Faculty of Medicine
Department of Medicine

WELLCOME TRUST 4 YEAR PROGRAMME IN THE MOLECULAR AND CELLULAR BASIS OF INFECTION

STUDENT HANDBOOK
2018–19
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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
020 7594 1383
graduate.school@imperial.ac.uk
www.imperial.ac.uk/graduate-school
Welcome from the Graduate Students’ Union (GSU)

I am delighted to welcome you to Imperial College! Let me introduce you to the Graduate Students’ Union (GSU). We are the representative body defending your interests as a post-graduate student in major decisions taken by the College. Beyond that, we work towards building a thriving post-graduate community that spans faculties and where students effectively communicate in an interdisciplinary way. Our committee is comprised by motivated post-graduate students like yourself, who have been appointed in university-wide elections and volunteer to make your experience at Imperial as fulfilling and enjoyable as possible.

So, what are we up to for this coming year 2018/19? We are going to focus on three major areas of action:

- Continue improving post-graduate well-being by increasing the quality of supervision and by creating strategies to tackle common mental health challenges in higher education.
- Develop the GSU to become central to the post-graduate community by improving the two-way flow of information, between the GSU and you.
- Organise exciting events around the topics of well-being, interdisciplinary research, and entrepreneurship.

As the GSU president, I would like to emphasise that Imperial College London is relying on its post-graduate students to maintain its position as a front-runner in world-class research and teaching. For us, the GSU, to be successful we need to receive as much of your input as possible. We want to work with you, for you!

Finally, I hope that you have a fantastic time here at Imperial and take advantage of the richness of opportunities that awaits you. If ever you have questions or ideas to share with us, please do not hesitate to get in touch with us and we are looking forward to seeing you at our events!

Ute Thiermann, GSU President 2018/19

gsu.president@imperial.ac.uk

www.imperialgsu.com
1. Introduction to the Course

Academic and Administrative staff contacts

- **Dr. Brian Robertson**  
  Course Director  
  3.41 MRC Centre for Molecular Microbiology and Infection,  
  South Kensington Campus  
  b.robertson@imperial.ac.uk

- **Prof Peter O’Hare**  
  Course Director/School 2 Co-ordinator  
  Section of Virology,  
  St Mary's Campus  
  p.ohare@imperial.ac.uk

- **Dr Fiona Culley**  
  School 1 Co-ordinator  
  367 Norfolk Place,  
  St Mary's Campus  
  f.culley@imperial.ac.uk

- **Prof Angelika Grundling**  
  School 3 Co-ordinator  
  3.21 Flowers Building,  
  SK Campus  
  a.grundling@imperial.ac.uk

- **April Haesler**  
  Course Administrator  
  Mon – Friday: CWB 9N4b Hammersmith Campus  
  a.haesler@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

For information on English language support available while you’re here, see page 27.

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 miss an examination through illness you must contact your Senior Postgraduate Tutor 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.

Key dates 2018-19

<table>
<thead>
<tr>
<th>Week Number</th>
<th>Key Project Dates</th>
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<tbody>
<tr>
<td>starting</td>
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<tr>
<td>1</td>
<td>01-Oct</td>
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<tr>
<td>2</td>
<td>08-Oct</td>
</tr>
<tr>
<td>11</td>
<td>10-Dec</td>
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<tr>
<td>12</td>
<td>17-Dec</td>
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<tr>
<td>13</td>
<td>24-Dec</td>
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<tr>
<td>14</td>
<td>01-Jan</td>
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<td>15</td>
<td>07-Jan</td>
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<tr>
<td>16</td>
<td>14-Jan</td>
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<tr>
<td>26</td>
<td>25-Mar</td>
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<tr>
<td>27</td>
<td>01-Apr</td>
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<tr>
<td>28</td>
<td>08-Apr</td>
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<td>29</td>
<td>15-Apr</td>
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<td>30</td>
<td>22-Apr</td>
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<td>31</td>
<td>29-Apr</td>
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<tr>
<td>32</td>
<td>06-May</td>
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<tr>
<td>43</td>
<td>15-Jul</td>
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<td>44</td>
<td>22-Jun</td>
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<td>45</td>
<td>29-Jul</td>
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<td>46</td>
<td>05-Aug</td>
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<td>47</td>
<td>12-Aug</td>
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<td>48</td>
<td>19-Aug</td>
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<td>49</td>
<td>26-Aug</td>
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<td>50</td>
<td>02-Sep</td>
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<td>51</td>
<td>09-Sep</td>
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<td>52</td>
<td>16-Sep</td>
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<td>53</td>
<td>23-Sep</td>
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** As soon as possible after the students are notified of their assessors, and preferably by April 17th, they should contact them to arrange a viva date for the week of the 29th, after the presentations on the Monday 29th
# School 1 Timetable

