DEPARTMENT OF MEDICINE
Faculty of Medicine
MSc in Allergy

STUDENT HANDBOOK
2016–17
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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 2016) 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.
Welcome
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 opportunities 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 (see page 6 for more information).

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 (see page 6).

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 3-minute thesis 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.

Welcome
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 your success during your time at Imperial, 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 the 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:

[link]
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
[link]
www.imperial.ac.uk/graduate-school

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.

[link]
www.imperial.ac.uk/success-guide
Introduction from the President of the Graduate Students’ Union

I am delighted to welcome you to Imperial, and to the Graduate Students’ Union (GSU). I hope that your time here will be fulfilling and valuable, and the GSU is here to try and facilitate this.

Imperial College London is such a wonderful and transformative place that provides a unique and thrilling environment for research and for advanced studies, and the graduate students are a vital and valued part of the wider community of Imperial. Our graduate students are at the forefront of the research done. Therefore, at the GSU we ensure that the experience here fosters both academic achievement and personal development in our students.

The GSU is a University-wide representative body for postgraduate students at Imperial. It promotes the interests and welfare of its members, provides social and recreational activities and advocate for you and your opinions to the University and bodies external to the university. I encourage you to become an active member of the GSU—through involvement in your departments and the many University societies, and through our representational and campaigning activities.

I wish you all a fantastic time here at Imperial. Please take advantage of our rich community, and hope to meet you all soon.

Ahmed Shamso

gsu.president@imperial.ac.uk
1. Introduction to the Department

Introduction to the Course

Welcome to the Imperial College London PG Cert/MSc Allergy Course. We very much hope you enjoy your time with us.

This handbook contains the general information and regulations you will need to follow the course.

Please keep this booklet to hand throughout the year so that you can use it as a source of easy reference. If you have any questions about the course that are not covered in this handbook, please don’t hesitate to ask Dr. Marta Vazquez-Ortiz, Course Director; Dr. Amir Hakim, Teaching Fellow; Ms Agnieszka Malisz, e-Learning Manager; Mrs. Karen Davies, the Course Administrator, or any of the course tutors.

An online version of this handbook is also available to the current students on the Allergy course pages in the Imperial Virtual Learning Environment (VLE), Blackboard, at: http://learn.imperial.ac.uk
<table>
<thead>
<tr>
<th>Name</th>
<th>Position / Module Leader</th>
<th>Contact Information</th>
</tr>
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<tbody>
<tr>
<td>Dr. Marta Vazquez-Ortiz</td>
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<tr>
<td>Name</td>
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<tr>
<td>Dr. John ME Fell</td>
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<td>Department of Dermatology, St Mary’s Campus</td>
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<td>Research Dietician</td>
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<tr>
<td>Honorary Clinical Senior Lecturer</td>
<td>Allergic Skin Disease Module Leader</td>
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<tr>
<th>Dr. Amir Hakin</th>
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</thead>
<tbody>
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<td>Cutting Edge of Allergy Module Leader</td>
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</tr>
</tbody>
</table>
**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 89.

**Attendance and absence**

You must inform your 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 produce a medical certificate immediately.

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**

The PG Cert is a part time, nine month course comprising 3 modules, commencing in October. Attendance is mandatory, and you are expected to attend all components of the face to face teaching weeks in October, January and April.

The MSc is a part time two or three year course for which you can register after successfully completing the 3 modules of the PG Cert, by passing the examination and assignments at first attempt. You must state at the time of registering whether you wish to follow the two or three year route. If you choose the two year course you will study 4 optional modules and carry out your research project in Year 2. If you choose the three year course you will study the 4 optional modules in year 2 and carry out your research either over years 2 and 3 or in year 3 alone. You will be required to inform us which 4 of the 6 module options you wish to study in year 2, and are expected to attend both of the 2 day face to face teaching sessions for each module.

All other study will be directed from the dedicated e-learning website and you will be expected to complete and submit all the formative learning assessments to ensure that your progress is satisfactory.

If difficulties arise due to personal or work related problems it is essential that you inform us. Failure to attend the face to face course components (lectures, practicals, tutorials, clinics) or submit your e-learning tasks can result in a request from the Board of Examiners for you to re-take part of the course, this being justified on the grounds that the examinations cannot adequately cover all aspects of the course of training provided.

If a personal emergency or other circumstance arises which delays your completion of the PG Cert within 9 months or the MSc within the 3 years you may apply for an Interruption of Studies (which will not normally exceed 12 months) and will recommence your study in the next academic year.
Key dates 2016–17

Closure dates

Christmas/New year: College closes at your usual finishing time on the 23 December 2016–2 January 2017

Easter holiday: College closes at your usual finishing time on the 11 April 2017 – 18 April 2017

Early May bank holiday: 1 May 2017
Spring bank holiday: 29 May 2017
Summer bank holiday: 28 August 2017

Key events

Imperial Festival and Alumni Festival: 6–7 May 2017
2. Programme information

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

[www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile)
2.1 Introduction

Imperial College of Science, Technology and Medicine was an independent constituent part of the University of London until July 2007 when it was granted a new royal charter declaring it an independent university in its own right. Imperial College was established in 1907 in London's scientific and cultural heartland in South Kensington, as a merger of the Royal College of Science, the City and Guilds College and the Royal School of Mines. St Mary's Hospital Medical School and the National Heart and Lung Institute merged with the College in 1988 and 1995 respectively.

Charing Cross and Westminster Medical School and the Royal Postgraduate Medical School merged with the College on 1 August 1997 to form, with the existing departments on the St Mary's and Royal Brompton campuses, the Imperial College Faculty of Medicine. On 1 August 2000 Wye College and The Kennedy Institute of Rheumatology merged with the College. The Kennedy Institute became a Division of the Faculty of Medicine and Wye College is now known as Imperial College Wye campus.

The strategic intent and mission of Imperial College London is as follows:

- To remain amongst the top tier of scientific, engineering and medical research and teaching institutions in the world.
- To develop our range of academic activities to meet the changing needs of society, industry and healthcare.
- To continue to attract and develop the most able students and staff worldwide.
- To establish our Business School as one of the leading such institutions in the world.
- To communicate widely the significance of science in general, and the purpose and ultimate benefits of our activities in particular.

Imperial College London embodies and delivers world class scholarship, education and research in science, engineering and medicine, with particular regard to their application in industry, commerce and healthcare. We foster interdisciplinary working internally and collaborate widely externally.

Student Charter for the College, Our Principles

The Principles define the guiding principles of the College community and cover all students, both undergraduate and postgraduate. They are not a legal contract but rather an easily accessible, concise source of information and a clear display of staff, student and ICU collaboration. The Principles display the signatures of the College’s President & Rector and the ICU President. They will be reviewed annually by the Quality Assurance Advisory Committee.

The Principles are available at: http://www3.imperial.ac.uk/students/ourprinciples. Each Principle is accompanied by ‘drop-down’ text, which elaborates upon the overarching statements and provides links to further information. The Principles will also be made available to students on Imperial Mobile shortly.

Academic Health Sciences Centre (AHSC)
On Wednesday 29th August 2007, the Secretary of State for Health approved the establishment of the UK's first academic health sciences centre (AHSC). The mission of the AHSC is to lead the world in improving human health and to be universally recognised as one of the world's top academic health centres. It will achieve this by providing world-class healthcare for our patients through excellence in research, education and training.

**Faculty of Medicine**

The Faculty of Medicine is one of the country's largest medical research and teaching institutions - both in terms of its staff and student population and its research income. It is an academic environment which finds strength in its diversity, size and make up. The administrative home of the Faculty is based at the heart of the main South Kensington Campus. It is an academic environment which finds strength in its diversity, size and make up. The structure of the Faculty of Medicine allows Imperial's wide-ranging academic disciplines to communicate and collaborate more effectively with one another: identifying strategic opportunities for collaborative development, and fostering a sufficiently adaptable academic environment to allow these alliances to mature.

The Faculty of Medicine at Imperial College brings together laboratory, clinical and population-based sciences, in a unique collaboration between laboratory scientists and health professionals. The Faculty has an international reputation for its excellence in medical research, development and teaching. A key aim is to continue to improve the already high standards of patient care in our associated NHS Trust hospitals, by providing a wide range of multidisciplinary medical scientific skills, research and innovations. The Faculty of Medicine benefits from widespread collaboration with the scientific and technological strengths in the other Faculties of Imperial College. This has enabled us to harness a wide array of scientific disciplines in the pursuit of excellence in medical research. The success of this endeavour was acknowledged by the award of two 5* and two 5 grades in the four units of assessments submitted to the most recent Research Assessment Exercise.

