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Welcome to the College

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

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

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

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 the 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
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 Imperial College Union (ICU)

Welcome to Imperial College! I’m Lloyd – President of Imperial College Union (ICU)

ICU is the representative body for all students at Imperial College. We advocate on behalf of students’ interests, including through a network of elected student representatives across all Departments and levels of study. We also provide services to students – we operate a number of bars (including h-bar, our Postgraduate bar), shops, a nightclub, and a cinema; we run over 360 clubs and societies, and we have an Advice Centre which offers confidential, impartial advice on academic and wellbeing matters.

ICU is led by myself and a team of Deputy Presidents – students who are elected to take a sabbatical year out of, or at the end of our degrees to work full time leading the Union. I myself recently completed my PhD in Physics. As a Postgraduate student, it was clear that there were plenty of ways that the Union and the College could be better supporting Postgraduate students, which is one of my main focuses for this year.

As we emerge from the pandemic and things are becoming more normal, we are keen to help rebuild the sense of student community that has suffered over the last 18 months. We are so excited to be offering a range of in-person social events through October (including a Postgraduate mingle on October 7th), and to see our clubs and societies returning to running their activities in person.

October also sees our Autumn Elections, where we elect student representatives across the College. If you’d like to be a voice for your peers and help improve the student experience, you should definitely consider running for a role. It’s great fun, and an excellent way to meet new people and give something back to the student community.

I’m excited to meet many of you in person in the coming weeks, and I hope you have a fun, and safe, start to your time at Imperial.

Kind regards,

Dr Lloyd T. James | President
Imperial College Union
Beit Quadrangle, Prince Consort Road, London, SW7 2BB
Imperialcollegeunion.org
1. Introduction to the Department

Welcome from the Programme Directors

Welcome to Imperial College! We hope you have enjoyable time during your year in London. The purpose of this handbook is to provide current students with a detailed description of the Machine Learning and Big Data in the physical sciences programme, including assessment and feedback mechanisms. This edition of the handbook applies to the academic year 2022-23. This programme has a relatively small number of students (in comparison to the undergraduate physics courses) and they have extensive access to the academic and research staff as well as support staff of the Department; students therefore should not hesitate to approach the Programme Directors or any member of staff for advice or assistance.

Each department has produced updated programme details for 2022-23. Please go to the Department of Physics tab to find the documents relevant to you.

Academic and Administrative staff

David Colling
Programme Co-Director

Nicholas Wardle
Programme Co-Director

Fundamental Physics Admin Team Administrators

Academic and Administratives

Blackett 505
47816
d.colling@imperial.ac.uk

Blackett 531
43419
n.wardle09@imperial.ac.uk

Blackett 542
47823
fpadmin@imperial.ac.uk
**English language requirement**
If you are not a native English speaker you must meet the College’s English language requirements.

See the Admissions website for details:

[www.imperial.ac.uk/study/pg/apply/requirements/english](http://www.imperial.ac.uk/study/pg/apply/requirements/english)

For information on English language support available while you’re here, see page 31.

**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.

Attendance will be monitored by registers at selected lectures/practical sessions, by submission of coursework (assessed and non-assessed) and by registers at all examinations. Meetings with staff (for example, project supervisors, personal tutors) may also be used.

**Key dates 2022–23**

**Term dates**

- Autumn term: 1 October 2022 - 16 December 2022
- Spring term: 7 January 2023 - 24 March 2023
- Summer term: 29 April 2023 - 30 June 2023

**Closure dates**

- Christmas/New year: 25 December 2022 - 2 January 2023
  (College reopens on Tuesday 3rd of January 2023)
- Easter Holiday: 07 April 2023 – 12 April 2023
  (College reopens on Thursday 13th of April 2023)
- Early May Bank Holiday: 1 May 2023
- Spring Bank Holiday: 29 May 2023
- Summer Bank Holiday: 28 August 2023

**Key events**

- Great Exhibition Road Festival: 17 June 2023 – 18 June 2023
- Introduction / welcome sessions: 3 October 2022 & 13 October 2022
2. Programme Information

Overview

The MRes “Machine Learning and Big Data in the Physical Sciences” will cover the methodologies and specific toolkits related to research involving large data sets. In particular, the course will focus on the use of machine learning and data-science techniques in the acquisition, curation and analysis of extremely large datasets which are common-place in modern Physics research. The challenges faced in Physics in particular, combined with both the very large datasets and data rates generated continue to make the field a unique development ground for machine learning and more generally artificial intelligence.