Please note that School 2 and 3 timetables will be provided later in the year.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Session</th>
<th>Staff</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/10/2018</td>
<td>TBC</td>
<td>Induction day</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>05/10/2018</td>
<td>TBC</td>
<td>Deadline for students to select projects</td>
<td></td>
<td></td>
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<tr>
<td>08/10/2018</td>
<td></td>
<td>Projects start</td>
<td></td>
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</tr>
<tr>
<td>12/10/2018</td>
<td>09.30-12.30</td>
<td>Bacterial genomics</td>
<td>Angela Brueggmann</td>
<td>Meghraj Room in the Commonwealth Building at the Hammersmith</td>
</tr>
<tr>
<td>19/10/2018</td>
<td>09.30-12.30</td>
<td>TBC- talk</td>
<td>Shiranee Sriskandan</td>
<td>Room B21 in the Commonwealth Bldg, Hammersmith Campus</td>
</tr>
<tr>
<td>26/10/2018</td>
<td>09.30-12.30</td>
<td>TBC- talk</td>
<td>TBC</td>
<td>G70 SAF</td>
</tr>
<tr>
<td>02/11/2018</td>
<td>09.30-12.30</td>
<td>TBC- talk</td>
<td>TBC</td>
<td>G70 SAF</td>
</tr>
<tr>
<td>09/11/2018</td>
<td>09.30-12.30</td>
<td>Innate immunity and metabolic regulation</td>
<td>Marc Dionne</td>
<td>609 SAF</td>
</tr>
<tr>
<td>16/11/2018</td>
<td>09.30-12.30</td>
<td>Regulation of host immunity by parasitic</td>
<td>Murray Selkirk</td>
<td>G70 SAF</td>
</tr>
<tr>
<td>23/11/2018</td>
<td>09.30-12.30</td>
<td>TBC- talk</td>
<td>Darius Armstrong-James</td>
<td>G70 SAF</td>
</tr>
<tr>
<td>30/11/2018</td>
<td>09.30-12.30</td>
<td>Mechanisms by which bacterial pathogen</td>
<td>David Holden</td>
<td>280 SAF</td>
</tr>
<tr>
<td>07/12/2018</td>
<td>09.30-12.30</td>
<td>TBC- talk</td>
<td>Alain Filloux</td>
<td>G70 SAF</td>
</tr>
<tr>
<td>14/12/2018</td>
<td>09.30-12.30</td>
<td>Capulets vs Montagues: the journey of one</td>
<td>Jake Baum</td>
<td>Room 609 SAF</td>
</tr>
<tr>
<td>14/12/2018</td>
<td></td>
<td>Term Ends</td>
<td></td>
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</tr>
<tr>
<td>W/C 07/01/19</td>
<td>TBC</td>
<td>Student presentations and vivas</td>
<td>TBC</td>
<td>TBC</td>
</tr>
<tr>
<td>08/01/2019</td>
<td>10:00-12:00</td>
<td>Presentations</td>
<td></td>
<td>G47B Flowers</td>
</tr>
<tr>
<td>11/01/2019</td>
<td></td>
<td>Students choose School 2 project</td>
<td></td>
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<tr>
<td>14/01/2019</td>
<td></td>
<td>Start of School 2</td>
<td></td>
<td></td>
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<tr>
<td>31/01/2019</td>
<td></td>
<td>Deadline for marks</td>
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</table>
2. Programme Information

MRes in Molecular and Cellular Basis of Infection 2018/19

BEFORE YOU START

If you have not done so already, please register online
(http://www.imperial.ac.uk/students/new-students/postgraduates/before-you-arrive/registration/online-registration/)

If you are unable to register online, you will need to go to the Student Hub, Level 3, Sherfield Building and register in person. You will need to collect your security passes (required for building access and issue of library card) from Security on Level 1 of the Sherfield Building (building 22 on the attached map). You will only be able to collect your card if you have officially registered with the College as a Postgraduate student. If you have any difficulties, please contact Brian Robertson.

Induction Week Schedule

<table>
<thead>
<tr>
<th>Saturday 29th October</th>
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<tbody>
<tr>
<td>17.30-19.00</td>
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<td>19.00-20.00</td>
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<table>
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<tr>
<th>Monday 1st October</th>
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<tbody>
<tr>
<td>11.30-16.30</td>
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<table>
<thead>
<tr>
<th>Tuesday 2nd October</th>
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<tbody>
<tr>
<td>10.00 – 10.40</td>
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<tr>
<td>11-11.30</td>
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<tr>
<td>11.00-16.00</td>
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<tr>
<td>12.00-16.00</td>
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<tr>
<td>15:00-16:30</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday 4th October</th>
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</thead>
<tbody>
<tr>
<td>17.30-19.30</td>
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</table>

<table>
<thead>
<tr>
<th>FRIDAY 6th October</th>
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<tr>
<td>12.45-13.15</td>
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Activating your Imperial College account for the first time

Welcome to Imperial College London. As a new member of College you will automatically be provided with a College username and email address. These enable you to for example

- send and receive e-mail
- log-on to the College network and Virtual Learning Environment e.g. (WebCT)
- access electronic information services provided by the Library

There are three ways that you can activate your College username and email address and set up a password.

- **You are staying in a Hall of Residence:**
  Each study bedroom (*) has a network socket, which you can use to connect your personal computer, using a network cable. You should follow the instructions supplied to open your browser and browse to an external webpage (e.g. www.google.co.uk). When you have done this you will be redirected to the College registration pages which have a link to [https://www.imperial.ac.uk/ict/activateaccount](https://www.imperial.ac.uk/ict/activateaccount)

  You can purchase a network cable from the Student Union Shop or from a supplier such as PC World on Kensington High Street.

  Note that there are no wireless connections in study bedrooms in halls.

