>
<td>60</td>
</tr>
<tr>
<td>MATH97245</td>
<td>Dynamics of Games</td>
<td>1</td>
<td>Professor S. van Strien</td>
<td>40 (Oral)</td>
<td>60</td>
</tr>
<tr>
<td>MATH97284</td>
<td>Dynamical Systems</td>
<td>1</td>
<td>Professor J. Lamb</td>
<td>90</td>
<td>10</td>
</tr>
<tr>
<td>MATH97242</td>
<td>Bifurcation Theory</td>
<td>2</td>
<td>Professor D Turaev</td>
<td>100</td>
<td>0</td>
</tr>
</tbody>
</table>

**Geometry**
MATH97150  Geometry 1: Algebraic Curves  1  Professor J. Nicaise  90  10
MATH97151  Geometry 2: Algebraic Topology  2  Dr. S. Sivek  90  10
MATH97160  Geometry of Curves and Surfaces  2  Dr. D. Cheraghi  90  10
MATH97153*  Algebraic Geometry  2  Dr. T. Schedler  90  10
MATH97161*  Riemannian Geometry  2  Dr. M. Taylor  90  10
MATH97162*  Manifolds  1  Professor P. Cascini  90  10
MATH97163*  Differential Topology  2  Dr. J. Jackson  90  10
MATH97165*  Complex Manifolds  2  Professor M. Guaraco  90  10
Number theory
MATH97144  Number Theory  1  Dr. D. Helm  90  10
MATH97145  Algebraic Number Theory  2  Dr. M. Tamiozzo  90  10
MATH97152*  Number Theory: Elliptic Curves  2  Dr. A. Pozzi  90  10

Work on the project

In addition to taught modules students are required to work on a project, submit a written report and have an oral examination. The project is the study of a mathematical topic in one of the core areas of analysis, algebra, combinatorics, geometry or number theory at the postgraduate level. The written report is the student's own work in the sense that the student gives an original account of the material, but it does not always contain new mathematical results. The work on the project is done under the direction of a Supervisor, who need not be the Personal Tutor. A student interested in doing a project in a particular area should ask a faculty member with an expertise in this area to act as a Supervisor. Students unable to find a Supervisor should seek the help of their Personal Tutor. All students are expected to have a Supervisor at the start of the second term. Students without a Supervisor by week 2 of the second term must report the matter to the Programme Director.

You should arrange a meeting with your supervisor in early January to discuss your project in detail. After this meeting you should aim to prepare a provisional project plan, including target dates for the various steps of your work. Usually you will do preliminary work during the Easter vacation, discuss with the Supervisor during the Summer term, and do most of the writing-up after the end of the written examinations. You are advised to spend at least one month writing up and revising the report. Work on the project and writing of the project report should account for about a third of the student's total study time.

Supervisions will take place by arrangement with the supervisor. Supervision meetings are generally more regular at the start of the project. You are expected to meet your Supervisor once every two weeks for about one half hour. By July you should be able to work largely independently on your project. You are warned that in the Summer supervisors will often be away attending conferences and taking their annual leave.

If you are unable to attend an agreed meeting with your Supervisor, please email him or her at least 24 hours in advance (unless you are very unwell or there is some emergency). If your supervisor needs to cancel a supervision, then she or he should give you at least 24 hours' notice by email. So please check your email before leaving home in the morning before traveling to Imperial for a meeting with your supervisor.
The same project can often be tackled in different ways starting from different backgrounds. The Supervisor will give you a reading list based on what you know. The purpose of the project is to give you a chance to explore in depth a particular area of pure mathematics and help you to acquire the skills for an independent research work. Supervisions are not the same as private tutorials. It is not the job of the Supervisor to teach you the material, but rather to give general guidance and to point you in the right direction by providing a reading list and recommending resources. The Supervisor cannot be expected to provide a list of all the individual results that should go in the report, although a few major items will probably be mentioned. Generally speaking, it will be you who “drives” the supervisions, not your supervisor. Please come prepared to each meeting with some idea of what you want to discuss in that supervision. When you encounter particular difficulties, your supervisor will give you more specific help as necessary.