The Faculty of Medicine's Research Strategy has been developed by our Strategic Research Committee. This allowed the identification of Strategic Research Themes, each of which is led by an expert of international research reputation. The Research themes are detailed below. More information can be obtained from: http://www1.imperial.ac.uk/medicine/research/researchthemes.

Each Strategic and Cross-cutting Research Theme is led by a Theme Leader of the highest scientific credibility, supported by a strong research management capability: http://www1.imperial.ac.uk/medicine/research/researchthemes.

The Faculty of Medicine has close and productive relationships with many departments across the College. In particular, a firm working relationship with our colleagues in Natural Sciences has already been established, through combined research with the Biomedical Sciences and other Divisions and the establishment of the Graduate School of Life Sciences and Medicine.
The Faculty is organised into Divisions: Medicine; MRC Clinical Sciences Centre; Epidemiology. Public Health and Primary Care; Investigative Science; Kennedy Institute of Rheumatology; National Heart & Lung Institute; Neuroscience and finally Surgery, Oncology, Reproduction and Anaesthetics (SORA). The Divisions are multi-site based and together establish a presence on the main hospital sites of the Brompton, Charing Cross, Chelsea & Westminster, Hammersmith, and St Mary's.

The MSc in Allergy belongs to the Department of Medicine, more information on which is provided below. Further details on the other divisions can be obtained from the Faculty of Medicine web-site: http://www1.imperial.ac.uk/medicine

Department of Medicine

The Department of Medicine covers research in the areas of immunology, cell biology, acute medicine, genomic medicine, molecular genetics and rheumatology, paediatrics, experimental physiology, infectious diseases, gastroenterology/hepatology, renal disease, toxicology and genetics. The work of the Department is carried out at four of the medical campuses; Hammersmith, St Mary's, Chelsea and Westminster and Northwick Park. Towards the end of 2006 the Division has established a new Section based at the South Kensington Campus. There is a broad spectrum of research, "from the bench to the bedside", with a particular emphasis on the application of the modern techniques of molecular genetics and cell biology to questions relevant to understanding the pathogenesis of disease and developing new approaches to treatment. The Division is responsible for teaching a substantial part of the undergraduate and clinical curriculum within the School of Medicine. It also has an extensive programme of postgraduate teaching, comprising taught courses, short courses and supervised higher degrees.
2.2 Aims of the PG Cert/MSC Allergy

The programme has been designed to be applicable to students with a wide range of background skills who require a detailed understanding of allergic disease and who come into frequent contact with potential allergy sufferers, e.g. doctors, nurses, midwives, health visitors, and school nurses. It is also suitable for specialist registrars and scientists who require a mechanistic training in order to carry out research in allergy. We welcome applicants from within the UK, the EU and worldwide. The programme has been compiled so as to be compatible with the Bologna Process.

Students will initially register for a Postgraduate Certificate (PG Cert in Allergy). This can be awarded in its own right or, on successful completion of this component of the programme; students will be offered the opportunity to transfer to the MSc in Allergy programme.

The PG Cert in Allergy offers a sound theoretical background to the principles of the mechanisms and management of allergic disease and a robust practical programme in diagnosis and treatment. The MSc adds a rigorous academic training, an introduction to appropriate research methods and practice, and the opportunity for intellectual development, within a stimulating yet supportive environment.

By the end of the PG Cert programme, students will have enhanced their understanding of the immunological mechanisms involved in the generation and manifestation of allergic disease, their skills in diagnosis and interpretation of test results and their management of disease applying the most up to date and appropriate methods. They will also have developed skills in the use of computing applied to healthcare. Through completion of an MSc dissertation, students will have gained experience in research methodology and techniques, design of a research project, data analysis and presentation, literature searching, critical appraisal and presentation of work for publication and at scientific and clinical meetings. In addition, they will have studied in depth an allergy research project within their working environment.

This course is designed to address the current national and international demands to increase the number of healthcare professionals and related personnel trained in allergy. It is designed within the Master’s level in correspondence with the Framework for Higher Education Qualification (FHEQ) http://www.qaa.ac.uk/AssuringStandardsAndQuality/Pages/default.aspx Once approved the relevant professional bodies will be contacted and application submitted for recognition as part of CPD. Every effort will be made to ensure that racial equality is upheld.

In line with the College’s mission and strategic intent the course by definition includes a multi-disciplinary team of teachers and students. This course offers the potential for collaborations with external partners. Aspects of the course focus on effective communication of findings to national and international healthcare workers as well as to the public.

As part of your MSc at Imperial College your training will incorporate elements that will provide professional transferrable skills, eg:

**Reflective independent learning**
This will be facilitated by your time spent on the excellent portfolio of e-learning materials provided within the Allergy courses.

**Critical thinking**

As part of each assignment you will have to review the current medical literature and assess the relevance to the assignment topic; in order to cite references you will need assess them and to discuss their findings.

**Communication of complex ideas**

You will participate in group debates on Evidence Based Medicine reviews, and will be assigned to defend either a pro or con stance, you will be asked to argue the position you are defending, even if you disagree with it.

**Interdisciplinary awareness**

Your faculty and fellow students will derive from various medical and allied health professions, and will deepen your understanding of the interdisciplinary collaboration needed to manage the medical, social and psychological aspects of caring for the atopic patient.

**Project and time management**

You will be set assignments which must be submitted by due dates. Your course lecturers will assist you with how to order and present an academic assignment. The importance of calculating the time required for each assignment and fitting this into your professional commitments, making early calculations of confounding factors which may hinder your adherence to timelines, and the need to give your course director early notice if you have problems, will be emphasised.

**Flexibility and ability to manage complexity**

The modular nature of the course weeks and the availability of the on-line learning environment will require you to work flexibly in both your professional and academic roles, and to handle the complex requirements of your personal, academic and professional roles.

**Networking skills**

Your fellow students will come from a wide range of disciplines and healthcare environments, and this will provide you with an excellent opportunity to network and extend your understanding of the approaches to the management of the allergic patient.

**2.3 Course Content Overview**

The PG Cert will consist of 42 hours of lectures, 36 hours of clinic attendance (4 hours at St. Mary’s, 32 to be arranged by the student at an Imperial Healthcare Trust or local allergy clinic), 36 hours of tutorials/workshops with course tutors (online and face to face) and 150 hours of
online tasks, giving a total of 264 hours of teaching. Students will be expected to spend 316 hours of private study and a further 170 hours on assessed coursework. Assessed coursework will include essays and reports with a word limit of 2500 words (+/- 10%); written examinations and practical examinations.

The MSc will comprise a further 98 hours of lectures, 16 hours of clinic attendance (to be arranged by the student at an Imperial Healthcare Trust or local allergy clinic), 42 hours of tutorials/workshops with course tutors (online and face to face) and 120 hours of Blackboard VLE tasks, giving a further 276 hours of teaching. Students will be expected to spend a further 604 hours of private study and a further 620 hours on assessed coursework.

Overall the MSc will consist of 140 hours of lectures, 52 hours of clinic attendance, 78 hours of tutorials/workshops with course tutors (online and face to face) and up to 270 hours of Blackboard VLE tasks, giving a total of 540 hours of teaching. Students will be expected to spend 920 hours of private study and a further 790 hours on assessed coursework.

In addition contact time with students will be enhanced via Blackboard VLE – an internet teaching tool. This will include tasks associated with each module.

A total of 90 European Credit Transfer System credits (ECTS) are required for the Masters degree to be awarded and allocation of ECTS are included for each module below. All modules are assessed in a cumulative manner, i.e. students will be expected to draw on previous modules as they gain knowledge and skills. Assessment of the Dissertation module is specifically designed to draw on all aspects of the course.