Understanding the science behind these methods and how they can be deployed in real research is the main theme of the MRes. During the course you will learn the common tools used in research both within academia and industry, and how to apply those tools to real-life experimental data. During your project, you will work with and learn from world-leading experts at Imperial on cutting-edge Physics research within your chosen project topic. The techniques used in the Physical Sciences are widely applicable elsewhere in other sciences and in a wide range of industries and the demand for graduates skilled in these techniques for data science roles is growing. This course will expand on your Physics education by adding this highly desirable skill set and knowledge base to your capabilities.

The main component of this MRes is an extended project where you will carry out original research embedded in a research group. You will have the opportunity to work on cutting edge physics research topics, by using cutting-edge data science technologies to enhance that research. The project will be two thirds of the course, allowing you to fully engage with a research group within the Physics Department. Prior to the project you will have two compulsory core courses. One in the theoretical aspects of data analysis, statistics and machine learning and the other in the practical aspects of carrying out data analysis using commonly used packages.

Alongside these core aspects you will be able to choose two elective modules from physics or (if available) other departments that are appropriate to your project. One elective that has been designed specifically for students on this MRes is “Accelerated processing for big data analysis”.

The MRes is designed to prepare you for jobs in academic research - in particular those areas in the physical sciences where large datasets are produced and analysed, and in data science in industry where machine learning solutions to quantitative analysis of data and the overall understanding that data are key.

Learning Outcomes

Graduates will have a good theoretical and practical understanding of the approaches that can be used for data analysis including statistical and machine learning approaches. They will have carried out supervised original research using these techniques and will be capable of independent research in this area.

Please refer to the Teaching Toolkit for advice on the role and purpose of Intended Learning Outcomes (ILO):

www.imperial.ac.uk/staff/educational-development/teaching-toolkit/intended-learning-outcomes

Upon successful completion of the MRes, students will be able to
● Apply the underlying principles of data analysis behind complex statistical, and Machine Learning and data science techniques, and apply them in an independent research project.

● Use one or more appropriate Machine Learning/Big Data techniques, selected from a number of techniques learnt, to real research problems within the physical sciences, and justify their use.

● Use and/or develop software for analysis of large datasets.

● Independently plan, execute safely and report the results of an experimental or computational research project.

● Evaluate the results of the research project and critically compare them to theory.

● Use a range of resources including the internet and library for sourcing relevant literature and demonstrate the ability to critically review current research and write about in a scientifically appropriate manner.

● Read and understand research level (peer-reviewed) literature, in particular those in the field of Machine Learning and synthesize novel methods into their own research.

● Describe and clearly report research methodologies and findings to a range of audiences including peers and experts within the physical science area of their project.

● Interact constructively within an experimental research team, and logically defend their research outcomes within these teams.

● Manage their own learning and personal development, and to contribute to research teams in both the technical and industry focused activities.

**Description of the Programme**

**Learning and Teaching Delivery Methods**

The course will be a mixture of taught lectures, practical hands-on sessions and an extended research project.

**Overall Workload**

A minimum of 2250 hours.

- 1500 hours on the project
- 438 hours on the core modules
- Minimum of 312 hours on elective modules (up to 375 depending on module choices)

Subject knowledge will be taught by a mix of formal lectures, exercises, and practical work, including online classes for remote teaching where applicable, supported by independent study. The lectures will focus on the theory behind the machine learning and data science methods that you will learn how to apply during practical computer-based sessions. Class sizes are expected to be around 50 for lectures, with smaller groups for tutorials and practical hands-on sessions. You will be expected to submit and present assessed work to demonstrate learning throughout the taught courses and formal examinations will be set by the end of the first term.

The supervised project work will comprise the largest portion of your study and will demonstrate your analytical and self-management skills, as well as your capacity to undertake
PhD level research. The first part of this will be a literature review to identify the main themes and directions for your research project.

