Faculty of Engineering
Institute for Molecular Science and Engineering

MRes in Molecular Science and Engineering

STUDENT HANDBOOK

2017–18
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Welcome to the College

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

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

We’re committed to providing you with the very best academic resources to enrich your experience. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that’s further training in an academic skill like note taking or simply having someone to talk to.

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

We actively encourage you to seek out help when you need it and try to maintain a healthy work–life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have free access to gym (following a one-off orientation fee of £40 in 2017–18) and swimming facilities across our campuses.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events. Postgraduate students, alongside our academics and undergraduate students, make a significant contribution to events such as our annual Imperial Festival and our term-time Imperial Fringe events – if you’re interested in getting involved then there will be opportunities for you to do so.
Our Principles

In 2012 the College and Imperial College Union agreed ‘Our Principles’ a series of commitments made between students and the College. The Principles are reviewed annually by the Quality Assurance and Enhancement Committee and changes recommended for Senate approval.

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

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

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

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

Professor Sue Gibson, Director of the Graduate School

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

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

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

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

Dr Janet De Wilde, Head of Postgraduate Professional Development

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

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

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

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

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

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

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

‘Masterclass’ professional skills courses

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

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

All courses can be booked online.

Contact us

Level 3, Sherfield Building, South Kensington Campus
(+44) 20 7594 1383
graduate.school@imperial.ac.uk
www.imperial.ac.uk/graduate-school
Welcome from the Graduate Students’ Union (GSU)

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

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

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

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

Luke McCrone, GSU President 2017–18

✉️ gsu.president@imperial.ac.uk
📞 www.imperialgsu.com
1. **Introduction to IMSE**

**Welcome from the Co-Directors of the Institute for Molecular Science and Engineering**

We are delighted to welcome you to the Institute for Molecular Science and Engineering (IMSE).

The concept of molecular science and engineering – melding a deep understanding of molecular science with an engineering mind-set – is emerging as a powerful way to create novel, effective and sustainable solutions to global challenges. We have designed this MRes to create a new generation of ‘multilingual’ scientists and engineers who can work across the important molecular science/engineering interface.

We are so excited to start this unique MRes and encourage you to make the most of your time here – interacting with, and learning from, the staff and your fellow students.

**Welcome from the Programme Director**

Welcome to Imperial College and our bespoke MRes programme in Molecular Science and Engineering. The aim is to train you in broad collaborative research, equipping you with an unparalled perspective and set of skills to embark on a PhD or career in industry. The programme is truly trans-disciplinary across molecular science and engineering, and will expose you to key industrial sectors. It will build on Imperial’s strength and reputation in technology transfer of fundamental research advances into solutions to real-world problems, seeing research through to application.

I’m looking forward to accompanying you on your endeavour, making this MRes a stimulating and inspiring experience for you.
Administrative staff

Hannah Barclay
Institute Manager
IMSE office, Central Library Offices Level 2
020 7594 0901
h.barclay@imperial.ac.uk

Hannah Davy
Course Administrator
ACEX 311
020 7594 6053
hannah.davy@imperial.ac.uk

Shoshana Weider
IMSE Communications Manager
IMSE office, Central Library Offices Level 2
020 7594 2572
s.weider@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 27.

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

The Registry will be informed of all student non-attendances as the College is obliged to report the non-attendance of students on Tier 4 visas to the Home Office.

Attendance at lectures and laboratory classes will be monitored on a regular basis by teaching and IMSE staff, and records will be kept by the Course Administrator. Attendance at all exams will be recorded.

**Key dates 2017–18**

**Term dates**
Autumn term: 30 September–15 December 2017
Spring term: 6 January–23 March 2018
Summer term: 28 April–29 June 2018

**Closure dates**
Christmas/New year: 22 December 2017–1 January 2018
(College reopens on 2 January 2018)
Easter holiday: 28 March–3 April 2018
(College reopens on 4 April 2018)
Early May bank holiday: 7 May 2018
Spring bank holiday: 28 May 2018
Summer bank holiday: 27 August 2018

**Key events**
Imperial Festival and Alumni Festival: 28–29 April 2018
Industrial Symposium: July 2018
## 2. Programme information