The programme consists of the following modules:

**The PG Cert:**

1. The Scientific Basis of Allergy (Core)
2. Diagnosis and Treatment of Allergic Disease (Core)
3. The Cutting Edge of Allergy (Core)

**The MSc:**

The PG Cert modules plus:

4. Research project: including a taught component on research methods and dissertation (Core)
5. Options Module 1 (Option)
6. Options Module 2 (Option)
7. Options Module 3 (Option)
8. Options Module 4 (Option)
For modules 5-8 students select 4 out of:

A. Allergic Gastrointestinal Disease  
B. Food Hypersensitivity  
C. Allergic Airways Disease  
D. Rhinitis and Hayfever  
E. Allergic Skin Disease  
F. Paediatric Allergy

**Course Programme**  
The diagram below shows an outline of the course programme.

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<th>Term 2 (Jan-Mar)</th>
<th>Term 3 (April-June)</th>
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<tr>
<td><strong>Year 1 (PG Cert)</strong></td>
<td><strong>Year 2 (MSc)</strong></td>
<td><strong>Year 3 (MSc)</strong></td>
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<td>M1 face-to-face</td>
<td>Ethics Applications</td>
<td>Meeting with Research supervisor (if submitting Dissertation)</td>
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<td>M1 Coursework Online</td>
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<td>Opt M2 face-to-face</td>
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<td>Opt M2 Assignment Online</td>
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<td><strong>Term 2 (Jan-Mar)</strong></td>
<td><strong>Year 3 (MSc)</strong></td>
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<tr>
<td>M1 Examination</td>
<td>Opt M3 face-to-face</td>
<td>Meeting with Research supervisor</td>
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<tr>
<td>M2 face-to-face</td>
<td>Opt M3 Coursework Online</td>
<td>Meeting with Research supervisor</td>
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<tr>
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<td>Opt M3 Assignment Online</td>
<td>Meeting with Research supervisor (if submitting Dissertation)</td>
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<td>M2 Assignment Online</td>
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<td><strong>Year 3 (MSc)</strong></td>
<td><strong>Year 3 (MSc)</strong></td>
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<td>Meeting with Research supervisor</td>
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<td>M3 face-to-face</td>
<td>Opt M5 Coursework Online</td>
<td>Meeting with Research supervisor</td>
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<td>M3 Coursework Online</td>
<td>Opt M5 Assignment Online</td>
<td>Meeting with Research supervisor (if submitting Dissertation)</td>
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<td>Opt M6 face-to-face</td>
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<td>Opt M6 Assignment Online</td>
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Course Content

1. **The Scientific Basis of Allergy 10 ECTS** (Module leader Course Director) (Venue: The Committee Room, Department of Medicine, St. Mary’s Hospital)

This module will commence in October and will require students to attend Imperial College for one full week of teaching and one half day of examination. The face to face teaching will include 14 hours of lectures on: orientation to Master’s study and Blackboard VLE; key elements of NHS structure; important national initiatives in Allergy; basic immunological mechanisms, T cells and cytokines, adhesion and co-stimulatory molecules, allergens and allergic inflammation, ontogeny of immune responses, genetic regulation, epidemiology of allergic disease, the immunological basis of asthma, rhinitis, eczema, food allergy and drug allergy.

Students will attend 2 hours in an allergy clinic within Imperial College NHS Trust to observe, question and be trained in best clinical practice and 12 hours of tutorials/workshops to facilitate understanding and knowledge of the module topics. Outside this week they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and examination preparation.

2. **Diagnosis and Treatment of Allergic Disease 10 ECTS** (Module leader Dr. Helen Cox) (Venue: The Committee Room, Department of Medicine, St. Mary’s Hospital and the Paediatric Research Unit, St. Mary’s Hospital)

This module will commence in January and will require students to attend Imperial College for one full week of teaching and one half day of examination. The face to face teaching will include 14 hours of lectures covering the range of scientific and clinical diagnostic and therapeutic techniques required to manage allergic disease. The relative importance and choice of both in vivo and in vitro diagnostic tests will be explored. The techniques available to investigate the manifestations of allergic disease in the lung, the nose, the skin, the gut and the
eye will be researched. Students will attend 2 hours in an allergy clinic within Imperial College NHS Trust to observe, question and be trained in best clinical practice and 12 hours of tutorials/workshops to facilitate understanding and knowledge of the module topics and learn practical skills in performing diagnostic techniques and demonstrating devices used in pharmaceutical management of allergic disease. Outside this week they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and preparation for the practical examination and construction of their written assignment.

3  The Cutting Edge of Allergy 10 ECTS (Venue: The Committee Room, Department of Medicine, St. Mary’s Hospital)

This module will commence in April and will require students to attend Imperial College for one full week of teaching. The face to face teaching will include 14 hours of lectures that will address areas of allergy that are currently at the forefront of allergy research programmes. It will build on the previous modules to investigate immune modulation and genetic advances in allergic disease and will highlight preventative strategies and predictive factors. Both inter- and intra-cellular mechanisms will be covered. Topics will include: Pre and probiotics, peptide vaccines, immunomodulation with small molecules, signal transduction, dendritic cells, smooth muscle and remodelling and imaging.

Outside this week they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and construction of their written assignment.

Students who reach this stage in the course and who have passed all assessments may elect to be awarded the Postgraduate Certificate in Allergy, or may elect to transfer to the MSc in Allergy programme, in which case they will not be awarded the PGCert.

A student who has failed more than one module assignment will not be able to progress onto the MSc.

If a student has failed one module but has an average of at least 60% in the remainder of their module assignments, they will be given the opportunity to re-sit their failed module. Provided they pass the second attempt, they will be able to progress on to the MSc at the next available entry point.

4  Research methods and project 40 ECTS

This online module will require students to study Basic Research Skills and Statistics in addition to on-line tutorials and personal communications with project supervisors in the
planning, performing, analysing and writing-up of the research project. This module will provide a general overview of research methods in healthcare and reinforce understanding of the importance of research for the evaluation of clinical practice.

The following aspects will be included in this course: Basic Research Skills will include: What is Research, Quantitative and Qualitative Research, Developing a research proposal, Evidence based approach to Literature Searching, Research Governance, Research Conduct, Ethics, Using Reference Manager, Critical Appraisal, Systematic review, Designing a Research hypothesis, Oral Presentation Skills, Study Design, Information Gathering, Protocol Construction and Measures of Validity, Sampling, Study Size and Power, Chance, Bias and Confounding Factors, Structuring a Research Dissertation, Designing a Research Proposal including a Literature Review.

Statistics teaching will include: theoretical and applied statistics; descriptive and inferential statistics; populations and samples. Students will explore the use of statistical software for data analysis. In particular they will gain skills in descriptive statistics; those that explore differences between groups and those that examine relationships between variables.

Skills learned in this module will be consolidated by practical experience in designing, constructing and presenting a research project by dissertation. Participants will prepare a research plan for approval by October in their first year of study. They will then conduct the planned research and produce a dissertation of 10,000 words (±10%) (excluding tables, appendices and references). Projects will relate to module areas and will be supervised either by the Module Director or by another supervisor approved by that Module Director.

Projects can either be carried out at Imperial College or at the student’s own institution provided appropriate supervision can be established. An Imperial College based on-site supervisor will be identified to oversee the project and to make sure it stays on track. Supervisors will be confirmed at the beginning of the course and regular meetings with the on-site supervisor are essential to monitor progress. All supervisors will be required to have achieved at least a Masters postgraduate degree themselves. Students will be required to present their project proposals (in written format) before commencement of the project and these will be approved by the Course Director.

Systematic reviews carried out at the student's own institution are acceptable as research projects as long as the student can demonstrate their understanding of the research issues and implication for allergic disease.

Assessment will be by both presentation of the written research Dissertation and a viva voce in September of the second or third year. Students will be required to give notification of submission by June of the year they wish to submit. The written Dissertation will be marked by
one internal markers and moderated by the external examiner. The viva voce will be examined by one of the internal markers and the external examiner.

If a personal emergency or other circumstance arises which delays the student’s completion of the research project within the 3 years they may apply for an Interruption of Studies (which will not normally exceed 12 months) and will recommence their study to submit in the next academic year.

5-8 Optional modules – these modules will carry both ECTS credits and CPD points and will be available to MSc students requiring assessment and credits and will also be offered as short courses, within the framework of the Academic Health Sciences Centre, to other healthcare professionals with an interest in the area as stand-alone modules.

MSc Students choose four out of the following (each module comprises 2 full days teaching at Imperial College):

**A: Allergic Gastrointestinal Disease 5 ECTS**

Module Leaders: Dr John Fell, Dr. Jenny Epstein and Dr. Eleanor Minshall

Venue: The Committee Room, St. Mary’s Hospital Medical School

The face to face teaching will include 12 hours of lectures covering normal structure and function of the gastrointestinal tract and how this altered by allergic disease. It will develop knowledge of the immunological and physiological mechanisms of a range of allergic gastrointestinal diseases, including both IgE and non-IgE mediated hypersensitivities and promote competence in their recognition and current management as well as investigating potential future strategies indicated by current research.

