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Welcome to the College

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

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years. You’re now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

We 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

COVID-19

In light of the Covid-19 pandemic, the Department of Physics will not be able to offer all of its services as stated in the Student Handbook. For example, there will be fewer staff in the Blackett Laboratory with the others working remotely and some rooms might be closed off to students. A full list of services that have changed can be found on the Physics website.

The College has produced a Covid-19 Code of Conduct and Covid-19 Guidance for Students. We advise all students to make themselves familiar with this information.
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/](http://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](http://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

The **Institute for Security Science and Technology (ISST)**, is one of six Imperial College Global Institutes tasked with addressing the most challenging societal problems facing the world today. The ISST aims to connect security problems and requirements with one of the most comprehensive and highly rated scientific and technical organisations in the world in order to generate real-world innovations. It serves as a convening space within the University for security stakeholders from academia, industry and governments and works to deliver its outputs by facilitating the cross fertilisation of ideas between disciplines that are typically segregated elsewhere. As an outstanding leader of cyber-security research, the ISST is home to Imperial College’s status as an Academic Centre for Excellence in Cybersecurity (ACE-CSR) – a status conferred by the UK Government as part of its National Cyber Security Strategy – and is the founder of the UK’s third government funded national research program on the cyber security of industrial control systems (www.ritics.org); where it leads a consortium comprised of government (CPNI, The Cabinet Office, GCHQ), industrial (Airbus, BP, Thales) and academic partners (University of Birmingham, Queens University Belfast, City University London and Lancaster University) examining problems on large scale systems such as transport networks and power distribution grids. Amongst an array of other projects, ISST researchers are: collaborating with the Singapore University of Technology and Design to develop advanced deep-learning cyber security detections systems; playing a leading role in the Internet of Things PETRAS research Hub funded by the EPSRC; active in numerous industry and government working groups on national cyber-security strategy; providing insights on large scale technology implementation and policy formation; establishing novel initiatives such as a focused effort on the examination of cyber security for financial systems with the private sector.

As well as hosting its own programs and projects the ISST acts as a single gateway for external partners to a range of other leading Imperial College application centres that are active in generating knowledge and thought leadership on cyber-security issues. These include: the Centre for Transport Studies; The Digital Economy Lab (business and finance); The Centre for Pervasive Sensing (including wireless embedded devices in health care); The Institute for Global Health Innovation; The Institute for Biomedical Engineering; The Energy Futures Lab; The Grantham Institute for Climate Change and The Intel Centre for Sustainable and Connected Cities.

Unique to such an institute, the ISST’s technical security expertise is complemented by housing staff with records of excellence in leading national and international security technology policy for the UK and in the developing cutting-edge technology in the private sector and industry. The ISST maintains a close connection to Whitehall debates on national infrastructure security issues and maintains excellent links to leading industrial organisations, SMEs and international government and non-government organisations; most significantly in the EU region, USA, Japan, Singapore and India.

Further information on the ISST: [http://www3.imperial.ac.uk/securityinstitute](http://www3.imperial.ac.uk/securityinstitute)
Welcome Course Co-Directors

Welcome to Imperial College, we would like to extend a warm welcome to our new and returning students to the 21/22 academic year. We hope that you will find the MSc Security and Resilience both stimulating and rewarding and the learning and expertise offered by the staff of this programme will enable you to realise your full potential.

The purpose of this handbook is to provide current students with a detailed description of the programmes, including assessment and feedback mechanisms. This edition of the handbook applies to the academic year 2021-22 The programmes have a relatively small number of students (in comparison to the undergraduate physics courses) and they have extensive access to the academic and support staff of the Department; students therefore should not hesitate to approach the Course Co-Director’s or any member of staff for advice or assistance.

Academic and Administrative staff

**Dr Bill Proud**
Course Co-Director, Security Science Fellow (ISST)/ Dept. of Physics

**Alex Gibbs**
Course Co-Director until February 2022, Institute Manager (ISST)

**Jane Lac**
Course Co-Director from March 2022, Institute Manager (ISST)

**Andreea Gavrila**
Institute Coordinator and Interim MSc Coordinator (ISST)

**Andrew Williamson**
Postgraduate Development Officer (Dept. of Physics)

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727 Blackett Laboratory
45898
w.proud@imperial.ac.uk

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48865
a.gibbs@imperial.ac.uk

ISST
48865
j.lac@imperial.ac.uk

ISST
48864
a.gavrila@imperial.ac.uk

316 Blackett Laboratory
4763
andrew.williamson@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 [www.imperial.ac.uk/students/new-students/international-students/english-language-support/](http://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.