  * Students in Orient and Piccadilly Halls should find connection instructions in their Hall Welcome Pack on arrival or ask their warden team for further information.

- **You are not staying in a Hall of Residence:**
  If you are not in a Hall of Residence and this is your first day in College you can go to your departmental Teaching cluster/computer room and do the following:
  Enter the username *activate* and then the password *Activate!* (Note the Capital A and the ! at the end)
  This will automatically take you to [https://www.imperial.ac.uk/ict/activateaccount](https://www.imperial.ac.uk/ict/activateaccount)

- **From outside College:**
  If you read this note for the first time at home or elsewhere away from College and you want to activate your College username and email address then just open your Internet browser and go to:
  [https://www.imperial.ac.uk/ict/activateaccount](https://www.imperial.ac.uk/ict/activateaccount)

Now please click the box accepting the Conditions of Use of IT Facilities at Imperial College. This is mandatory and you will not be able to proceed unless you do this. Having accepted the College terms and conditions, you will be asked for your full name, your date of birth and your College identifier (CID). This can be found on most official correspondence from College or on your College security card. Read the instructions on how to choose a strong password which satisfies the College password requirements and then enter a password twice.

When you have completed the form please click on the Activate My Account button. If the details you have entered are correct your College computer account should be activated within a few seconds and your College username and email address will be displayed. Please write these down so you do not forget them.
If you have made a late entry to College or there have been problems with your College registration then it may take a few days before your College computer account can be set up. Please repeat the above process again a day or so later before reporting a problem.

If you have problems with activating your account, please contact the ICT service desk on Level 4 (west end) of the Sherfield Building South Kensington Campus or your local campus Service Desk, locations and opening times can be found at http://www.imperial.ac.uk/ict/servicedesk/locationsandopeningtimes

The South Kensington Service Desk telephone number is 020 7594 9000 and it is open 08.30 - 18.00 Monday to Friday.
You can also email service.desk@imperial.ac.uk giving your name and CID, a short description of the problem and they will get back to you as soon as possible.

Any problems with accessing electronic journals, books and databases or with the Athens access service should be reported to the Central Library Help Desk library@imperial.ac.uk. More information about Electronic Library Services can be found on the Library website at http://www.imperial.ac.uk/admin-services/library/

PROJECTS

How to choose projects:

The School co-ordinator will issue you with a list of project proposals for each school at the beginning of the School session. You will be required to arrange meetings with the supervisors of the projects which you are interested. Please see several supervisors to ensure you have a choice in case two or more students make the same first choice. You will then need to notify the course team (School Supervisor and course administrator, April Haesler) of your choice by the given deadline.

WT MCBI Principle Investigator List. (NOT ELIGIBLE PIs for Oct 2019 PhD Start, in Grey)

<table>
<thead>
<tr>
<th>School One</th>
<th>Dr Fiona Culley</th>
<th>Supervising current PhD student from year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr Jake</td>
<td>Baum</td>
</tr>
<tr>
<td>2</td>
<td>Professor George</td>
<td>Christophides</td>
</tr>
<tr>
<td>3</td>
<td>Dr Fiona</td>
<td>Culley</td>
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<tr>
<td>4</td>
<td>Professor Alain</td>
<td>Filloux</td>
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<tr>
<td></td>
<td></td>
<td>2017 - Kira Glatzel</td>
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<tr>
<td>5</td>
<td>Dr Angela</td>
<td>Brueggemann</td>
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<td></td>
<td></td>
<td>2018 - Madeleine Butler</td>
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<tr>
<td>6</td>
<td>Dr Marc</td>
<td>Dionne</td>
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<tr>
<td>7</td>
<td>Dr Nadia</td>
<td>Guerra</td>
</tr>
<tr>
<td></td>
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<td>2017 - Sophie Curio</td>
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<tr>
<td>8</td>
<td>Professor David</td>
<td>Holden</td>
</tr>
<tr>
<td>9</td>
<td>Dr Masahiro</td>
<td>Ono</td>
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<tr>
<td>10</td>
<td>Dr James</td>
<td>Pease</td>
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<td>11</td>
<td>Professor Murray</td>
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<td>12</td>
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<td>13</td>
<td>Dr Clare</td>
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<td>14</td>
<td>Professor Shiranee</td>
<td>Sriskandan</td>
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<tr>
<td>15</td>
<td>Dr Huw</td>
<td>Williams</td>
</tr>
<tr>
<td>School Two</td>
<td>Prof Peter O’Hare</td>
<td>Supervising current PhD student from year</td>
</tr>
<tr>
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</tr>
<tr>
<td>1 Dr</td>
<td>Rob White</td>
<td></td>
</tr>
<tr>
<td>2 Professor</td>
<td>Charles Bangham</td>
<td>2018 - Aris Aristomedou</td>
</tr>
<tr>
<td>3 Professor</td>
<td>Wendy Barclay</td>
<td>2018 - Olivia Swann</td>
</tr>
<tr>
<td>4 Dr</td>
<td>Marcus Dorner</td>
<td>2017 - Catherine Cherry</td>
</tr>
<tr>
<td>5 Dr</td>
<td>Cecilia Johansson</td>
<td></td>
</tr>
<tr>
<td>6 Dr</td>
<td>John Tregoning</td>
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<tr>
<td>7 Professor</td>
<td>Paul Langford</td>
<td></td>
</tr>
<tr>
<td>8 Dr</td>
<td>Goedele Maertens</td>
<td></td>
</tr>
<tr>
<td>9 Dr</td>
<td>Michael McGarvey</td>
<td></td>
</tr>
<tr>
<td>10 Professor</td>
<td>Myra McClure</td>
<td></td>
</tr>
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<td>Peter O’Hare</td>
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<tr>
<td>12 Professor</td>
<td>Peter Openshaw</td>
<td></td>
</tr>
<tr>
<td>13 Professor</td>
<td>Robin Shattock</td>
<td>2018 - Rachel Barton</td>
</tr>
<tr>
<td>14 Dr</td>
<td>Mike Skinner</td>
<td>2018 - Alanna Gallagher</td>
</tr>
<tr>
<td>15 Professor</td>
<td>David Rueda</td>
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<tr>
<td>16 Dr</td>
<td>Chris Chui</td>
<td></td>
</tr>
<tr>
<td>17 Professor</td>
<td>Gloria Rudenko</td>
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</tr>
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<table>
<thead>
<tr>
<th>School Three</th>
<th>Prof Angelika Gündling</th>
<th>Supervising current PhD student from year</th>
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<tr>
<td>1 Dr</td>
<td>Hugh Brady</td>
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<td>Martin Buck</td>
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<td>3 Dr</td>
<td>Jake Bundy</td>
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<td>4 Professor</td>
<td>Maggie Dallman</td>
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<td>5 Professor</td>
<td>Gadi Frankel</td>
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<td>6 Dr</td>
<td>Andrew Edwards</td>
<td>2017 - Elizabeth Ledger</td>
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<td>7 Professor</td>
<td>Anne Dell</td>
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<tr>
<td>8 Dr</td>
<td>Sophie Helaine</td>
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<td>9 Dr</td>
<td>Bernadette Byrne</td>
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<td>10 Professor</td>
<td>Kurt Drickamer</td>
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<tr>
<td>11 Dr</td>
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<tr>
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<tr>
<td>14 Dr</td>
<td>Brian Robertson</td>
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<tr>
<td>15 Professor</td>
<td>Ramesh Wigneshweraraj</td>
<td></td>
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<tr>
<td>16 Dr</td>
<td>Avinash Shenoy</td>
<td></td>
</tr>
<tr>
<td>17 Dr</td>
<td>Pascale Kropf</td>
<td></td>
</tr>
</tbody>
</table>