Students will have the option to attend clinics dealing with allergic gastrointestinal disease within Imperial College NHS Trust to observe, question and be trained in best clinical practice. Outside this time they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and assessment preparation.

**B: Food Allergy 5 ECTS**

Module Leaders: Dr Rosan Meyer and Dr Isabel Skypala

Venue: The Committee Room, St. Mary’s Hospital Medical School
The face to face teaching will include 12 hours of lectures covering both food allergies and intolerances and will develop the skills to discriminate the physiological differences between them. It will promote knowledge and practical skills in the dietary and nutritional management of hypersensitivity and intolerance reactions to foods and investigate potential new strategies indicated by research programmes for their treatment and possible prevention. Students will have the option to attend clinics dealing with food hypersensitivity within Imperial College NHS Trust to observe, question and be trained in best clinical practice. Outside this time they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and assessment preparation.

C: **Rhinitis and Hayfever 5 ECTS**

Module Leader: Professor Stephen Durham

Venue: The Committee Room, St. Mary’s Hospital Medical School

The face to face teaching will include 12 hours of lectures covering normal nasal physiology and anatomy and how this is altered by allergic disease. It will develop knowledge of the immunological and physiological mechanisms of nasal disease and promote competence and practical skills in its diagnosis and assessment as well as informing selection of treatment regimens. Current research themes with a potential impact on diagnosis and treatment will be explored. Students will have the option to attend clinics dealing with rhinitis and hayfever within Imperial College NHS Trust to observe, question and be trained in best clinical practice. Outside this time they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and assessment preparation.

D: **Allergic Airways Disease and Asthma 5 ECTS**

Module Leaders: Professor Andrew Bush, Dr Sejal Saglani and Dr Louise Fleming

Venue: The Committee Room, St. Mary’s Hospital Medical School

The face to face teaching will include 12 hours of lectures covering the normal structure and function of the lung and how this is altered by allergic disease. It will develop knowledge of the immunological and physiological mechanisms of airway disease and provide experience of the skills and techniques required to diagnose and monitor respiratory problems and deliver appropriate management plans in both adult and paediatric situations. Current research themes with a potential impact on diagnosis and treatment will be explored. Students will have the option to attend clinics dealing with allergic airways disease within Imperial College NHS Trust to observe, question and be trained in best clinical practice. Outside this time they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and assessment preparation.
E: **Allergic Skin Disease 5 ECTS**

Module Leaders: Dr Catherine Hardman and Dr. Sarah Wakelin

Venue: The Bannister Lecture Theatre, St. Mary's Hospital Medical School

The face to face teaching will include 12 hours of lectures covering normal structure and function of skin and how this is altered by allergic disease. It will develop knowledge of the immunological and physiological mechanisms of allergic skin conditions and promote competence and practical skills in their recognition and management. Current research themes with a potential impact on diagnosis and treatment will be explored. Students will have the option to attend clinics dealing with allergic skin disease within Imperial College NHS Trust to observe, question and be trained in best clinical practice. Outside this time they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and assessment preparation.

F: **Paediatric Allergy 5 ECTS**

Module Leaders: Dr Sharon Hall and Dr. Marta Vazquez-Ortiz

Venue: The Bannister Lecture Theatre, St. Mary's Hospital Medical School

The face to face teaching will include 12 hours of lectures and will address the areas of allergy that require specific knowledge of paediatric processes including immune mechanisms, diagnostic techniques, management and family issues. Specific topics will include: The Allergic March, infant wheeze, food allergies and intolerances in early life, eczema and early differential diagnosis, paediatric allergic gastrointestinal disease, child protection issues and general paediatric problems presenting in an allergy clinic.

Students will have the option to attend clinics dealing with paediatric allergy within Imperial College NHS Trust to observe, question and be trained in best clinical practice. Outside this time they will be expected to complete specifically designed Blackboard VLE tasks to reinforce their understanding and knowledge and spend further hours on private study and assessment preparation.
Allergy (PG Cert)

Additional Entry Qualifications

Normally a degree in Medicine or at least an Upper Second Class Honours in a healthcare related subject, typically Nursing, Dietetics, Immunology/Physiology or Biomedical Science.

Curriculum
The curriculum consists of three taught modules covering the following areas: the scientific basis of allergy; diagnosis and treatment of allergic disease; and the cutting edge of allergy. The modules cover both scientific theory and practical clinical aspects of allergic disease. Candidates will attend lectures and clinics, and will be expected to undertake self-directed learning and complete assignments throughout the course via the Web.

Duration of Course of Study

Part-time: Nine months

Examinations

Modules will be assessed by a combination of essays and reports with a word limit of 2500 words (+/- 10%), written and practical examinations. Candidates will also be required to maintain an electronic learning portfolio including a reflective log of their clinical activities and skills.

Date of Examination

<table>
<thead>
<tr>
<th>Module</th>
<th>Date</th>
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<tbody>
<tr>
<td>The Scientific Basis of Allergy (Module 1)</td>
<td>January, year 1, by examination</td>
</tr>
<tr>
<td>Diagnosis and Treatment of Allergic Disease (Module 2)</td>
<td>May, year 1, by submission of assignment, and by practical examination during Module 3</td>
</tr>
<tr>
<td>The Cutting Edge of Allergy (Module 3)</td>
<td>July, year 1, by submission of assignment</td>
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</table>
Allergy (MSc)

Additional Entry Qualifications

Normally a degree in Medicine or at least an Upper Second Class Honours in a healthcare related subject, typically Nursing, Dietetics, Immunology/Physiology or Biomedical Science.

Curriculum

Students will study three compulsory taught modules covering the following areas: the scientific basis of allergy; diagnosis and treatment of allergic disease; and the cutting edge of allergy. All students will undertake a web-based research methods module, followed by an individual research project or systematic review which will be written up in the form of a dissertation. Projects can either be carried out at Imperial at the student’s own institution provided appropriate supervision can be established. All students undertake four optional taught modules selected from options in the following areas: allergic airways disease; rhinitis and hayfever; allergic skin disease; allergic gastrointestinal disease; food hypersensitivity; and paediatric allergy. The modules cover both scientific theory and practical clinical aspects of allergic disease. Candidates will attend lectures and clinics, and will be expected to undertake self-directed learning and complete assignments throughout the course via the Web.

Duration of Course of Study

Part-time: Two or three calendar years

Examinations

Taught modules will be assessed by a combination of essays and reports, written (1,500 words +/- 10%) or oral assignments, case presentations, and written and practical examinations. Candidates will also be required to maintain an electronic learning portfolio including a reflective log of their clinical activities and skills. In addition, students will write a dissertation of no more than 10,000 words (+/- 10%), and undergo oral examination

Date of Examination

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<thead>
<tr>
<th>Module/Year</th>
<th>Date</th>
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<tbody>
<tr>
<td>The Scientific Basis of Allergy (Module 1)</td>
<td>January, year 1, by examination during Module 2</td>
</tr>
<tr>
<td>Diagnosis and Treatment of Allergic Disease (Module 2)</td>
<td>May, year 1, by submission of assignment, and by practical examination during Module 3</td>
</tr>
<tr>
<td>The Cutting Edge of Allergy (Module 3)</td>
<td>July, year 1, by submission of assignment</td>
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<tr>
<td>Optional modules</td>
<td>Individual assessment on completion of each module in year 2</td>
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<tr>
<td>Dissertation and oral examination (viva voce)</td>
<td>Submission of dissertation by 25th July, and viva voce in mid-September in the final year of study</td>
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2.4 Important Links and Appendices

Appendix 1: Programme Specification

Programme Specification for the Postgraduate Certificate/MSc in Allergy

PLEASE NOTE. This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. This specification provides a source of information for students and prospective students seeking an understanding of the nature of the programme and may be used by the College for review purposes and sent to external examiners. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in the course handbook or on-line in the Blackboard VLE. The accuracy of the information contained in this document is reviewed by the College and may be checked by the Quality Assurance Agency.