### Welcome Week, induction and key dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 2 October</td>
<td>9.30–12.00</td>
<td>RODH 265</td>
<td>Registration</td>
</tr>
<tr>
<td></td>
<td>14.00–15.00</td>
<td>RODH 265</td>
<td>Introduction to IMSE with IMSE Co-Directors, Professors Claire Adjiman and Nic Harrison</td>
</tr>
<tr>
<td></td>
<td>15.00–15.30</td>
<td>RODH 265</td>
<td>Coffee and cake</td>
</tr>
<tr>
<td></td>
<td>15.30–16.00</td>
<td>RODH 265</td>
<td>Introduction to the MRes with Programme Director, Professor George Jackson</td>
</tr>
<tr>
<td></td>
<td>16.00–17.00</td>
<td>RODH 265</td>
<td>Icebreakers with Hannah Barclay</td>
</tr>
<tr>
<td>Tuesday 3 October</td>
<td>9.30–10.30</td>
<td>Meet at College Main Entrance</td>
<td>Tour of South Kensington Campus with Hannah Barclay</td>
</tr>
<tr>
<td></td>
<td>10.30–11.00</td>
<td>RODH 265</td>
<td>Graduate School Induction Talk with Dr Helal Ahmed</td>
</tr>
<tr>
<td></td>
<td>11.00–16.00</td>
<td>South Ken campus</td>
<td>Freshers’ Fair</td>
</tr>
<tr>
<td>Wednesday 4 October</td>
<td>9.00–12.00</td>
<td>RODH 265</td>
<td>Introductory modules commence</td>
</tr>
<tr>
<td>Friday 6 October</td>
<td>10.00–11.00</td>
<td>Lecture Theatre 1, ACEX 250</td>
<td>Department of Chemical Engineering Safety talk. This session is compulsory.</td>
</tr>
<tr>
<td>Tuesday 10 October</td>
<td>11.00–12.00</td>
<td>Training Room 2, Central Library</td>
<td>Library Induction with Mano Jacob, including how to use e-resources. This session is compulsory.</td>
</tr>
<tr>
<td></td>
<td>13.00–14.00</td>
<td>Lecture Theatre 2, ACEX Room 203</td>
<td>Plagiarism Awareness for Master’s Students with Mano Jacob. This session is compulsory.</td>
</tr>
<tr>
<td>Tuesday 24 October</td>
<td>10.30–13.00</td>
<td>RODH 265</td>
<td>Research Ethics with Dr Peter Petrov</td>
</tr>
<tr>
<td>Wednesday 25 October</td>
<td>10.00–11.00</td>
<td>RODH 265</td>
<td>Introduction to Science Communication with Dr Shoshana Weider</td>
</tr>
<tr>
<td>Thursday 26 October</td>
<td>14.00–16.00</td>
<td>RODH 265</td>
<td>Placements meeting with Programme Director to discuss industrial placements and research projects</td>
</tr>
<tr>
<td>Thursday 4 January 2018</td>
<td>10.00–13.00</td>
<td>RODH 265</td>
<td>MRes: Becoming an Effective Researcher with Dr Paul Seldon</td>
</tr>
<tr>
<td></td>
<td>14.30–16.00</td>
<td>RODH 265</td>
<td>Mastering Presentations 2: Informal Posters – Layout and Design with Dr Helal Ahmed</td>
</tr>
<tr>
<td>Friday 5 January 2018</td>
<td>10.00–13.00</td>
<td>RODH 265</td>
<td>MRes: Writing for Publication with Dr Paul Seldon</td>
</tr>
</tbody>
</table>
January 2018 | **Written exams** for core modules, where applicable
---|---
February 2018 | **Industrial placements and research projects commence**
July 2018 | **Industrial symposium** where students present their research
mid-August 2018 | **Deadline for submission of research project articles**
mid-September 2018 | **Programme ends**

**Seminars**

IMSE’s Highlight Seminar Series brings eminent speakers from across the globe to Imperial to increase awareness of areas where molecular science and engineering can make a valuable contribution, and to promote exchanges with academic and industrial centres of excellence. MRes students are expected to attend and participate in IMSE’s seminars, and will benefit from opportunities to meet with the speakers.

**Programme Specification**

The Programme Specification for the MRes can be found on the IMSE website.