Term 1 will be delivered following a hybrid model, with a mix of online and in-person sessions where possible. All lectures across both terms will be recorded and available online on the relevant teaching platforms (at a minimum audio, video where possible).

There will be a weekly student forum with the Co-Directors of the MSc, starting Monday 11th October 12:15pm. This is a virtual drop-in session held via MS Teams for students to ask questions and get course updates.
Key dates 2021–22

Term dates
Autumn term: 4 October 2021 - 17 December 2021
Spring term: 10 January 2022 - 18 March 2022
Summer term: 2 May 2022 - 9 July 2022

Closure dates
Christmas/New year: 24 December 2021 - 1 January 2022
(Continues)
Easter Holiday: 13 April 2022 - 19 April 2022
(Continues)
Early May Bank Holiday: 2 May 2022
Spring Bank Holiday: 2 June 2022
Summer Bank Holiday: 29 August 2022

Key events
Departmental Introduction: 4th October 2-3pm, Blackett Laboratory LT1
Course Introduction Meeting: 7th October 2:15-3:15pm, Blackett Laboratory LT2
First SRST Course Forum: 11th October 12:15-12:45pm, MS Teams

Overview of the academic year

Term 1: Core Modules
1. Security in Context
2. Behavioural Science and Security
3. Infrastructure and Transport Security
4. CBRNE

Term 2: Core Modules
1. Sensors
2. Behavioural Research Methods
3. Network and Web Security

Term 3: Revision Sessions and Examinations
The Revision Sessions will run from early to mid-May. Long Projects will be carried out
from 1st June 2022, with a final submission date of 10th September 2022. Title, subject,
and supervisor must be agreed with the Course Directors by the 1st April 2022.

Exams will run from early May to mid-June 2022
2. Programme Information

Overview
With the increasing complexity and vulnerability of complex systems upon which we all rely (power generation, transport, communications) there is an emerging requirement for experts with the interdisciplinary skills to assess and mitigate the variety of risks to which these critical systems and infrastructure are exposed.

Based upon the expertise of the Institute of Security Science and Technology (ISST), the Security and Resilience: Science and Technology programmes is aimed at preparing graduates with the knowledge and methods to evaluate risks and to implement strategies to mitigate them.

The MSc programme has core lecture modules covering the key concepts, techniques and applications with the opportunity to apply the knowledge with a major independent research project. The PG Dip offers the same lecture modules and an extended review of a key topic. The PG Cert gives the grounding in the main concepts which graduates can then apply to real-world problems.

Industry and public bodies were involved in the design of these programmes, reflecting the strong need for staff with multi-disciplinary skills and it is anticipated but graduates of these programmes will be in high demand.

This handbook describes the framework of the course and its assessment but the Academic Course Director may make changes to detailed procedures if the circumstances indicate this is desirable. Similarly, the Board of Examiners has absolute discretion to modify the criteria described in this handbook, although in practice this would only occur in exceptional circumstances. Students will be consulted on any changes prior to their introduction.

Aims and Objectives
The MSc will provide STEM graduates and active professionals with the technical and entrepreneurial training necessary for successful careers in the growing resilience and security industry.

Learning Outcomes
At the conclusion of the MSc the students will be able to:
- Define and analyse security in terms of factors such as; behavioural science, social, environmental, infrastructure, communication and information.
- Use the appropriate statistical and data analysis tools;
- Examine and implement Security system engineering as applied to complex situation and the development of new products/processes. Implement appropriate technology
- Entrepreneurship, innovation and business techniques for taking new products to market including the practical, legal and technical constraints;
- Implement techniques to evaluate and undertake practical research in developing strategies to deal with complex security and resilience issues.
- To evaluate a range of technical and policy solutions to select optimal combinations. Balance quantitative and qualitative considerations for decision making
- Plan and undertake a major independent research project.
- Ensure research designs meet the ethical standards required of human subject studies where necessary.
- Communicate the results of the research, development or strategy, orally and in writing to a wide audience;
- Manage teams and demonstrate leadership in both technical and business domains.
Description of the Programme

The general structure of the programmes is as follows:

**Term 1:**
Compulsory modules:
- Behavioural Science and Security
- Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE): The Physical Threat Space
- Infrastructure and Transport Security (not part of the PG Cert programmes)
- Security in Context

**Term 2:**
Compulsory Modules:
- Behavioural Research Methods
- Network and web security (Dept of Computing)
- Sensors: Electronic and Natural

**Elective Modules:**
Two modules selected by the student.
**Examples include:**
- Short Project (ISST)
- Research Skills Training (Dept of Physics)
- Principles of Distributed Ledgers (Dept of Computing)
- Nuclear Materials (Materials Science)
- Mathematics for Data Analysis (Mathematics)

Course directors can provide guidance if requested and please remember to inform them of your choices by filling out the necessary forms.