1. Awarding Institution: Imperial College London

2. Teaching Institution: Imperial College London

3. External Accreditation by Professional / Statutory Body: Not applicable

4. Name of Final Award (BEng / BSc / MEng etc): Postgraduate Certificate or MSc

5. Programme Title (e.g. Biochemistry with Management): Allergy

6. Name of Department / Division: Medicine

7. Name of Faculty: Medicine

8. UCAS Code (or other coding system if relevant): Not applicable
9. Relevant QAA Subject Benchmarking Group(s) and/or other external/internal reference points: Medicine

10. Level(s) of programme within the Framework for Higher Education Qualifications (FHEQ):

| Master's (Postgraduate Certificate/MSc,) | Level 7 |

11. Mode of Study: Part time

12. Language of Study: English

13. Date of production / revision of this programme specification (month/year): November 2009

14. Educational aims/objectives of the programme

The programme aims to:

- produce graduates equipped to further careers in healthcare and in particular to enhance the number of individuals trained in the mechanisms and management of allergic diseases.
- provide a solid foundation for those who intend to go on to study for an MD or PhD;
- develop understanding of processes involved in improving the management of patients with allergic disease;
- provide a training in research skills;
- provide a supportive learning environment;
- attract highly motivated students, both from within the UK and from the EU and internationally;
- develop new areas of teaching in response to the advance of scholarship and the needs of vocational training

15. Programme Learning Outcomes

1. Knowledge and Understanding

Knowledge and Understanding of:

The PG Cert:
1. The immune mechanisms involved in allergic disease
2. Diagnostic tests available for the presence of allergy
3. The most up-to-date treatments for asthma, eczema, rhinitis, food allergy, drug allergy and venom allergy
4. How to use knowledge and understanding of immune mechanisms, diagnostic tests and allergy treatments in the management of an allergic patient
5. Research methods employed in investigating the processes of allergic disease
6. How to apply new research findings to improving the management of allergic patients.

In addition the MSc:

7. How to build on previous learning to develop a systematic understanding of the knowledge relating to the mechanisms and management of more complex allergic disorders in specific areas of practice.
8. Detailed knowledge and understanding of the essential facts, concepts, principles and theories relevant to the student’s chosen research project;
9. Management and communication skills, including problem definition, project design, decision processes, teamwork, written and oral reports, scientific publications.

2. Skills and other Attributes

**Intellectual Skills**: able to

The PG Cert:

1. Apply scientific and clinical concepts to the development of new ideas
2. Integrate and evaluate information from a variety of sources
3. Formulate and test hypotheses

In addition the MSc:

4. Make decisions in complex areas of practice
5. Be creative in the solution of problems and in the development of hypotheses
6. Plan, conduct and write-up a programme of original research.

**Practical Skills**: able to

The PG Cert:

1. Retrieve, sift and select information from a variety of sources
2. Perform and interpret common diagnostic tests for allergic disease
3. Present a patient situation to peers, other professional workers and relatives
4. Manage a pre-determined workload
5. Take responsibility for skilled, safe, evaluative, reflective practice involving continual analysis and evaluation of outcomes and appropriate modification of interventions
6. Perform specified activities and skills development
7. Prioritise, anticipate and refer to higher levels when necessary
8. Evaluate research studies and determine their strength and validity;

In addition the MSc:

9. Apply key scientific and clinical methods and concepts to analysis and management of allergic problems
10. Plan, undertake and report either a laboratory or community-based piece of research
11. Use statistical tools and packages.

**Transferable Skills:** able to

The PG Cert:

1. Communicate effectively through oral presentations, computer processing and presentations, written reports and scientific publications;
2. Direct own learning;
3. Integrate and evaluate information from a variety of sources;
4. Transfer techniques and solutions from one discipline to another;
5. Use Information and Communications Technology;
6. Manage resources and time;
7. Learn independently with open-mindedness and critical enquiry;
8. Learn effectively for the purpose of continuing professional development.
9. Exercise initiative and personal responsibility

In addition the MSc:

10. Develop management skills: decision processes, objective criteria, problem definition, project design and evaluation, risk management, teamwork and coordination;
11. Design studies and analyse data;
12. Apply statistical and research skills;

**16. The following reference points were used in creating this programme specification**
FHEQ, European Higher Education Area (EHEA), Course Handbook, PMETB Allergy, Allergy Assessment Blueprint
17. Programme structure and features, curriculum units (modules), ECTS assignment and award requirements

The programme consists of the following modules:

The PG Cert:

1. The Scientific Basis of Allergy (Core)
2. Diagnosis and Treatment of Allergic Disease (Core)
3. The Cutting Edge of Allergy (Core)

The MSc:

The PG Cert modules plus:

4. Research project: including a taught component on research methods and dissertation (Core)
5. Options Module 1 (Option)
6. Options Module 2 (Option)
7. Options Module 3 (Option)
8. Options Module 4. (Option)

For modules 5-8 students select 4 out of:

b. Allergic Airways Disease
c. Rhinitis and Hayfever
d. Allergic Skin Disease
e. Allergic Gastrointestinal Disease
f. Food Allergy
g. Paediatric Allergy

The PG Cert is offered as a 9 month part-time course comprising 3 modules of 10 ECTS each. The MSc programme is offered as a part-time, three year course with an option of award after 2 years if the Dissertation project is completed successfully after this length of time. The MSc is comprised of two parts: a taught component (consisting of the PG Cert and 4 optional 5 ECTS modules) and a research component. The taught component will include lectures, clinic attachments, workshops and tutorials. During the taught component students will be expected to carry out one piece of course work relating to each module consisting of a written assignment, written examination or an oral presentation. Modules 1-3 will be taught in the first year, module 4 (Dissertation) will have taught components in the second year and the remaining optional modules will be taught in the second year. The research project will be carried
out in years 2 and 3 for which students will submit a dissertation for examination and a viva either at the end of the second or third year.

The PG Cert consists of 42 hours of lectures, 36 hours of clinic attendance, 36 hours of tutorials/workshops with course tutors (online and face to face) and 150 hours of Blackboard tasks, giving a total of 264 hours of teaching. Students will be expected to spend 316 hours of private study and a further 170 hours on assessed coursework. Assessed coursework will include essays and reports with a word limit of 2000-2500 words; written examinations and practical examinations.

The MSc comprises a further 98 hours of lectures, 16 hours of clinic attendance, 42 hours of tutorials/workshops with course tutors (online and face to face) and 120 hours of Blackboard tasks, giving a further 276 hours of teaching. Students will be expected to spend a further 604 hours of private study and a further 620 hours on assessed coursework.

Overall the MSc consists of 140 hours of lectures, 52 hours of clinic attendance, 78 hours of tutorials/workshops with course tutors (online and face to face) and up to 270 hours of Blackboard tasks, giving a total of 540 hours of teaching. Students will be expected to spend 920 hours of private study and a further 790 hours on assessed coursework.

A total of 90 ECTS are required for the Masters degree to be awarded.

**Year One: Postgraduate Certificate in Allergy**

**Term one: The Scientific Basis of Allergy (Core) 10 ECTS**

The module will include: orientation to Master's study and Blackboard; key elements of NHS structure; important national initiatives in Allergy; basic immunological mechanisms, T cells and cytokines, adhesion and co-stimulatory molecules, allergens and allergic inflammation, ontogeny of immune responses, genetic regulation, epidemiology of allergic disease, the immunological basis of asthma, rhinitis, eczema, food allergy and drug allergy. Assessment will be examination incorporating extended matching items and one best answer questions.

**Term Two: Diagnosis and Treatment of Allergic Disease (Core) 10 ECTS**

This module will cover the range of scientific and clinical diagnostic and therapeutic techniques required to manage allergic disease. The relative importance and choice of both in vivo and in vitro diagnostic tests will be explored. The techniques available to investigate the manifestations of allergic disease in the lung, the nose, the skin, the gut and the eye will be
researched and assessed in the form of an extended case history including a critical appraisal of recent research literature in the area. Practical skills in diagnostic techniques will be examined.

**Term Three: The Cutting Edge of Allergy (Core) 10 ECTS**

This module will address areas of allergy that are currently at the forefront of allergy research programmes. It will build on the previous modules to investigate immune modulation and genetic advances in allergic disease and will highlight preventative strategies and predictive factors. Both inter- and intra-cellular mechanisms will be covered. Topics will include: Pre and probiotics, peptide vaccines, immunomodulation with small molecules, signal transduction, dendritic cells, smooth muscle and remodelling and imaging. Assessment will be by written assignment investigating novel approaches to defining disease progression or management.

To progress to years 2/3 students must have passed all the assessments for Year 1. At this stage students decide whether they wish to complete their MSc over a total of 2 or 3 years. If they choose the 2 year option they study Module 4 (research project) and their choice of 4 out of the 6 optional modules all in year 2. If they choose the 3 year option they study the 4 optional modules in Year 2 and the research project in either year 2 and 3 or in year 3 alone.