[www.imperial.ac.uk/molecular-science-engineering/education](http://www.imperial.ac.uk/molecular-science-engineering/education)

**Imperial Mobile app**

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

[www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile)
Imperial Success Guide

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

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

Course work and practical assessments will run continuously during the autumn term and the start of the spring term, alongside the teaching of the modules. Written examinations for core modules, where applicable, will take place in January 2018.

Taught modules marking criteria

Taught modules are assessed in line with the criteria detailed below:

<table>
<thead>
<tr>
<th>% Above</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 or above</td>
<td><strong>Distinction</strong> – Excellent. The answer is a well-presented exposition of the subject, demonstrating a command of the relevant concepts and facts, a high critical and/or analytical ability, and, where appropriate, originality and evidence of outside reading.</td>
</tr>
<tr>
<td>60–69</td>
<td><strong>Merit</strong> – Good. The answer shows a clear grasp of the relevant concepts and facts, gives an accurate account of the relevant taught material, and shows evidence of some outside reading or of critical and/or analytical ability.</td>
</tr>
<tr>
<td>55–59</td>
<td><strong>Pass</strong> – Adequate. The answer shows a grasp of the basic concepts and facts, and gives a mainly accurate account of at least half of the relevant taught material. It does not go beyond this, however, or goes beyond, but is then marred by significant errors.</td>
</tr>
<tr>
<td>50–54</td>
<td><strong>Low Pass</strong> – Poor. A pass as above, but the answer shows only a basic grasp of the fundamental concepts and facts, and is marred by major errors or brevity. However, by presenting accurately at least a third of the relevant taught material, the answer demonstrates sufficient relevant knowledge to reach degree level.</td>
</tr>
<tr>
<td>49 or below</td>
<td><strong>Fail</strong> – Unsatisfactory. The answer demonstrates a confused understanding of the question, shows only a weak grasp of the basic concepts and facts, and is marred by major errors or brevity. It presents less than a third of the relevant taught material, and therefore does not show sufficient relevant knowledge to reach degree level.</td>
</tr>
</tbody>
</table>

Research project marking criteria

Research project work is assessed in line with the criteria detailed below:

<table>
<thead>
<tr>
<th>% Above</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 or above</td>
<td>The student has shown real flair. The report is an extremely well presented exposition of the problem tackled, the means used to attack it and the results achieved. It will include demonstration of a command of the field, as well as originality and critical and/or analytical ability. The report is of sufficient quality and scientific novelty to submit to an international peer-reviewed journal.</td>
</tr>
<tr>
<td>70–79</td>
<td>Distinction standard. The student has shown excellent ability to do independent work. The report is a very well presented exposition of the problem tackled, the means used to attack it and the results achieved. It will include demonstration of a command of the field, as well as originality and critical and/or analytical ability. The report shows evidence of substantial background research of the literature and thorough understanding of prior work.</td>
</tr>
<tr>
<td>60–69</td>
<td>Merit standard. The student has shown ability to do good independent work. The report is a well-presented summary of the problem tackled, the means used to attack it and the results achieved. It will include evidence of mastery of the field, as well as some originality and critical and/or analytical ability. The report shows evidence of a good background research of the literature.</td>
</tr>
</tbody>
</table>
The student has tackled the problem carefully and logically, and produced sound conclusions. There is evidence of a clear grasp of the relevant concepts and of a sound understanding of the literature.

Pass with minor corrections. A pass as above, but with minor errors that should be corrected within one month, before the thesis can be considered a pass.

Fail. Shows only a weak grasp of the basic concepts and facts, and is marred by major errors or brevity.

The College’s Academic and Examination regulations can be found here:

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

The College’s Late Submission Policy can be found here:

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

Instruction to candidates for examinations

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

Instructions for exam candidates can be found here:


Plagiarism

Plagiarism is the presentation of another person’s thoughts, words, images or diagrams as though they were your own. Another form of plagiarism is self-plagiarism, which involves using your own prior work without acknowledging its reuse.

Plagiarism is considered a cheating offence and must be avoided, with particular care on coursework, essays, reports and projects written in your own time and also in open- and closed-book written examinations.

Where plagiarism is detected in group work, members of that group may be deemed to have collective responsibility for the integrity of work submitted by that group and may be liable for any penalty imposed, proportionate to their contribution.