**Term 3:**
Main Examination Period
- Individual research project (MSc programme)
- Individual research review (PG Dip programme)

Students on the part time programme will cover all the appropriate modules over both years, in consultation with the Programme Director.

Module Descriptions

Information on the modules will be available in Blackboard and at the start of each module.

Professional Skills

These programmes will develop professional skills valued in a working environment, such as team working, problem solving and presentation skills.

These activities are supported by the Graduate School courses. Details can be found at [http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsmasters](http://www3.imperial.ac.uk/graduateschool/currentstudents/professionalskillsmasters)
Teaching

The College standard working day is used, with 50-minute lectures commencing on the hour, starting at 09:00 at the earliest. Most are in the Blackett Laboratory, though lectures on other programmes will be elsewhere in the Department and in College.

Project Selection

In February a list of project with supervisors is presented and students may select a project as above. Several projects may be offered by industrial companies or external research organisations; if a student is interested in these projects then a visit and interview are usually arranged prior to either party agreeing to the project – please note the company is not obliged to accept a student.

If you wish to arrange your own project you must speak to the Course Co-Directors as soon as possible, and by the end of February at the latest. The Department needs to ensure that supervisory, health and safety and intellectual property issues are agreed before the project is approved. It is expected that most projects will have been arranged by the start of the third term.

The projects are assessed by a final report (maximum of 20,000 words), which must be submitted by the date specified, and an oral presentation. Students must submit an electronic copy of the report (in PDF format) and their slides by the deadline.

Where projects are pursued in industry, it is important that industrial supervisors ensure that confidentiality considerations will not prevent students from adequately reporting their work. If there is concern of commercial sensitivity, this must be raised at the outset of the project, so that the College can consider the issue at an early stage.

The College policy on supervision arrangements may be found at


and what masters students and project supervisors shall mutually expect may be found at

https://www.imperial.ac.uk/media/imperial-college/study/graduate-school/public/FINAL-VERSION-FOR-COMMITTEE---Mutual-Expectations---Masters-Student-Supervisor-Partnership.pdf
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

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/](http://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:

- [www.imperial.ac.uk/admin-services/library/learning-support/plagiarism-awareness/](http://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

- [www.imperial.ac.uk/admin-services/ict/self-service/teaching-learning/turnitin/](http://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.
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
Imperial College London,
Exhibition Road,
London SW7 2AZ

Facilities

Computer access and printing is available in the Central Library and within your group. The Department’s postgraduate office is located at Blackett Lab, Room 316, Prince Consort Road, London SW7 2AZ and open Monday to Friday 9:00–17:00

Library Services

The Central Library at South Kensington has extensive opening hours across terms, but please regularly check for updates, especially around holiday seasons and with regards to room booking availability. Make sure you find out who your departmental librarian is as they'll be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 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.

www.imperial.ac.uk/library

Shuttle bus

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your 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](http://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](http://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](http://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/students](http://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:

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:

Anthony Marchant  
361, 3rd Floor, Chemistry, South Kensington Campus  
07714 051 673  
a.marchant@imperial.ac.uk

You may be required to complete inductions and attend training sessions to safely complete this course. The dates of these will be confirmed in due course.

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](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](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

We strive to return feedback on minor coursework within 2 weeks, and on major coursework within 4 weeks, as long as this does not conflict with the Examiners meetings. We ask for patience in meeting these timescales which are not always possible.

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:
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/](http://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).

For all mitigating circumstances claims, please contact Andrew Williamson (andrew.williamson@imperial.ac.uk) in the first instance.

General details can be found at [https://www.imperial.ac.uk/physics/students/current-students/student-welfare-and-wellbeing/](https://www.imperial.ac.uk/physics/students/current-students/student-welfare-and-wellbeing/)

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/](http://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/](http://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.

**Academic Course Director**

The Academic Course Director 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.

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

Academic Course Director – Dr Bill Proud [w.proud@imperial.ac.uk](mailto:w.proud@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 is: Andrew Williamson

Email: andrew.williamson@imperial.ac.uk

Telephone: 47631

More information on Departmental Disability Officers is available at:

[www.imperial.ac.uk/disability-advisory-service/support/ddos](http://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.

[www.imperialcollegeunion.org/advice](http://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

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

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

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
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.

**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 2021-22 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)
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.

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
15. 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)
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](http://www.imperial.ac.uk/alumni)