**Year Two (2 year option)**

**Research methods and project (core) 40 ECTS**

This module will provide a general overview of research methods in healthcare and reinforce understanding of the importance of research for the evaluation of clinical practice. The following aspects will be included in this course: theoretical and applied statistics; descriptive and inferential statistics; populations and samples. Students will explore the use (and mis-use) of statistical software for data analysis. In particular they will gain skills in descriptive statistics; those that explore differences between groups and those that examine relationships between variables.

Skills learned in this module will be consolidated by practical experience in designing, constructing and presenting a research project by dissertation. Participants will prepare a research plan for approval by July in their first or second year of study. They will then conduct the planned research and produce a dissertation of 10,000 words (+/- 10%) (excluding tables, appendices and references). Projects will relate to module areas and will be supervised either by the Module Director or by another supervisor approved by that Module Director.

Projects can either be carried out at Imperial College or at the student's own institution provided appropriate supervision can be established. An Imperial college based on-site supervisor will be essential to oversee the project and to make sure it stays on track. Supervisors will be confirmed at the beginning of the course and regular meetings with the on-site supervisor are essential to monitor progress. Students will be required to present their project proposals (in both oral and written formats) before commencement of the project.
Systematic reviews or audits carried out at the student’s own institution are acceptable as research projects as long as the student can demonstrate their understanding of the research issues and their implication for allergic disease.

Assessment will be by both presentation of the written research Dissertation and a viva voce and a choice of 4 out of:

**Allergic Airways Disease and Asthma 5 ECTS**

This module will cover the normal structure and function of the lung and how this is altered by allergic disease. It will develop knowledge of the immunological and physiological mechanisms of airway disease and provide experience of the skills and techniques required to diagnose and monitor respiratory problems and deliver appropriate management plans in both adult and paediatric situations. Current research themes with a potential impact on diagnosis and treatment will be explored.

**Rhinitis and Hayfever 5 ECTS**

This module will cover normal nasal physiology and anatomy and how this is altered by allergic disease. It will develop knowledge of the immunological and physiological mechanisms of nasal disease and promote competence and practical skills in its diagnosis and assessment as well as informing selection of treatment regimens. Current research themes with a potential impact on diagnosis and treatment will be explored.

**Allergic Skin Disease 5 ECTS**

This module will cover normal structure and function of skin and how this is altered by allergic disease. It will develop knowledge of the immunological and physiological mechanisms of allergic skin conditions and promote competence and practical skills in their recognition and management. Current research themes with a potential impact on diagnosis and treatment will be explored.

**Allergic Gastrointestinal Disease 5 ECTS**

This module will cover normal structure and function of the gastrointestinal tract and how this altered by allergic disease. It will develop knowledge of the immunological and physiological mechanisms of a range of allergic gastrointestinal diseases, including both IgE and non-IgE mediated hypersensitivities and promote competence in their recognition and current management as well as investigating potential future strategies indicated by current research.

**Food Allergy 5 ECTS**

This module will cover both food allergies and intolerances and will develop the skills to discriminate the physiological differences between them. It will promote knowledge and practical skills in the dietary and nutritional management of hypersensitivity and intolerance reactions to foods and investigate potential new strategies indicated by research programmes for their treatment and possible prevention.
Paediatric Allergy 5 ECTS

This module will address the areas of allergy that require specific knowledge of paediatric processes including immune mechanisms, diagnostic techniques, management and family issues. Specific topics will include: The Allergic March, infant wheeze, food allergies and intolerances in early life, eczema and early differential diagnosis, paediatric allergic gastrointestinal disease, child protection issues and general paediatric problems presenting in an allergy clinic.

Year Two (3 year option)

Choice of four out of the six optional modules, plus the research project if study time allows.

Year Three (3 year option)

Research Project

18. Support provided to students to assist learning (including collaborative students, where appropriate).

- An induction programme for orientation, introduction to library and computer facilities including Blackboard
- MSc Student Handbook which includes lecture timetable and detailed information about course requirements, assessment and learning outcomes
- There are currently several research groups of postgraduate research students and postdoctoral researchers conducting research on Allergy at St Mary’s campus and NHLI.
- Library and other learning resources and facilities at St Mary’s and also at the South Kensington Campus.
- Students have access to the lectures and exercises via the VLE from the point at which they upgrade from the PG Cert to the MSc and they have full access for the whole of the rest of their programme whether they take the 2 or 3 year option. This allows them to constantly refer to the materials whenever is most appropriate to their research studies.
- An MSc Staff -Student committee, which meets three times per year.
- In addition to the Course administrator and tutor, who has overall responsibility for student welfare and guidance, all students are allocated personal tutors whose role is to advise on pastoral and academic issues.
- Students conducting their research projects at an external site are assigned a member of Imperial College academic staff to oversee progress and advise on the project dissertation.
- Support provided by fellow students and regular use of Blackboard, in particular the discussion facility
- Student email and open personal access to tutorial staff including the Course Director.
- Access to student counsellors on the South Kensington site.
- Access to Teaching and Learning Support Services, which provide assistance and guidance, e.g. on careers.

19. Criteria for admission:

Normally a degree in Medicine or at least an Upper Second Class Honours in a healthcare related subject, typically Nursing, Dietetics, Immunology/Physiology or Biomedical Science.

For non-native speakers of English the normal College English language requirements are required.

20. Processes used to select students:

- Currently all students who meet all the criteria for entry will be offered a place up to the maximum number permitted on the course (30). Beyond this number a waiting list is established in case of an offered place not being taken up.

21. Methods for evaluating and improving the quality and standards of teaching and learning Methods for review and evaluation of teaching, learning, assessment, the curriculum and outcome standards:

The external examiner system and Boards of Examiners are central to the process by which the College monitors the reliability and validity of its assessment procedures and academic standards. Boards of Examiners comment on the assessment procedures within the College and may suggest improvements for action by relevant departmental teaching Committees.

The Faculty Studies Committees and the Graduate Schools’ Postgraduate Quality Committees review and consider the reports of external examiners and accrediting bodies and conduct periodic (normally quinquennial) and internal reviews of teaching provision. Regular reviews ensure that there is opportunity to highlight examples of good practice and ensure that recommendations for improvement can be made.

At programme level, the Head of Department/Division has overall responsibility for academic standards and the quality of the educational experience delivered within the department or division.

Most of the College’s undergraduate programmes are accredited by professional engineering and science bodies or by the General Medical Council. Accreditation provides the College with additional assurance that its programmes are of an appropriate standard and relevant to the
requirement of industry and the professions. Some postgraduate taught courses are also accredited.

Specifically for this programme:

- Module reviews, based on feedback questionnaires and convenor reports.
- Annual course review prepared by the Course Director and considered by the Course Committee and the Departmental Teaching Committee.
- Biennial review of the course by an Imperial College academic staff member from outside the department with a report and grading to the Graduate School of Life Sciences and Medicine Postgraduate Quality Committee.
- MSc Staff-Student Committee, held each term, with report to Divisional Teaching Committee.
- Biennial staff appraisal.
- Peer teaching observations.
- External Examiner reports.

a) Committees with responsibility for monitoring and evaluating quality and standards:

The Senate oversees the quality assurance and regulation of degrees offered by the College. It is charged with promoting the academic work of the College, both in teaching and research, and with regulating and supervising the education and discipline of the students of the College. It has responsibility for approval of changes to the Academic Regulations, major changes to degree programmes and approval of new programmes.

The Quality Assurance Advisory Committee (QAAC) is the main forum for discussion of QA policy and the regulation of degree programmes at College level. QAAC develops and advises the Senate on the implementation of codes of practice and procedures relating to quality assurance and audit of quality and arrangements necessary to ensure compliance with national and international standards. QAAC also considers amendments to the Academic Regulations before making recommendations for change to the Senate. It also maintains an overview of the statistics on completion rates, withdrawals, examination irregularities (including cases of plagiarism), student appeals and disciplinaries.

The Faculty Studies Committees and Graduate School Postgraduate Quality Committees are the major vehicle for the quality assurance of undergraduate / postgraduate courses respectively. Their remit includes: setting the standards and framework, and overseeing the processes of quality assurance, for the areas within their remit; monitoring the provision and quality of e-learning; undertaking reviews of new and existing courses; noting minor changes in existing programme curricula approved by Departments; approving new modules, changes in module titles, major changes in examination structure and programme specifications for existing programmes; and reviewing proposals for new programmes, and the discontinuation of existing programmes, and making recommendations to Senate as appropriate.
The Faculty Teaching Committees maintain and develop teaching strategies and promote inter-departmental and inter-faculty teaching activities to enhance the efficiency of teaching within Faculties. They also identify and disseminate examples of good practice in teaching.