*NB please note this is for guidance only, not all supervisors will submit projects, a confirmed list will be issued to you by the School Supervisor*

**Teaching Sessions:**
Teaching sessions will take place each Friday. Timetables for sessions for each school will be
issued to you by each School coordinator at the start of the session. We will endeavour to issue you with teaching materials one week in advance of the sessions prior to each teaching slot, either by email or posted on blackboard.

### MRes School 1 Teaching Sessions 2018-2019

**Rooms booked 9.30 -12.30 pm**

<table>
<thead>
<tr>
<th>DATE</th>
<th>STAFF</th>
<th>VENUE</th>
</tr>
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<tbody>
<tr>
<td>12th October</td>
<td>Angela Brueggemann</td>
<td>Meghraj Meeting Room, Commonwealth Building</td>
</tr>
<tr>
<td></td>
<td>Bacterial genomics</td>
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<tr>
<td>19th October</td>
<td>Shiranee Sriskandan</td>
<td>G69 SAF</td>
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<td>TBC</td>
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<td>26th October</td>
<td>Fiona Culley</td>
<td>G70 SAF</td>
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<tr>
<td></td>
<td>Immune responses to respiratory infection</td>
<td></td>
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<tr>
<td>2nd November</td>
<td>TBC</td>
<td>G70 SAF</td>
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<tr>
<td>9th November</td>
<td>Marc Dionne</td>
<td>609 SAF</td>
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<tr>
<td></td>
<td>Innate immunity and metabolic regulation</td>
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<td>16th November</td>
<td>Murray Selkirk</td>
<td>G70 SAF</td>
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<td></td>
<td>Regulation of host immunity by parasitic nematodes</td>
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<td>23rd November</td>
<td>Darius Armstrong-James</td>
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<tr>
<td></td>
<td>Pulmonary immunity to fungal pathogens</td>
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<td>30th November</td>
<td>David Holden</td>
<td>280 SAF</td>
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<td></td>
<td>Mechanisms by which bacterial pathogens evade or suppress immune responses</td>
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<tr>
<td>7th December</td>
<td>Alain Filloux</td>
<td>G70 SAF</td>
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<tr>
<td></td>
<td>The bacterial Type VI secretion machine: bacterial competition and microbiota</td>
<td></td>
</tr>
</tbody>
</table>
School One Coordinator:
Dr Fiona Culley: f.culley@imperial.ac.uk

South Kensington Campus Map (SAF – Sir Alexander Flemming Building)

Hammersmith Campus Map

3. Assessment

MRes: Molecular and Cellular Basis of Infection

Presentation of Reports
Reports should be written in a similar style to a research paper. Although there is no strict word limit, the following guidelines should be followed. Reports should be as concise as possible, compatible with clarity and completeness. The title page should include your name. A running title of not more than 50 characters should be provided together with up to six key words.