**Written report**

The written report contains a detailed exposition of the work that you have done. The style of the report is largely the same as in mathematical textbooks and research papers. You are expected to give precise definitions, theorems, lemmas, proofs, examples, and any new results or computations, where relevant. You are encouraged to be original in your presentation, the choice of examples and a review of published literature, should explain the context of your work in the introduction, and perhaps discuss possible further work and open question in the conclusion. The introduction should contain a description of the structure of the written project and its main results. You should aim to present your dissertation so that it can be understood by a mathematician who is not necessarily an expert in the particular area of your project. So please recall the necessary background, results and methods that you use, for the convenience of the reader. Keep these explanations reasonably concise, and in any case do not reproduce in detail the contents of undergraduate mathematical courses that you rely upon. (Any such basic material should be explained in a few paragraphs or pages, ideally with a reference to a standard textbook.)

The body of the written report should normally be between 7,000 and 15,000 words, or approximately between 25 and 40 pages of typewritten text and formulas on A4 paper at 1.5 or double line spacing using font size of 12 point. These are not strict rules for the volume of your written project but only rough guidelines: the appropriate length depends on the project itself and its subject matter. (The depth of a mathematical result is not always reflected in the number of pages it takes to write it down!) The printed copy should be in a simple binding; a ring or spring-back binder is sufficient. The following points are here for your guidance:

- Your dissertation should contain a title page, giving the following information only: the title of project, the student’s name, the student’s college number, the year (2018/19), the supervisor’s name.
- A separate page should contain an abstract of between 50 and 300 words, summarising the key points of your dissertation.
- Another separate page should contain a signed declaration that the work is entirely your own and that all sources have been fully acknowledged. You should be aware that plagiarism is a serious offence.
- As an option you can include a page with acknowledgements and/or a dedication.
- You can include a table of contents.
- The title, abstract and declaration pages, along with any tables and charts, the table of contents page, appendices and bibliography are excluded from the page count as indicated above.
- All pages of your dissertation should be numbered.
• The total number of pages should not exceed 50. Substantial deviation from this rule can be penalised.
• Include a detailed bibliography (list of references), giving full details of all books, papers and online resources cited anywhere in your dissertation. You are encouraged to use the style of mathematical journals, e.g. the Journal of the London Mathematical Society. Each reference should be complete, allowing the resource to be easily and unambiguously identified. A reference should be cited in the text of your project each time you use it.
• Appendices, if any, should contain material that supports the main body of the text, but which does not have to be read in detail in order not to interrupt the flow of the argument.
• Do not use fancy font styles. Use wide margins (minimum 2cm for top, right and bottom, 4cm for left-hand side to allow room for the binding).
• Substantial credit will be given for a professional presentation. You are strongly advised to use LaTeX and not Microsoft Word, especially if your dissertation contains many mathematical equations.
• Submit by email to your supervisor before the deadline all of your source code for any programs that you have written. This is required for anti-plagiarism detection and to allow cross-checking of your results. This source code need not be included verbatim in your dissertation if such programmes are essentially a ‘means to an end’. Your dissertation should still, of course, describe what your programmes do, and all the algorithms involved. On the other hand, if you have developed a novel or fast algorithm that, in itself, constitutes a major achievement (and for which you want specific credit), then the relevant code should be included verbatim in the dissertation, possibly as an appendix. Any such code will be expected to meet high programming standards, including proper commenting.

In your dissertation you should make it completely clear which results are your own and which are obtained by others. Any results mentioned in your dissertation that are not your own should be properly referenced. You should also acknowledge any books, journal papers, lecture notes, research notes, other people’s MSc/PhD theses, websites, third-party computer programs, etc. that you use during the course of your work, even if you do not directly incorporate material from these sources into your dissertation.

Please submit a printed draft of your dissertation to your Supervisor at least two weeks before the final deadline. The Supervisor will comment on the format, the style and may point out any major mathematical errors. The correctness of your project is your responsibility.

Submission of the written report

One electronic copy of the report must be submitted on Blackboard by 4pm Friday 10 September 2021. Late submission will normally delay the marking of the report to the following year.

Marking of the written report

Your written report will be marked by your supervisor and at least one other member of the Imperial College academic staff, who will agree an overall mark for your project. The report will also be scrutinised by the Examination Board (including the External Examiners) for consistency of marking.
Oral presentation

In addition to submitting a written report, students will be required to give an oral presentation. Oral presentations will take place remotely on the 8th and 9th September 2021 via MS Teams. This is an integral part of the project work and is worth 10% of the project mark. It is a 20-minute talk followed by a brief questions and answers session. The audience will consist of two faculty members (other than your Supervisor). You are advised to prepare your oral presentation with great care; this is an important part of your training. Note that your talk lasts only 20 minutes and that you should not expect the audience to be experts in the area of your project. The primary purpose of the oral is not to test your technical mastery of the material, but rather to see how you convey its flavour to a general mathematical public.