Your research will be conducted in groups of 1-2 students within one (or more) of the Physics department research groups. You will be expected to present regularly within these groups and attend research group activities such as seminars and group meetings where appropriate to develop your abilities as an independent researcher. At the end of the project, each member of your group will submit an individual written report and present the research in the form of a poster and / or presentation to your peers.

To facilitate your data-intensive research, you will be provided with a laptop computer with the necessary programming software environments pre-installed. In addition, you will have access to video conferencing software on this computer.

Before the start of the course, online primer tutorials for those unfamiliar with programming in python will be made available. These can be worked through at your own pace before the start of the academic term and will not be assessed. Additionally, there are a number of short courses available through the Imperial College Graduate School on scientific research and programming skills to supplement the core taught modules, which you will be encouraged to take part in but are not assessed.

**Programme Structure**

Students study all core modules. Students choose one elective module from Group A, and one more elective module from either Group A or B. The electives should be chosen to support the topic area of the Research Project module. Some elective modules from other programmes (including those within the Department of Physics) are subject to availability.

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Core/ Elective/ Compulsory</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistical Methods for Experimental Physics</td>
<td>Core</td>
<td>7.5</td>
</tr>
<tr>
<td>Practical Data Analysis and Machine Learning in the Physical Sciences</td>
<td>Core</td>
<td>10</td>
</tr>
<tr>
<td>Research Project</td>
<td>Core</td>
<td>60</td>
</tr>
<tr>
<td><strong>Group B:</strong> Any 5 Credit (ECTS) L6 or L7 module offered within Physics (or Statistics/Engineerning if appropriate) - e.g Accelerated processing for big data analysis, new course for this MRes.</td>
<td>Elective</td>
<td>5</td>
</tr>
<tr>
<td><strong>Group A:</strong> Any 7.5 Credit (ECTS) L6 or L7 module offered within Physics (or Statistics/Engineerning if appropriate) – e.g Advanced Particle Physics</td>
<td>Elective</td>
<td>7.5</td>
</tr>
</tbody>
</table>

You will be added to a MS Team (using your imperial email address x@imperial.ac.uk) with channels for each of the core courses. Please use the MS Team or your imperial email address for communication with the course leaders, tutors and the rest of the cohort.
**Competency Statement**
The Imperial Graduate Attributes are a set of core competencies which we expect students to achieve through completion of any Imperial College degree programme. The Graduate Attributes are available at:

www.imperial.ac.uk/students/academic-support/graduate-attributes

**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.

![Imperial Mobile app](image)

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.

![Imperial Success Guide](image)

www.imperial.ac.uk/success-guide
3. Assessment

Assessment Methods

Throughout the first and second terms, you will be assessed continuously through coursework to demonstrate your understanding of the material and capability in the technical & computational aspects of data analysis. You will sit formal written examinations based on material learned in the “Statistical Methods for Experimental Physics” course and any elective modules taken during the first and second terms.

During the second and third terms, and over the summer, the time will be focussed on the application of the knowledge gained to real-world physics research projects and will be supported by optional taught modules to be chosen from the relevant area(s) of physics to the project. Your understanding and abilities will be assessed through a literature review due towards the end of the first term, a written report by the end of the project and an oral examination (in the form of a poster or slide-based presentation) during the third term.

Your independent research project will be assessed formally through a written literature review, which you will submit by the end of term 1, before you start working with your supervisor and research group. In addition, you will be assessed through a presentation of your research in the form of a poster or oral presentation to your peers at the end of the project, and finally based on a written report (around 12,000 words) of your research. You will also be assessed during the project by your supervisor on your engagement with the research group that you will be attached to – you will be expected to attend any regular seminars of the group, engage in discussions around the research with PhD students and/or post-doctoral researchers within the group – and your ability to manage your time effectively during the project. This is intended to ensure you take full advantage of working with world leading researchers at the forefront of their research areas.

The exact ratio between written examination and coursework assessment depends on your elective module choices. The table below is however a typical representation of the breakdown.