All reports must include a summary not exceeding 200 words. The main text should be subdivided into Introduction, Results, Discussion and Experimental Procedures. The Results and Discussion sections may be combined and can include additional subheadings. Experimental Procedures should be sufficiently detailed to enable the experiments to be reproduced. All pages must be numbered consecutively.

Summary
• Should succinctly and clearly describe the major findings reported in the report
• Must not exceed 200 words nor contain abbreviations or specialized terms
• Should be understandable in itself

Introduction
• Presents the purpose of the studies reported and their relationship to earlier work in the field
• Should not be an extensive review of the literature nor, in general, exceed six double spaced typed pages

Results
• Presented in figures and tables
• Some results not requiring documentation given solely in the text
• Extensive discussion not in Results section
Discussion
• Concise (usually less than six double spaced typed pages)
• Focused on the interpretation of the results rather than a repetition of the Results section

Experimental Procedures
• Brief but sufficiently complete to permit a qualified reader to repeat the experiments reported
• Only truly new procedures should be described in detail
• Cite previously published procedures in References

Standard abbreviations should be as recommended in Quantities, Units, and Symbols (The Royal Society, 1988). Abbreviations of non-standard terms should follow, in parentheses, their first full usage.

References
Authors should use the system illustrated below. Only full articles which have been published or are in press may be included in the reference list. In the text, unpublished or submitted studies should be referred to as such (e.g. J.M. Smith, unpublished), or as a personal communication. In the text, references should be inserted in parentheses in date order, as follows: (Pugsley, 1996; Matsunaga et al., 1997). The reference list should be in alphabetical order according to the first named author. Papers with two authors should follow those of the first named author, arranged in alphabetical order according to the name of the second author. Articles with more than two authors should follow those of the first named author in chronological order. The title of the article must be included. For papers with up to seven authors, the names of all authors should be listed. For papers with eight or more authors, the first six names should be listed, followed by et al. Standard abbreviations of journal titles should be used, as in the Index Medicus. The following provide examples:

References to material available on the World Wide Web can be given, but only if the information is available without charge to readers on an official site. The format for citations is as follows: Beckleheimer, J. (1994). How do you cite URLs in a bibliography? [WWW document]. URL http://www.nrlssc.navy.mil/meta/bibliography.html

Genetic Nomenclature
Standard genetic nomenclature should be used. For further information, including relevant websites, authors should refer to the Genetic Nomenclature Guide in Trends in Genetics (Elsevier Science Ltd, 1995). Nomenclature for DNA restriction and modification enzymes and their genes should follow Roberts et al. (Nucleic Acids Res 31: 1805-1812, 2003).

Text
Text should be double-spaced. Please type your text consistently, e.g. take care to distinguish between 1 (one) and l (lower-case L) and 0 (zero) and O (capital O), etc.

Figures and Tables
Figures, legends and tables should be incorporated in the text at the appropriate point, as in a published paper. Tables should be typed as text, using tabs to align columns.
Assessment criteria

MRes in Molecular and Cellular Basis of Infection
Imperial College London

CRITERIA FOR ASSESSMENT OF LABORATORY WORK

These criteria are used to assess laboratory projects for the MRes course in *The Molecular and Cellular Basis of Infection*. Due allowance is made for what is reasonably achievable under laboratory conditions and in the time available.

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>85-100 A+</td>
<td>Quality and quantity of data comparable to that in research articles published in the best journals. All procedures thoroughly understood and applied correctly, including (where applicable) statistical analysis. Shows an understanding of the limits of the experimental procedures, and possible alternative strategies and techniques. Shows an appreciation of possible sources of errors and significance of results. Shows evidence of outside reading, independent thought and originality.</td>
</tr>
<tr>
<td>70-84 A</td>
<td>Experimental procedures understood and applied correctly, with most experiments successfully completed. Shows the above features, but not fully achieving one of them. No significant deficiencies.</td>
</tr>
<tr>
<td>60-69 B</td>
<td>Most experimental procedures understood and applied correctly with some experiments successfully completed. Only minor problems.</td>
</tr>
<tr>
<td>50-59 C</td>
<td>Some experimental procedures understood and applied correctly with a few experiments successfully completed.</td>
</tr>
<tr>
<td>&lt;50</td>
<td><strong>Fail.</strong> Weak understanding of experimental procedures. Some significant experimental errors. Very few experiments successfully completed.</td>
</tr>
<tr>
<td>40</td>
<td>Confused understanding of experimental procedures. Major experimental errors.</td>
</tr>
<tr>
<td>30</td>
<td>Only one or two experiments successfully completed.</td>
</tr>
<tr>
<td>15</td>
<td>Vague understanding of experimental procedures. No experiments successfully completed.</td>
</tr>
<tr>
<td>5</td>
<td>Few experiments attempted. No understanding of experimental procedures. Failure to follow protocols properly.</td>
</tr>
<tr>
<td>0</td>
<td>One or two experiments attempted, but without any understanding or success. Experiment not attempted. Mark given where the work presented is discovered not to be that of the candidate (plagiarised). Further disciplinary action is usually taken in cases of plagiarism.</td>
</tr>
</tbody>
</table>
**MRes in Molecular and Cellular Basis of Infection**  
Imperial College London  

**CRITERIA FOR ASSESSMENT OF WRITTEN WORK**

These criteria are used to assess project reports for the MRes course in *The Molecular and Cellular Basis of Infection*. Due allowance is made for what is reasonably achievable in the time available.