Imperial Mobile app

Don’t forget to download the free Imperial Mobile app for access to College information and services anytime, anywhere, including your programme timetable, College emails and a library catalogue search tool.

www.imperial.ac.uk/imperialmobile

Welcome to Imperial app

The College has a Welcome to Imperial app which contains important information about campus operations, aspects of student life, a schedule of welcome activities and information about life in halls. All new students should download this guide to ensure they have the most up to date information and event schedule for the start of term.

You can download the App from the Apple or Google App Stores.

Imperial Success Guide

The Imperial Success Guide is an online resource with advice and tips on the transition to 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
3. Assessment

The full-time course is examined in two sections:

1. The lecture modules are examined by time limited remote assessments, in May or June (exceptionally in January). You will choose your exam options early in Spring term (further information will be provided during the term). Candidates absent without good cause from any examination for which they are entered will normally fail the MSc course. For some lecture courses, the written paper may be supplemented by a coursework.

2. The project is examined by a written report and an oral presentation.

Part-time students will normally sit the written examinations in two parts, one part after the first year and another part after the second year. The project report must be submitted during September (precise date TBA) of the second academic year for part-time students.

Past exam papers may be found on the Maths Central page on Blackboard. Students are encouraged to use these papers to become familiar with the format and style of the examinations in the MSc. These papers may also be used to supplement exam revision. Any queries about the examination for a particular module should be directed in the first instance to the lecturer of that module. General exam queries should be directed to the Course Administrator or Course Director.

Students may find out in July from the Course Administrator which modules they have passed/failed, but exact marks cannot be released until after the Exam Board meeting in October.

Mastery Question

Written examinations for MSc students consist of 5 questions, which are each scored out of 20 marks.

The 5th question is a "mastery" question that MSc and the M4 (4th year) undergraduate students are required to take on top of the other four questions. This question is designed to test the subject in greater depth. Students will be given an extra half an hour for this question (M3 students have 2hrs for the whole exam, MSc and M4 students have 2.5hrs for the exam) and it has the same mark weighting as questions 1-4. For modules where there is no corresponding M3 paper, there will still be a mastery 5th question and the exam will be 2.5 hours long.

How Module Marks are Determined

Most modules are examined by a written paper in May or June. If assessed coursework is part of the module, this is incorporated into the raw mark using the specified weighting (typically coursework carries a 10% weighting) to produce a raw mark for the module. The marks for each module are then re-scaled in a piecewise-linear fashion according to the following procedure.

Based on students’ performances in the module assessments and performances in the module relative to average performance in other modules, the module examiners make a decision about what they consider to be the pass / fail boundary (P), the Pass/Merit Boundary
the Merit/Distinction Boundary (E) and the maximum mark (M) which was realistically possible for the module. In the case of M1, M2 and M3 modules, the raw marks P, T, E and M are mapped to 50, 60, 70 and 100 respectively (with 0 being mapped to 0). These choices of grade boundaries (PTEM) are compared by a sub-Board of the Board of Examiners (the Liaison Panel) and further adjustments are made to ensure comparability of marks across modules. Once the values of the grade boundaries for a module have been finalised, an individual raw mark is then mapped to the 0–100 scale by linear interpolation and this becomes the student’s mark for that module.

**Note:** Until 2016-17, examination papers included a system of ‘bonus marks’ designed to give extra reward to high-scoring answers. You will see this when you look at past papers. Following a consultation exercise, this practice has been discontinued in all years from 2017-18.

**Assignments and Projects**

For many modules, particular pieces of work are set as assessed coursework or progress tests and they contribute up to 10% of the overall assessment of the module concerned. Some Module Lecturers may choose to use a combination of assessed coursework and progress tests whilst others may choose to only set assessed coursework or only set progress tests.

The exact nature and frequency of these forms of assessment is decided by individual module Lecturers and the timing is staggered as far as possible so that, for different modules, the submission dates for assessed coursework and the sitting dates for progress tests are not all clustered together. Assessed coursework is not normally set with a submission deadline after the end of the current term.

Marked assessed coursework are returned to students to provide useful feedback. This should normally take no longer than ten working days.