Departmental Teaching Committees have responsibility for the approval of minor changes to course curricula and examination structures and approve arrangements for course work. They also consider the details of entrance requirements and determine departmental postgraduate student numbers. The Faculty Studies Committees and the Graduate School Postgraduate Quality Committees receive regular reports from the Departmental Teaching Committees.

b) Mechanisms for providing prompt feedback to students on their performance in course work and examinations and processes for monitoring that these named processes are effective:

- Feedback to all students on all aspects of their assessed work, including written comments and grades for essays, presentations and exams via Blackboard.
- Face to face and online meetings with personal tutees to ensure that students have an accurate perception of their progress and early identification and resolution of any potential problems.
- Students will have the option of receiving feedback on early drafts of their research projects.
- Meeting of individual students with course organisers to discuss exams, research project and career aims;
- Viva with External Examiner.

c) Mechanisms for gaining student feedback on the quality of teaching and their learning experience and how students are provided with feedback as to actions taken as a result of their comments:

- MSc Staff-Student Committee;
- Course questionnaire evaluation of all components and aspects;
- Feedback via Blackboard of actions taken as a result of student comments

e) Mechanisms for monitoring the effectiveness of the personal tutoring system:

Audit of the volume of queries and support requests via the continuous electronic support system and monitoring of the result of the contact via the subjective assessments.

f) Mechanisms for recognising and rewarding excellence in teaching and in pastoral care:
Staff are encouraged to reflect on their teaching, in order to introduce enhancements and develop innovative teaching methods. Each year College awards are presented to academic staff for outstanding contributions to teaching, pastoral care or research supervision. A special award for Teaching Innovation, available each year, is presented to a member of staff who has demonstrated an original and innovative approach to teaching. Nominations for these awards come from across the College and students are invited both to nominate staff and to sit on the deciding panels.

g) Staff development priorities for this programme include:

- Teaching Development Grant Scheme to fund the development of new teaching and appraisal methods;
- updating Core tutors to be active within their area of expertise and involved in research as appropriate;
- staff appraisal scheme and institutional staff development courses;
- College professional and IT/computing developments.

22. Regulation of Assessment Rules and Degree Classification:

For postgraduate taught programmes: The Pass Mark for postgraduate taught courses is 50%. In order to be awarded a result of merit, a candidate must obtain an aggregate mark of 60% or greater; a result of distinction requires an aggregate mark of 70% or greater.

Where appropriate, a Board of Examiners may award a result of merit where a candidate has achieved an aggregate mark of 60% or greater across the programme as a whole AND has obtained a mark of 60% or greater in each element with the exception of one element AND has obtained a mark of 50% or greater in this latter element.

Where appropriate, a Board of Examiners may award a result of distinction where a candidate has achieved an aggregate mark of 70% or greater across the programme as a whole AND has obtained a mark of 70% or greater in each element with the exception of one element AND has obtained a mark of 60% or greater in this latter element.

a) Marking Schemes:

The Pass Mark for all postgraduate taught course elements is 50%. Students must pass all elements in order to be awarded a degree.

No mark of less than 40% will be accepted as a condoned failing mark for any component.

To qualify for the award of the PG Cert students must complete all the course requirements and must initially achieve the pass mark in all four of the assessments linked to the modules comprising Elements 1, 2 and 3 in the PG Cert. The four assessments (written
examination, practical examination, case history assignment and research proposal assignment) each contribute 25% of the overall mark.

At this stage they may upgrade to the MSc and the overall PG Cert mark becomes the first Element of the MSc worth 30% of the total mark. The second Element comprises the overall mark for the four components which are the chosen module options in Year 2. The averaged mark from the 4 components must be 50% or above and no mark can be less than 40% to pass. Element 2 contributes 20% of the total mark for the MSc.

The dissertation and viva voce comprise Element 3 and contribute 50% to the total mark (weighting - dissertation 80%, viva 20%).

b) Processes for dealing with mitigating circumstances:

For postgraduate taught programmes: A candidate for a Master’s degree who is prevented owing to illness or the death of a near relative or other cause judged sufficient by the Graduate Schools from completing at the normal time the examination or Part of the examination for which he/she has entered may, at the discretion of the Examiners,

(a) Enter the examination in those elements in which he/she was not able to be examined on the next occasion when the examination is held in order to complete the examination,

or

(b) be set a special examination in those elements of the examination missed as soon as possible and/or be permitted to submit any work prescribed (e.g. report) at a date specified by the Board of Examiners concerned. The special examination shall be in the same format as specified in the course regulations for the element(s) missed.

Applications, which must be accompanied by a medical certificate or other statement of the grounds on which the application is made, shall be submitted to the Academic Registrar who will submit them to the Board of Examiners.

c) Processes for determining degree classification for borderline candidates:

For postgraduate taught programmes: Candidates should only be considered for promotion to pass, merit or distinction if their aggregate mark is within 2.5% of the relevant borderline. Nevertheless, candidates whom the Board deems to have exceptional circumstances may be considered for promotion even if their aggregate mark is more than 2.5% from the borderline. In such cases the necessary extra marks should be credited to bring the candidate’s aggregate mark into the higher range.

d) Role of external examiners:

The primary duty of external examiners is to ensure that the degrees awarded by the College are consistent with that of the national university system. External examiners are also responsible for approval of draft question papers, assessment of examination scripts, projects
and coursework (where appropriate) and in some cases will attend viva voce and clinical examinations. Although external examiners do not have power of veto their views carry considerable weight and will be treated accordingly. External examiners are required to attend each meeting of the Board of Examiners where recommendations on the results of individual examinations are considered. External examiners are required to write an annual report to the Rector of Imperial College which may include observations on teaching, course structure and course content as well as the examination process as a whole. The College provides feedback to external examiners in response to recommendations made within their reports.

23. Indicators of Quality and Standards

All taught modules have been accredited by The Royal College of Physicians.

24. Key sources of information about the programme can be found in:

http://www1.imperial.ac.uk/medicine/teaching/postgraduate/taughtcourses/allergyprogramme/

Regulations for Students

1. All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, the Regulations of the University of London as appropriate and such other Regulations and Instructions for Students as the College may from time to time approve.

2. Any student whose sessional fees or whose residence charges* have not been paid in full will not be allowed to proceed to the next year of the course and will be required to withdraw from the College. If any fees or charges are still unpaid at the time when a student enters for the last examination necessary to qualify for the award of a degree/diploma, the award will not be conferred and no certificate in respect of the award will be issued until the debt has been paid in full.

3. Any student wishing to occupy residential accommodation provided by, or on behalf of, Imperial College will be required to abide by the terms and conditions of the Licence. Acceptance of an offer of accommodation will signify acceptance of such terms and conditions.

4. Every registered student of the College is automatically a member of Imperial College Union unless, under the provisions of the Education Act 1994, a student has formally opted out of student union membership by recording that decision with the Academic Registrar in the manner prescribed.
5. Student disciplinary offences of a non-academic nature are dealt with under a code of procedure agreed by Imperial College Union and approved by the Governing Body. In the case of serious offences, this may involve the suspension and/or expulsion of the student from the College.

6. Students must not engage in any conduct which causes harm or unreasonable disturbance to students, staff, neighbours or visitors to the College, or damage to any property of the College or its students, staff, neighbours or visitors, or engage in any activity or behaviour which is likely to bring the College into disrepute. Illegal acts on or near College may also constitute offences under these College Regulations for students.

7. Candidates for the PhD or MPhil degrees are required by the University regulations to give conditional authority for their dissertation to be made available for public reference. Candidates who wish to retain personally, for a limited period, the sole right to grant permission to consult, borrow or copy their work must obtain the agreement of their supervisor and the appropriate College Graduate School Committee. Approval will be given only in special circumstances and for a period not exceeding two years. Acceptance of a place as a research student at the College is deemed to imply acceptance of these conditions.

8. Undergraduates must inform their Senior Tutor, and postgraduates their Postgraduate Tutor if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately.

9. A student who contracts an infectious or contagious disease may be required to present a medical certificate acceptable to the College Health Service, indicating freedom from infection, before resuming attendance at the College.

10. The College may require a student to be assessed by the College Health Service, or other appropriate medical practitioner approved by the Health Service, if there is reason to believe that the student’s state of health makes him/her unable to pursue his/her studies, or causes disruption to other members of the College, or causes or has the potential to cause harm to him/herself or others.