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>85-100</td>
<td><strong>A+.</strong> Exceptionally well-presented exposition of the subject showing: <em>(i)</em> complete command of the relevant concepts and facts, <em>(ii)</em> a high critical or analytical ability**, <em>(iii)</em> originality, and <em>(iv)</em> evidence of substantial outside reading.</td>
</tr>
<tr>
<td>70-84</td>
<td><strong>A.</strong> A very well presented exposition of the subject, showing all of the above features, but not fully achieving one or two of them.</td>
</tr>
<tr>
<td>60-69</td>
<td><strong>B.</strong> Work: <em>(i)</em> shows a clear grasp of the relevant concepts and facts, <em>(ii)</em> gives an accurate account of the relevant material, and <em>(iii)</em> shows evidence of some outside reading, or of critical or analytical ability**.</td>
</tr>
<tr>
<td>50-59</td>
<td><strong>C.</strong> Work: <em>(i)</em> shows a grasp of the basic concepts and facts, and either <em>(ii)</em> gives an accurate account of at least half of the relevant material, or <em>(iii)</em> goes beyond that but includes significant errors.</td>
</tr>
<tr>
<td>&lt;50</td>
<td><strong>Fail.</strong> Work: <em>(i)</em> shows only a weak grasp of the fundamental concepts and facts, and is marred by errors or omissions.</td>
</tr>
<tr>
<td>40</td>
<td>Work: <em>(i)</em> shows a confused understanding of the topic, and <em>(ii)</em> contains major errors and omissions.</td>
</tr>
<tr>
<td>30</td>
<td>Work is too inaccurate, too irrelevant, or too brief to indicate more than a vague understanding of the topic.</td>
</tr>
<tr>
<td>15</td>
<td>Presents very little that is correct and relevant.</td>
</tr>
<tr>
<td>0</td>
<td>Contains nothing correct that is relevant to topic. Mark to be given where the work is discovered not to be that of the candidate (plagiarised). Further disciplinary action is usually taken in cases of plagiarism.</td>
</tr>
</tbody>
</table>

**Analytical** = assessing a hypothesis or statement by breaking it down into its elements and examining their inter-relationships and contribution to the whole. **Critical** = judging a hypothesis or conclusion by examining the validity of the evidence adduced for it.
MRres in Molecular and Cellular Basis of Infection
Imperial College London

CRITERIA FOR ASSESSMENT OF WORK PRESENTED ORALLY

These criteria are used to assess project oral examinations for the MRres course in *The Molecular and Cellular Basis of Infection*

<table>
<thead>
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<th>Percentage Grade</th>
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<tr>
<td>85-100 A+</td>
<td>Presentation demonstrates: (i) complete understanding of the material to be presented showing high critical or analytical ability** as relevant, (ii) clear and logical organisation of the material, (iii) excellent use of appropriate resources and teaching aids, (iv) preparatory work including substantial background reading, and (v) ability to instruct with clarity of exposition and productive engagement with the audience resulting in a very positive learning experience.</td>
</tr>
<tr>
<td>70-84 A</td>
<td>A very well presented exposition of the subject, showing all the above features, but not fully achieving one of them.</td>
</tr>
<tr>
<td>60-69 B</td>
<td>Presentation has the following features: (i) shows a clear understanding of the material with an accurate account that demonstrates good critical or analytical ability**, (ii) good use of resources, (iii) evidence of appropriate background reading, and (iv) succeeds in delivering all the relevant material clearly to the audience so that they appreciate its significance.</td>
</tr>
<tr>
<td>50-59 C</td>
<td>Presentation: (i) shows a grasp of the material, (ii) gives an accurate account of most of the relevant material, (iii) shows evidence of some background reading, and (iv) successfully delivers most of the material to the audience in a way that they can understand it, but does not go beyond that.</td>
</tr>
<tr>
<td>&lt;50</td>
<td>Fail. Presentation: (i) shows only a basic grasp of the material (ii) shows evidence of little background reading or preparation, (iii) delivers most of the material accurately but makes errors or omissions resulting in a poor learning experience for the audience.</td>
</tr>
<tr>
<td>40</td>
<td>Presentation: (i) shows that the material has not been understood, (ii) shows no evidence for background reading or preparation, and (iii) presents the material inaccurately and does not increase the audience's understanding.</td>
</tr>
<tr>
<td>30</td>
<td>Presentation: (i) is too inaccurate, too irrelevant, or too brief to indicate more than a vague understanding of the material, and (ii) only succeeds in misinforming and confusing the audience.</td>
</tr>
<tr>
<td>15</td>
<td>Presentation includes very little that is correct and relevant.</td>
</tr>
<tr>
<td>0</td>
<td>Failure to make a presentation at all.</td>
</tr>
</tbody>
</table>

** Analytical = assessing a hypothesis or statement by breaking it down into its elements and examining their inter-relationships and contribution to the whole; cf. Critical = judging a hypothesis or conclusion by examining the validity of the evidence adduced for it.**
Marking Procedure for MRes Projects

- Supervisors assess laboratory performance based on 'Criteria for assessment of laboratory work'.
- Examiners assess report independently before the viva, using 'Criteria for assessment of written work'.