<table>
<thead>
<tr>
<th>Written exams</th>
<th>15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical &amp; coursework (including written assessments)</td>
<td>18%</td>
</tr>
<tr>
<td>Project (including written report, continuous assessment, literature review and presentation)</td>
<td>67%</td>
</tr>
</tbody>
</table>

For assessments that take place in the autumn term, or at the start of the spring term of the 2022-23 academic year, where there was to be an in-person on-campus written examination, these will be assessed by timed remote assessments, irrespective of whether there are restrictions in place or not. We may continue to deliver examinations by timed remote assessments where these are deemed the most appropriate method of assessment.

The College has policies and procedures to the support the setting, sitting, marking and moderation of all assessment. These can be found within the Regulations and College Policies at:
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 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:

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
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
David Colling
Nicholas Wardle
Alan Heavens
Gavin Davies
Alex Tapper

External Examiners
Nikolaos Konstantinidis, UCL

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. 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, London SW7 2AZ

Facilities

Computer access and printing is available at Blackett level 3 computer lab and the Central Library on level 2. The Department’s postgraduate office is located at Blackett 316 and open Monday to Friday 9:00 – 17:00.

Library Services

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

Make sure you find out who your subject librarian is as they’ll be able to help you find books and online resources for your assignments. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. You can borrow up to 40 books and, whether you’re working on or off site, you’ll be able to access e-books, e-journals and databases from our collection of almost 400,000 titles. If we don’t have what you need, we can get it for you, simply ask us to buy it or request a copy through our free Document Delivery service.

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

www.imperial.ac.uk/library

Shuttle

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

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

Maps

Campus maps and travel directions are available at:

www.imperial.ac.uk/visit/campuses

Accessibility

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

www.accessable.co.uk/organisations/imperial-college-london
Smoke-Free Policy

All Imperial campuses and properties are smoke-free. This means that smoking 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.

www.imperial.ac.uk/smoke-free

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.

All existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice.

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:

www.imperial.ac.uk/about/covid-19/
6. Placements

The College defines a placement as:

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

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

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

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

**Your Departmental Placement Manager:**

Andrew Williamson

Blackett Laboratory – 3rd floor

andrew.williamson@imperial.ac.uk

The Careers Service is available to provide students with additional support in sourcing placement opportunities and preparing to apply for placement opportunities:

[www.imperial.ac.uk/careers/jobs-and-experience/work-experience/](http://www.imperial.ac.uk/careers/jobs-and-experience/work-experience/)

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

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

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

[www.imperial.ac.uk/placements/information-for-imperial-college-students](http://www.imperial.ac.uk/placements/information-for-imperial-college-students)
7. Working While Studying

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

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

If you are here on a Tier 4/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.
8. Health and Safety

Keeping you safe is a top priority for us. Since 1 April 2022, the UK Government removed all restrictions on public areas, including Universities and education settings. Imperial College still encourages students to wear face coverings in crowded areas, to stay at home if you have symptoms of respiratory disease, to get fully vaccinated, to cover your coughs and sneezes, and to respect others’ personal space.

The latest Imperial College guidance to students can be seen at: www.imperial.ac.uk/about/covid-19/students/

The College’s Health and Safety Policy can be found at: www.imperial.ac.uk/safety/safety-by-topic/safety-management/health-and-safety-policy-statement/

Your Departmental safety contact is:

Stefan Hoyle
Room 900, Blackett Laboratory
07872 850018
fonssafety@imperial.ac.uk

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](http://www.imperial.ac.uk/safety)

To report concerns or to ask for advice you should contact your programme director, academic supervisor or departmental safety officer in the first instance. You may also contact the Safety Department directly.

**Occupational Health requirements**

The College Occupational Health Service 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](http://www.imperial.ac.uk/occupational-health)
9. 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](http://www.imperial.ac.uk/about/governance/academic-governance/regulations)
- [www.imperial.ac.uk/students/terms-and-conditions](http://www.imperial.ac.uk/students/terms-and-conditions)

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

The course begins with a practical module on machine learning programming, and one on statistics and machine learning theory. Both of these modules are continually formatively assessed through fortnightly mini-projects with a short written report (for the practical module) and fortnightly problem sheets and a written examination (for the theory module). Feedback will be provided within two weeks of submission/completion for these.

Your research project will be informally formatively assessed throughout the second and third terms through feedback from your research groups and project supervisor to ensure the research project is progressing as expected.