For further information, please refer to the Academic Misconduct Policy and Procedures section on page 22 of this handbook.
4. Board of Examiners

Board of Examiners

- Professor George Jackson
- Dr Niall Mac Dowell
- Dr Jason Hallett
- Professor Patricia Hunt
- Professor Fernando Bresme
- Professor Claire Adjiman
- Professor Nic Harrison
- Professor Jason Riley
- Dr Jerry Heng

External Examiners

- Professor Julian Eastoe, University of Bristol

It is common for Master’s students to have a form of academic or social interaction with their external examiners at some point, during or after, their studies, as well as during the assessment process itself.

It is inappropriate for you to submit complaints or representations direct to external examiners or to seek to influence your external examiners. Inappropriate communication towards an examiner would make you liable for disciplinary action.
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
Imperial College London, South Kensington Campus, London, SW7 2AZ

Facilities
Computer access and printing is available at RODH 265, the IMSE MRes room. All students will have access to a laptop, available to loan, which has all required software for the programme. The Department of Chemical Engineering’s postgraduate office, where the IMSE Course Administrator is based, is located at ACEX 311 and open Monday to Friday 9.00–16.30.

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 DisabledGo access guides:

🌐 www.disabledgo.com/organisations/imperial-college-london-2

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

🌐 www.imperial.ac.uk/smoke-free
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

Your Departmental Placement Manager:

Hannah Barclay
IMSE office, Central Library Offices Level 2
020 7594 0901
h.barclay@imperial.ac.uk

Placements will commence in February 2018. The length of the placement will vary according to the requirements of each project. Students will normally return to continue their research at College by or during May 2018.

For more information on placements visit the Placements website:

www.imperial.ac.uk/placements

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

www.imperial.ac.uk/placements/information-for-imperial-college-students
7. Working while studying

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

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

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

If you are considering part-time work during term time you are strongly advised to discuss this issue with your supervisor or Personal/Senior Personal Postgraduate Tutor. If you are on a Tier 4 visa you should also seek advice from the International Student Support team regarding visa limitations on employment.
One of the most important things is for everyone to work in a safe environment. Everything you need to know about training requirements, as well as a very comprehensive safety handbook, can be found on the Chemical Engineering Health and Safety website:

https://imperiallondon.sharepoint.com/sites/foe/ChemicalEngineering/Safety/SitePages/Home.aspx

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

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

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


Your safety contact is:

Dr Severine Toson
ACEX 1M17A
020 7594 2225
severine.toson03@imperial.ac.uk

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

- General Safety Induction talk with Dr Severine Toson during Welcome Week

The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.
All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College to comply with specific legal requirements.

Sometimes the management systems fail, and an accident or a near-miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at:

[www.imperial.ac.uk/safety](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 Regulations for Students, the College Academic and Examination Regulations and such other regulations that the College may approve from time to time.

- [www.imperial.ac.uk/about/governance/academic-governance/regulations](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:

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

Our policy is that all students receive feedback on assessed work within two weeks of submission. In the case of unforeseen circumstances where a two-week turnaround is not possible, students will be advised at the earliest opportunity and provided with a revised date for feedback.

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


Late submission policy
You are responsible for ensuring that you submit your coursework assessments on time and by the published deadline. Any piece of assessed work that is submitted beyond the published deadline (date and time) would be classed as a late submission. Further guidance on Late Submission of Assessments can be found on the Academic Governance website:

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

Academic integrity
You are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism, is available on the College website:
**Academic Misconduct Policy and Procedures**

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

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

**MRes Code of Practice**

The Code of Practice for MRes programmes is available here:


**Appeal and complaints procedures**

We have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. In the event that you believe that you have grounds for complaint about academic or administrative services, or wish to appeal the outcome of an assessment or final degree, we have laid out clear and consistent procedures through which complaints and appeals can be investigated and considered:

[www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline](http://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/](http://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/students/)

**Intellectual Property Rights Policy**

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

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

**Use of IT facilities**

View the Conditions of Use of IT Facilities:

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

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

www.imperial.ac.uk/student-space

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**Departmental support and College tutors**
Each department has a system of academic and pastoral care in place to make sure you have access to the appropriate support throughout your time here. This includes:

**Personal Postgraduate Tutor**
The Programme Director acts as the MRes Personal Postgraduate Tutor and 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.

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

**Careers Service**
The Careers Service runs both group sessions and individual meetings with students. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser on Level 5 Sherfield where the Careers Service is based.