AFTER THE VIVA

- Examiners enter an agreed mark for the report.
- Examiners assess viva performance jointly, using 'Criteria for assessment of work presented orally'.
- The final mark for each project will comprise:
  
<table>
<thead>
<tr>
<th>Mark</th>
<th>%</th>
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<tbody>
<tr>
<td>Agreed report mark</td>
<td>60</td>
</tr>
<tr>
<td>Supervisor's mark</td>
<td>15</td>
</tr>
<tr>
<td>Viva mark</td>
<td>25</td>
</tr>
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</table>

  Students will receive a Graded Mark

MRes Assessment Rules and Degree Classification

- Each research project contributes one third of the final mark. A final viva voce is held with the external examiners and is used for assessment of student performance and moderation of marks.

  • **Pass:** to be awarded where a candidate has achieved a mark of 50% or above in each element.

  • **Merit:** to be awarded where a candidate has achieved a mark of 60% or above in each element. Students who have an aggregate mark of 60% across the course and who have marks of 60% or above in 2 elements and a mark of 55% or above in the third element may be considered for award of Merit by the Board of Examiners.

  • **Distinction:** to be awarded where a candidate has achieved a mark of 70% or above in each element. Students who have an aggregate mark of 70% across the course and who have marks of 70% or above in 2 elements and a mark of 65% or above in the third element may be considered for award of Merit by the Board of Examiners.

  • In order to progress to a PhD, students must achieve at least a Merit for the course.
**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 30 of this handbook.

**Mitigating Circumstances Procedure**

If you have circumstances that are unforeseen or outside of your control and are affecting your ability to study, complete coursework or to sit examinations, you should contact a member of the course team as soon as possible to discuss your options. If you then wish to submit a request for mitigating circumstances, your course team will be able to provide you with the necessary form for completion.

You should submit your mitigating circumstances form to your Course Administrator within 5 working days of the assessment or coursework submission deadline. The form must be supported by appropriate evidence. A medical certificate is essential where illness affects an exam – telling someone afterwards is not sufficient. All cases will be reviewed by an independent departmental panel and a recommendation made to your course exam board.

**Please note:** neither pressure of work nor technical issues (eg, computer failure/loss of work) are valid reasons for requesting mitigating circumstances.

**Extensions to deadlines:**

Extensions will only be considered in exceptional circumstances and only upon receipt of a Mitigating Circumstances Form and supporting evidence. Extension requests must be made in advance of the deadline(s) – retrospective extensions will not be granted. If an extension is agreed, the length of the extension will be determined by the appropriate panel. Any submission received later than the agreed extension will incur the late penalty as outlined on page 6.

**Outstanding Achievement Prize**

In February 2003 Senate approved the establishment of Student Awards for Outstanding Achievement, an annual award to students for outstanding achievement in any extramural activity that brings credit to the College. The value of the award is £250, together with a medal inscribed with the winner's name. There are up to six awards available each year. These awards are to recognize and commend outstanding achievement beyond the academic subject area, suitable examples might include exceptional charity work, involvement with the University Challenge team, sporting success, or writing a novel etc.

**4. Board of Examiners**

**Board of Examiners**

- Brian Robertson
- Peter O’Hare
External Examiners

Professor Craig Roberts, University of Strathclyde
Professor Alison Sinclair, University of Sussex

It is common for Master’s level students to have some 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.

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

www.imperial.ac.uk/staff/tools-and-reference/quality-assurance-enhancement/external-examining/information-for-staff
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,
Exhibition Road,
London SW7 2AZ
Tel +44 (0)20 7589 5111

Shuttle bus

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays, should you require it. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. Download the timetable 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 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. Health and Safety

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:


The College Safety Department

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

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late.

All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements.

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

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

www.imperial.ac.uk/safety

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

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

Occupational Health information for PG students

Summary

The College OH Service provides the same clinical services to taught and research postgraduates as we do to staff. However, students do not go through pre-employment health screening so we are unaware of students who need vaccinations, health clearance or health surveillance unless they contact us. Course organisers or supervisors need to instruct new students needing these services to contact the College OH service. More specific information is below.

Health clearance for work with pathogens, GMOs or unfixed human tissue.

Postgraduate students who will be handling human pathogens, GMOs of class 2 or higher or unfixed human tissue, including blood, in a laboratory environment must be health cleared for this activity. Students should be instructed to complete a Biological Agents Health Questionnaire and to send this to the College OH Service at South Kensington. The questionnaire is available for download from our on http://www.imperial.ac.uk/occupational-health/health-protection-at-work/work-health-assessment/ health clearance web page. Most will be cleared through submission of the questionnaire. We will only call them in for a clinic attendance if they need a vaccination or they declare a health problem that requires a further assessment.

After the student is cleared they will be sent an e-mail confirming this. This is copied to whoever is named as the Principal Investigator on the questionnaire and to the College Biological Safety Officer.
Students who will not be directly handling and screened blood do not need health clearance or vaccination.

Health surveillance enrolment for work with laboratory animals.

Any student who will be working with live laboratory animals must enrol for health surveillance with the College OH Service before commencing their research programme. Enrolment is not required prior to licensee training.

Students should be instructed to complete a health surveillance enrolment questionnaire and to arrange an appointment with the College OH Service for a mask fit test and lung function testing. They should only arrange the appointment when they are within 2 to 3 weeks of commencing their research work.