Some modules have assignments that contribute more substantially to overall module assessment (over 10%).

Some modules are wholly project based and have no end-of-year examination. For some of these modules, oral presentations about the project(s) may form part of the overall assessment for the module.

Assignment and project scripts normally need to be retained by the Department as External Examiners have the right to see them. **Students should keep a copy of all assignments and project work submitted.**

**Submitting Assessed Work**

Most assessed work is submitted via Blackboard. Each coursework must have a coversheet attached (available on Blackboard).

Some staff members may ask you to submit your work directly to them.
Collection of marked assessed coursework

If a particular piece of assessed work or progress test has been marked and is available, the marks will be made available on Blackboard.

The Department works towards a two-week turnaround deadline on tests and short CW assignments (worth 5% or less). Larger CW pieces may take longer to return. If there is a delay, please contact the UG office.

Title of degree

Successful candidates will be awarded the degree of MSc in Pure Mathematics. This degree is awarded only once each year, following the final Meeting of Examiners, usually held in October. (Preliminary marks on the written papers are available in the first week of July. These results are not official until after the final Meeting of Examiners.)

Sufficient conditions for a Pass mark are:

- Register for, and take the examination in, 7 module papers.
- A pass mark (i.e., at least 50%) in 6 module papers, with no mark below 40%. (A student who receives a mark below 40% in a module paper will have to re-sit that paper.)
- The average mark over all 7 papers should be at least 50%.
- A pass mark (i.e., at least 50%) in the project.

Sufficient conditions for a Merit mark are:

- A pass mark in each of 7 papers.
- The average mark of at least 60% over all 7 papers.
- A mark of at least 60% for the project.

Sufficient conditions for a Distinction mark are:

- A pass mark in all 7 papers.
- The average mark of at least 70% over all 7 papers.
- A mark of at least 70% for the project.

Borderline candidates

If a student does not meet the relevant sufficient condition they can still be considered for promotion to pass, merit or distinction at the discretion of the Board of Examiners. College regulations 2017/18 on the examination of Master degrees state:

Candidates should only be considered for promotion to pass, merit or distinction if their aggregate mark is within 2.5 per cent of the relevant borderline.

The aggregate mark is defined as 0.7(avg. mark on 7 papers) + 0.3(project mark). The promotion is always at the discretion of the Board of Examiners and never automatic.
**Re-sit Rights and Procedure**

A full-time candidate who at first entry fails in either the written examination or the report, may re-enter once, a year later, in the failed section (or in both failed sections). There are no further resit rights.

A part-time candidate taking the examination in two parts who fails an examination in part one may normally re-sit the examination one year later, at the same time as part two. There are no further resit rights for part one. A candidate failing an examination in part two may re-sit the examination or the written report (or both) a year later, with the part one marks being carried over. There are no further re-sit rights.

Any resit that requires further attendance of the College is subject to the approval of the College. A full-time candidate who fails the written examination and intends to re-sit, should proceed with the report and submit it by the standard project deadline. A part-time candidate must submit the project by the standard project deadline of the second year.

Resit marks are capped at the pass mark (i.e. 50%).

Students must inform MSc Administrator of the modules that they intend to resit before the end of January.

**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 Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

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

Instructions for exam candidates can be found here:


**Academic Integrity and Academic Misconduct**

As your programme of study continues, you will be taught the concept of academic integrity and how you can ensure that any work that you complete now, or in the future, conforms to these principles. This means that your work acknowledges the ideas and results of others, that it is conducted in an ethical way and that it is free from plagiarism.

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


Definitions of the main forms of academic misconduct can be found below:
**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 may be intentional, by deliberately trying to use another person’s work by disguising it or not citing the source, or unintentional where citation and/or referencing is incorrect.

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

![image](www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/)

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.

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

![image](www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/)

**Collusion**

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

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

**Exam offences**

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

**Dishonest practice**

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

Board of Examiners

This includes the Programme Director, all academic staff involved in lecturing an MSc course or supervising an MSc project.

External Examiners

- Professor Mark Kambites (University of Manchester)
- Professor Eugene Lytvynov (University of Swansea)

External examining acts as an essential part of the College’s quality assurance and enhancement process, serving to ensure that academic standards are maintained. The knowledgeable and independent views of external examiners are invaluable in certifying that the College’s awards are appropriate and comparable as well as highlighting good practice and potential areas of enhancement.