Please note that your examination scripts once completed belong to the College under the GDPR legislation. 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 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/current-students/support-available/adjustments-and-support/

**Academic Misconduct Policy and Procedures**

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

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

**Unsatisfactory Engagement**

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. If a student does not engage satisfactorily engage with these supportive measures, they can be withdrawn from their studies. The full details of this process, and the appeals procedure relating to it can be found at:

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

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

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

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.

If you are requesting an arithmetic mark check, please submit the Arithmetic mark check form to your Programme Directo.

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. This Procedure is currently under review and will be updated during the 2022-23 academic year. The general principles of the Student Disciplinary Procedure are available on the College website:

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

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

🔍 www.imperial.ac.uk/research-and-innovation/research-office/ip/

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

🔍 www.imperial.ac.uk/students/enterprising-students
🔍 www.imperialenterpriselab.com/support/experts-in-residence

**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/

**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.

🔍 www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/admissions/Privacy-Notice-for-Students-and-Prospective-Students.pdf
10. Wellbeing, Support and Advice

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

Your Personal Tutor/Cohort Mentor
Your Personal Tutor/Cohort Mentor 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.

Postgraduate Tutor
The Department’s Postgraduate Tutor can offer pastoral support and advice. You can arrange to have a meeting with them at any time during your studies – what you discuss will be completely confidential.

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

The Postgraduate tutor in the Physics Department is Dr Arnaud Czaja (a.czaja@imperial.ac.uk – ext. 41789), who is available to discuss any matter, personal and academic, in confidence.

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

Your Departmental Disability Officer is: Andrew Williamson
Email: andrew.williamson@imperial.ac.uk

More information on Departmental Disability Officers is available at:

www.imperial.ac.uk/disability-advisory-service/about-us/departmental-disability-officers/

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.

www.imperialcollegeunion.org/advice

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.

[www.imperialcollegeunion.org/your-union/your-representatives/a-to-z](http://www.imperialcollegeunion.org/your-union/your-representatives/a-to-z)

**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.

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

**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.

[www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)

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

Imperial College Dental Centre

- Prince’s Gardens, South Kensington Campus
- 020 7589 6623
- [www.imperialcollegedental.co.uk](http://www.imperialcollegedental.co.uk)

Student Counselling and Mental Health Advice Service

- 020 7594 9637
- counselling@imperial.ac.uk
- [www.imperial.ac.uk/counselling](http://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 9755disabilities@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/
11. Student Administration

The Student Administration 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 Administration 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
+44 (0)20 7594 7268
student.records@imperial.ac.uk

Degree certificates
+44 (0)20 7594 7267
certificates@imperial.ac.uk
13. Work-life Balance

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

Imperial College Union
The Union’s range of 360+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

www.imperialcollegeunion.org/about-us

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.

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

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

With an annual fee of £35 you will get use of the gym and swimming facilities on our campuses.

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 MoveMore campaign, more information can be found at:

www.imperial.ac.uk/sport/move-more/
14. 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

Postgraduate Masters Committee (PMC)
The membership of the PMC consists of the Programme Organisers, the student representatives for each masters programme and the Directors of Postgraduate Studies and of Undergraduate Studies. The PMC typically meets twice a year. Each Masters programme must elected a student representative early in the autumn term to serve on the PMC. Their role is to inform the PMC of the concerns of the students and to assist in implementing any changes proposed.

As well as the formal monitoring system, students are encouraged to raise any concerns with the Programme Organiser as they arise.
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 College experience, the following surveys give you regular opportunities to make your voice heard:

- **Module Evaluation Questionnaire (MEQ)**

  The MEQ is your chance to tell us about the modules you have attended. The questionnaire is open to students across all years of study and runs at the end of the autumn, spring and summer terms. The survey is confidential. The more you take part the more representative the results so please take a few minutes to give your views.

Last academic year, the College asked students to take part in the Postgraduate Taught Experience Survey (PTES). This is a national survey that helps us to compare how we are doing against other institutions, to make changes that will improve what we do in future and to keep doing the things that are valued by our students. The results of the 2022 survey are published online (link below). PTES is run bi-annually at the College.

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)
16. 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