Once student has completed enrolment an e-mail confirming this will be sent to the student and copied to the manager of the CBS facility in which it will be working and their Principal Investigator.

NHS health clearance

All postgraduate students who will have contact with patients in clinical environment have to complete NHS infection control clearance. This health clearance is carried out by the College OH Service.
Students should be instructed to complete a Postgraduate Health Clearance Form and arrange an appointment with an OH Adviser at the College OH clinic at South Kensington.
They should bring copies of any of vaccination records and relevant serology tests to the appointment.

When the student complete health clearance the certificate on page 2 of the questionnaire will be stamped and given to the student to pass on to their course organiser or principal investigator.

**Hep C vaccination**

As you may be working with human samples during your research project, you might need to be vaccinated against Hepatitis B. If you have not already had a programme of Hepatitis B vaccination, please contact your programme administrator/director so that they can discuss options with you prior to the start of your research project.

**Health clearance for travel**

Postgraduate students travelling abroad for study or research have the same health clearance requirements as for staff. Clearance is compulsory for any travel to a tropical country. If any vaccinations are required for the destination country then an appointment with the OH Service should be sought at least four weeks in advance of travel. Students will need to provide evidence that their trip is directly related to their study or research activity.

Clearance will be notified to the Principal Investigator/supervisor named on the health clearance questionnaire.

**Emergency assessment and treatment of laboratory accidents**

Postgraduate students based on hospital campuses can attend the hospital OH clinic for emergency assessment and treatment of inoculation accidents involving human blood or unfixed tissues. Any other emergency assessment will be carried out by the College OH Service at South Kensington. For information on the urgency and form for assessment consult the laboratory accident guide issued by the OH Service last year. A new edition of this has just been published. If you would like to receive some copies contact <mailto:occhealth@Imperial.ac.uk>occhealth@Imperial.ac.uk

Dr. Alan Swann, BM, MFOM
**Director of Occupational Health**
Service Imperial College
Level 4, Sherfield Building
London SW7 2AZ
+44 (020) 7594 9385
7. 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
- 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:


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 which 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

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. Please note that this policy is currently being updated for the academic year 2018/19.

- 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

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:

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/

8. Animal Research

Understanding the basic biology of infections, injuries and chronic diseases is an essential step in finding new treatments and cures. From cancer to malaria and war wounds to heart disease, research using animals forms an important element of Imperial's work.

The College believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes where their use is shown to be necessary for developing new treatments and making medical advances.
Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in the College’s care are treated with full respect, and that all staff and students involved with this work show due consideration at every level.

For more information please see:

www.imperial.ac.uk/research-and-innovation/about-imperial-research/research-integrity/animal-research

9. 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

Departmental support and College tutors
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 here. This includes:

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

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

Postgraduate Tutor:
Fiona Culley (f.culley@imperial.ac.uk)
367, Norfolk Place, St Mary's Campus

Pastoral Help and Advice for Wellcome Trust MRes students
The primary source of help and support for all students is your research supervisor. However, occasionally, issues may arise which you would prefer to discuss with someone else. If you feel unable to speak with your supervisor you should contact the School Co-ordinator in the first instance. If you
do not feel comfortable or able to speak to the School Co-Ordinator please speak to Dr Brian Robertson, the Course Director.

Finally, if you wish to speak with someone outside of your course please contact your Welfare Tutor.

**Welfare Tutor**

You will also be assigned to a Welfare Tutor, who is not directly involved in your programme. If you have a personal or sensitive issue that you do not want to discuss with someone involved in your programme, then you should contact your Welfare Tutor. The DOM has two Welfare Tutors:

- Wayne Mitchell
- Suzie Barr

**Academic concerns for Wellcome Trust MRes students**

If you have concerns about your project or supervisor you should speak with the School Co-ordinator if you feel comfortable. If you do not feel able to speak with them then you should speak about your concerns with the Course Director. Finally, if you wish to speak to someone who is not academically involved with the course you can speak with April Haesler, the course administrator.

Co-Directors:
Dr. Brian Robertson (b.robertson@imperial.ac.uk) 020-7594-3198
3.41 MRC Centre for Molecular Microbiology and Infection, South Kensington Campus

Prof Peter O'Hare (p.o hare@imperial.ac.uk)
Section of Virology, St Mary's Campus

Course Administrator
April Haesler (a.haesler@imperial.ac.uk)
CWB 9N4b Hammersmith Campus

If you have worries or concerns that are affecting your ability to study, it is always better to let someone know. Usually things can be sorted out, and early intervention is generally better than waiting until things are spiralling out of control. We want you to do your best and there are lots of support services to help you make the most out of your time at Imperial College London; if you are having a tough time, please talk to someone!

**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 has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally 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](http://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’ve got 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, 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’re 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

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

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

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

Departmental Disability Officers

Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam 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

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

Library and IT

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

☎ 020 7594 9000
网址: [www.imperial.ac.uk/ict/service-desk](http://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](http://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. 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 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](http://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](http://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, 1-1 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](http://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

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
✉️ records@imperial.ac.uk

Degree certificates

📞 +44 (0)20 7594 8037
✉️ certificates@imperial.ac.uk

11. 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

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
Physical Activity 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

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 (ICU) website.

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

Staff-Student Committee

Staff-Student Committees are designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback

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

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

13. 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 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