During your programme you may be invited to meet your external examiners to discuss how you have found the programme or for a type of assessment called a viva voce (verbal exam). It is not appropriate however, for you to seek to submit complaints or representations directly to external examiners or to seek to influence them other than by giving feedback in a meeting. Inappropriate communication towards an examiner would make you liable for disciplinary action.

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

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/external-examining/
5. Location and Facilities

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

Your main location of study will be:

South Kensington Campus
Huxley Building, 180 Queens Gate, SW7 2AZ London

Facilities

MSc Students Computer/Common Room – 215 Huxley (level 2)

Maths Learning Centre – 416 Huxley (level 4) (contains 64 computers, two study desks fitted out with audio-visual facilities for project presentations, two printers and a range of additional study areas)

MSc Silent Study Room – 413 Huxley (level 4). Given the current situation the room will not be used until safety guidance changes.

The MSc Administrator office is located at 652 Huxley.

Lockers - There is a (limited) number of lockers on Level 1 of the Huxley building. For availability contact Andy Pope a.pope@imperial.ac.uk

Please note that the building has maximum safe occupancy limits to assist with social distancing and some of these facilities may not be accessible during the autumn term.

Library Services

The Central Library at South Kensington is open around the clock for study space pretty much all year. Your departmental librarian will 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 300,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world. In order to keep you safe many of our services are operating remotely and we will be controlling the numbers who can visit our libraries. Services may be slightly reduced but you can keep up to date with the latest developments on our website and on Twitter @imperiallibrary.

Maps

Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

Accessibility

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

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

SafeZone

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

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

Changes due to Coronavirus (COVID-19)

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

https://www.imperial.ac.uk/about/covid-19/students/
6. Working While Studying

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

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

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

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

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

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

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

You can find the latest guidance on the measures we are taking for your safety, plus information about the healthcare support available to you at:  

www.imperial.ac.uk/about/covid-19/students/keeping-you-safe/

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

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

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

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

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

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

When it’s essential to wear a face covering:
- Walking around campus
- Cafes and welfare spaces
- Lecture theatres
- Teaching rooms
- Library (in queues)
- Halls of residence
- Travelling on public transport

When it’s not essential to wear a face covering:
- Library (when studying)
- Offices
- Laboratories
- Workshops
For laboratories and other high-risk areas please refer to the local risk assessments for exact requirements.

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

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

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


Your Departmental safety contact is:

- Andy Pope
- 131 Huxley, level 1
- 0207 594 8544
- a.pope@imperial.ac.uk

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

- Safety Induction for Maths Postgraduate Students during induction week

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.

**Your Departmental safety contact is:**

- Andy Pope
- 131 Huxley, level 1
- 0207 594 8544
- a.pope@imperial.ac.uk

**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
8. College Policies and Procedures

Regulations for Students
All registered students of the College are subject to the College Regulations. The relevant set of regulations will depend on your programme and year of entry, please see our Regulations webpage to determine which apply to you:

- www.imperial.ac.uk/about/governance/academic-governance/regulations
- www.imperial.ac.uk/students/terms-and-conditions

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

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

Modules within the MSc involve one or more course work assignments that are handed in during term time. Marked course work assignments are returned to the students two weeks after submission. Each module lecturer also will hold a weekly office hour. Students are encouraged to make use of these office hours.

Provisional examination marks (to be ratified by the Board of Examiners) will be made available in July.

Please note that your examination scripts once completed are belong to the College under the GDPR legislation. This means that you do not have the right to view them. Please see the College GDPR webpages for further information at:


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

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

If you submit late due to mitigating circumstances, you may be able to make a claim that means that the cap on your mark is lifted. Please see below and the policy document.

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

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

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

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

Your department will have specific instructions for making a claim for mitigation or for requesting an extension.

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

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

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

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment/
Unsatisfactory Progress
Unfortunately sometimes students struggle to make satisfactory progress in their study or their engagement with their studies falls below our expectations. The College has a process to identify and support students by reaffirming these expectations with an action plan. The full details of this process, and the appeals procedure relating to it can be found at:

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

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

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

Arithmetic Marks Check
If you consider that there may have been an error in the adding up of your marks, you may request an arithmetic mark check. Please note that this must be requested within 10 working days of the official notification of your results from the Results team in Registry. You may not request a marks check for a previous year of study.