Visit the Career Service’s website to:

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

www.imperial.ac.uk/careers
Counselling and mental health

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

www.imperial.ac.uk/counselling

Financial support and tuition fees

If you have any questions about student financial support (loans, scholarships and research council studentships, US and Canadian loans) then contact the Student Financial Support team:

020 7594 9014
student.funding@imperial.ac.uk

If you suddenly find yourself in financial difficulties or experience an unexpected change in circumstances, you may be eligible to apply for emergency financial help through the Student Support Fund. The Fund offers a one-off payment of up to £2,000 to cover such emergencies as last minute accommodation and travel necessities, equipment and childcare. It does not have to be repaid.

http://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

For tuition fees queries, contact the Tuition Fees team:

020 7594 8011
tuition.fees@imperial.ac.uk

Imperial College Union (ICU) Advice Centre

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

www.imperialcollegeunion.org/advice

Student Hub

The Student Hub represents a single point of contact for all key administrative information and support. The Student Hub team can help you with enquiries about:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

Level 3, Sherfield Building, South Kensington Campus

020 7594 9444
student.hub@imperial.ac.uk
www.imperial.ac.uk/student-hub
Health Services

NHS Health Centre and finding a doctor
Even if you are fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

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

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

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

NHS dentist (based in the Imperial College Health Centre)
Imperial College Dental Centre offers a full range of NHS and private treatment options.

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

Disability Support

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

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

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

Departmental Disability Officers
Departmental Disability Officers are the first point of contact within your department. They can apply for additional examination arrangements on your behalf, and will facilitate support within your department.

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 on procedures for the consideration of additional examination arrangements in respect of disability is available at:

Library and IT

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

📞 020 7594 9000
🌐 www.imperial.ac.uk/ict/service-desk

Software shop
The Software shop offers a variety of general and subject-specific software programs and packages for free or at a discounted price for Imperial students.

🌐 www.imperial.ac.uk/admin-services/ict/shop/software

Library services
The Central Library at South Kensington is open around the clock pretty much all year. The librarians will be able to help you find resources for your subject area. Also, don’t forget to check out the Library’s range of training workshops and our other campus libraries for access to specialist medicine and life sciences resources. Alongside these physical spaces and resources, the Library provides over 170,000 electronic books, journals and databases available both on and off campus and a free document delivery service to help you source books and articles from around the UK and the rest of the world:

🌐 www.imperial.ac.uk/library

Religious support
The Chaplaincy Multi-faith Centre has chaplains from many different religions, as well as prayer rooms and information on places of worship. In addition, it runs meditation classes and mindfulness workshops for stress management. There is a student-run Islamic prayer room on campus and separate areas available for male and female Muslims.

🌐 www.imperial.ac.uk/chaplaincy

Support for international students

English language support
The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, one-to-one consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

🌐 www.imperial.ac.uk/academic-english
International Student Support team

Students from outside the UK make up around half of our student population, so our International student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

www.imperial.ac.uk/study/international-students
11. Student records and data

The Student Records and Data Team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI, as well as other external bodies.

The Team is responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.

The Student Records and Data Team produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

Student records and examinations

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

Degree certificates

+44 (0)20 7594 8037
certificates@imperial.ac.uk
12. **Work–life balance**

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

**Imperial College Union**

The Union’s range of 375+ student-led clubs, societies and projects is one of the largest of any UK university, opening up lots of ways for you to enjoy your downtime.

[www.imperialcollegeunion.org/about-us](http://www.imperialcollegeunion.org/about-us)

**Graduate Students’ Union**

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

[www.imperialgsu.com](http://www.imperialgsu.com)

**Physical activity and sport**

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

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

[www.imperial.ac.uk/sport](http://www.imperial.ac.uk/sport)
13. Student feedback and representation

Feedback from students

The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.

Students will be encouraged to provide oral and written feedback throughout the programme. The aim is to create a culture of two-way feedback, where it is readily sought, given and received.

Student Representation

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

- [www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview](http://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](http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback)
14. Student surveys

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

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

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

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

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

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

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

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

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

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

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

surveys.registrysupport@imperial.ac.uk
Alumni services

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

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

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

www.imperial.ac.uk/alumni

Opportunities for further study

After you have completed the MRes in Molecular Science and Engineering, you may choose to pursue PhD opportunities within Imperial, or take advantage of networking opportunities to link with companies.