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

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

student.complaints@imperial.ac.uk

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

Student Disciplinary Procedure
The College has the right to investigate any allegation of misconduct against a student and may take disciplinary action where it decides, on the balance of probabilities, that a breach of discipline has been committed. The general principles of the Student Disciplinary Procedure are available on the College website:

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:


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

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

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

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

**General Data Protection Regulation (GDPR)**
All staff and students who work with personal data are responsible for complying with GDPR. The College will provide support and guidance but you do have a personal responsibility to comply.

In line with the above please see the College’s privacy notice for students which form part of the terms and conditions of registration with the College.

9. Wellbeing, Support and Advice

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

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

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

Mathematics Department PG Welfare Officer
Dr Gunnar Pruessner
6M32 Huxley Building
020 7594 8534
g.pruessner@imperial.ac.uk

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

Your Departmental Disability Officer
Ms Ella Robson
Huxley Building
e.robson@imperial.ac.uk

More information on Departmental Disability Officers is available at:
www.imperial.ac.uk/disability-advisory-service/support/ddos

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

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

Imperial College Union Advice Centre
The Union’s advisers are on hand to provide free, confidential, independent advice on a wide range of welfare issues including housing, money and debt, employment and consumer rights, and personal safety.
Student representatives
Imperial College Union operates two Representation Networks of over 600 elected student representatives – the Academic Representation Network and the Wellbeing Representation Network. Reps represent the voice of students and can direct you to internal and external support services. The Union’s Liberation Officers also work to make sure that the views of under-represented and interest groups are heard at the College.

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

Student Hub
At the Student Hub, you can access advice about accommodation, admissions and financial support and get help with international student enquiries, questions about student records, and exams.

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

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

Useful support contacts

Health and wellbeing
Imperial College Health Centre

40 Prince’s Gardens, South Kensington Campus
020 7584 6301
imperialcollege.hc@nhs.net
www.imperialcollegehealthcentre.co.uk

Imperial College Dental Centre

Prince’s Gardens, South Kensington Campus
020 7589 6623
www.imperialcollegedental.co.uk
Student Counselling and Mental Health Advice Service
020 7594 9637
counselling@imperial.ac.uk
www.imperial.ac.uk/counselling

Multi-Faith Chaplaincy Service
Chemistry Building, South Kensington Campus
chaplaincy@imperial.ac.uk
www.imperial.ac.uk/chaplaincy

Disability Advisory Service
Room 566, Level 5, Sherfield Building, South Kensington Campus
020 7594 9755
disabilities@imperial.ac.uk
www.imperial.ac.uk/disability-advisory-service

International students’ support
Centre for Academic English
Level 3, Sherfield Building, South Kensington Campus
english@imperial.ac.uk
www.imperial.ac.uk/academic-english

International Student Support team
020 7594 8040
www.imperial.ac.uk/study/international-students

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

ICT and software
ICT Service Desk
Central Library, South Kensington Campus
020 7594 9000
www.imperial.ac.uk/ict/service-desk

Software shop
www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/devices-and-software/
10. **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  
✉️ student.records@imperial.ac.uk

**Degree certificates**

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

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

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.

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

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

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

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

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

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

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

- [www.imperial.ac.uk/sport/movefromhome](http://www.imperial.ac.uk/sport/movefromhome)
12. 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. Feedback is thoroughly discussed by your student representatives and staff.

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 website.

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

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
13. **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 Student Online Evaluation (SOLE) module/lecturer survey or departmental equivalent
- Student Experience Survey (SES)

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

The Student Experience Survey (SES) is an opportunity to give your views on your experience beyond the lecture theatres or labs. This survey will cover a range of College services and on the Imperial College Union.

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

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

- [www.imperialcollegeunion.org/you-said-we-did](http://www.imperialcollegeunion.org/you-said-we-did)

The Union’s response to surveys can be found here:

- [www.imperialcollegeunion.org/your-union/your-representatives/responses](http://www.imperialcollegeunion.org/your-union/your-representatives/responses)

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

- [www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys](http://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:

- [surveys.registrysupport@imperial.ac.uk](mailto:surveys.registrysupport@imperial.ac.uk)
14. 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 Wi-Fi, complimentary drinks, newspapers and magazines, and daytime left luggage facility

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

www.imperial.ac.uk/alumni

Opportunities for Further Study
After you have completed your MSc in Pure Mathematics you may choose to do a PhD in Imperial College London or another university in the UK or abroad. You will need to apply early in the year: October or November is not too early to start this process!