11. If the medical assessment confirms that it is not in the interests of the student or the College that the student should continue his/her programme of study the Head of Department shall consult the College Tutors and, taking into account their advice, may suspend the student until he/she is fit to continue his/her studies or require the student to withdraw from the College.

12. A student who refuses to undergo assessment may be suspended until such time as a medical practitioner acceptable both to the student and the College has assessed the student and confirmed in writing that the student is fit to resume study. A student who is
required to withdraw has the right to appeal against the withdrawal decision but not
against the results of the medical assessment on which the decision is based.

13. The student may, however, request that a second medical assessment be obtained
from a medical practitioner approved by the College Health Service. The responsibility
for hearing and deciding upon appeals is vested in the Senate and is delegated by the
Senate to Appeal Committees, whose decisions are final. A student who is suspended
will be regarded as having taken an interruption of studies, and will be required to
provide medical evidence as to fitness to return to study in accordance with the
conditions attached to the granting of interruption of studies.

14. No work involving ionising radiation may be carried out in any part of the College
except in accordance with the current edition of the Imperial College *Local Rules for

15. Students who make use of University or College Computing facilities are required to
familiarise themselves with and to abide by the current edition of the Imperial College
Information Systems Security Policy and Codes of Practice and Guidelines.

16. Computer misuse will be regarded as a serious offence and will be dealt with under the
College Disciplinary Procedure or, where appropriate, under the provisions of the

17. Students who are authorised, as part of their studies, to make use of ‘data’ and
‘personal data’ as defined under the Data Protection Act 1998 are required to
familiarise themselves with, and to observe the provisions of, the Act. Further details
are available from the College Data Protection Officer.

18. All students must familiarise themselves and comply with the College Policy on Student

19. Students must notify the Academic Registrar of any change in their home or lodgings
address.
3. Assessment

3.1 Examinations and Assessments

Summary of grades, marks and their interpretation for PG Cert and MSc degree classification is as follows:

<table>
<thead>
<tr>
<th>MARKS</th>
<th>INTERPRETATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% - 100%</td>
<td>Marks represent a Distinction performance</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>Marks represent a Merit performance</td>
</tr>
<tr>
<td>50% - 59%</td>
<td>Marks represent a Pass performance</td>
</tr>
<tr>
<td>40% -49%</td>
<td>Marks represent a Fail performance</td>
</tr>
<tr>
<td>0% - 39%</td>
<td>Marks represent a Fail performance (with major shortcomings)</td>
</tr>
</tbody>
</table>

Assignment submission dates are announced at each assignment briefing, and are included in the written assignment instructions. Any extension to a submission deadline must be approved by the Course Director in advance of the submission date, and will only be granted in exceptional circumstances, e.g., personal or family illness, death of a close relative. Extensions will not be approved to allow for poor time management.

PG Cert

The Scientific Basis of Allergy

This module will be assessed by a 2 hour written examination in the form of extended matching items and one best answer questions. The examination will be held on the first day of the face to face teaching week for the 2nd module – The Diagnosis and Treatment of Allergic Disease in January.

An option to re-sit the examination at the next available sitting will be offered for those who do not reach the pass mark at the first attempt. Any student who fails at the second attempt will not be awarded the PGCert.

The Diagnosis and Treatment of Allergy
Assessment will be in the form of an extended case history of **2,500 words** including a critical appraisal of recent research literature in the area. Students who do not achieve the pass mark on the written assignment at the first attempt will be given written feedback on their submission and will be required to resubmit a revised version, for which the mark will be capped at 50%. Any student who fails at the second attempt will fail the PGCert. Students passing at the second attempt who have passed all other elements will be awarded the PGCert but will not be eligible to progress to the MSc.

Practical skills in diagnostic techniques and training of patients in the use of pharmaceutical devices will be examined by clinical tutors during the face to face teaching week for the third module, The Cutting Edge of Allergy, in April/May. Training and examination of practical skills will take place in the Paediatric Research Unit at St. Mary's Hospital. Students who fail the practical examination will be given verbal feedback on their performance and will be required to complete a second assessment. Any student who fails at the second attempt will not be allowed to progress with the course.

**The Cutting Edge of Allergy**

Assessment will be by written assignment investigating novel approaches to defining disease progression or management and will comprise **2,500 words**. Students who do not achieve the pass mark on the written assignment at the first attempt will be given written feedback on their submission and will be required to resubmit a revised version. Any student who fails at the second attempt will fail the PGCert. Students passing at the second attempt who have passed all other elements will be awarded the PGCert but will not be eligible to progress to the MSc.

The PG Cert is a totally taught qualification and comprises 30 ECTS. For the award of Certificate of Advanced Study in Allergy students will be required to achieve the pass mark of 50% in each of the 3 modules which will be weighted equally (one third) in calculating the overall mark for the PG Cert. The two assessments included in the module “Diagnosis and Treatment of Allergic Disease” must both be passed at 50% or above.

The written examination is marked electronically and the assignments and practical examinations are marked by two internal examiners, and are moderated by the external examiners of the course. The mark for students submitting a revised version of a written assignment will be capped at 50%.

**MSc**

In order to progress to the MSc students must usually have passed all elements of the PGCert at the first attempt.
If a student has failed one module but has an average of at least 60% in the remainder of their module assignments, they will be given the opportunity to re-sit their failed module. Provided they pass the second attempt, they will be able to progress on to the MSc at the next available entry point.

Assignment submission dates are announced at each assignment briefing, and are included in the written assignment instructions. Any extension to a submission deadline must be approved by the Course Director in advance of the submission date, and will only be granted in exceptional circumstances, eg, personal or family illness, death of a close relative. Extensions will not be approved to allow for poor time management.

**Food Allergy**

Assessment will be by a 1,500 word written presentation of a case of food allergy. Students who do not achieve the pass mark on the case presentation at the first attempt will be given written and oral feedback on their submission and will be required to resubmit a revised version. Any student who fails at the second attempt will be deemed to have failed the module. Second attempts or late assignment submissions without a prior extension having been approved, will be capped at a mark of 50%.

**Allergic Gastrointestinal Disease**

Assessment will be by a 1,500 word written assignment set by the module leader. Students who do not achieve the pass mark on the written assignment at the first attempt will be given written feedback on their submission and will be required to resubmit a revised version. Any student who fails at the second attempt will be deemed to have failed the module. Second attempts or late assignment submissions without a prior extension having been approved, will be capped at a mark of 50%.

**Rhinitis and Hayfever**

Assessment will be by a 1,500 word written assignment set by the module leader. Students who do not achieve the pass mark on the written assignment at the first attempt will be given written feedback on their submission and will be required to resubmit a revised version. Any student who fails at the second attempt will be deemed to have failed the module. Second attempts or late assignment submissions without a prior extension having been approved, will be capped at a mark of 50%.

**Allergic Airways Disease and Asthma**

Assessment will be by a 1,500 word written assignment set by the module leader. Students who do not achieve the pass mark on the written assignment at the first attempt will be given written feedback on their submission and will be required to resubmit a revised version. Any
student who fails at the second attempt will be deemed to have failed the module. Second attempts or late assignment submissions without a prior extension having been approved, will be capped at a mark of 50%.

**Allergic Skin Disease**

Assessment will be by a **1,500 word** written assignment set by the module leader. Students who do not achieve the pass mark on the written assignment at the first attempt will be given written feedback on their submission and will be required to resubmit a revised version. Any student who fails at the second attempt will be deemed to have failed the module. Second attempts or late assignment submissions without a prior extension having been approved, will be capped at a mark of 50%.

**Paediatric Allergy**

Assessment will be by a **1,500 word** written presentation of a case illustrating the Allergic March indicating mechanisms and implications for the future. Students who do not achieve the pass mark on the case presentation at the first attempt will be given written and oral feedback on their submission and will be required to resubmit a revised version. Any student who fails at the second attempt will be deemed to have failed the module. Second attempts or late assignment submissions without a prior extension having been approved, will be capped at a mark of 50%.

### 3.2 Marking of Written Assignments

The following scheme will be used for the marking of each component of the assignment:

- **>80%** outstanding essay, well-structured with good argument and containing extra material that you would not expect the average candidate to know. The student has impressed with their knowledge and understanding of the area.
  
  (Distinction mark)

- **70-79%** very good essay, either well-structured with good argument or containing extra material that you would not expect the average student to know. The student both knows and understands the subject.
  
  (Distinction mark)

- **60-69%** good essay, containing all the salient facts and reasonably well organised. The student knows the subject well, but maybe is unable to demonstrate high levels of understanding.
  
  (Merit mark)

- **50-59%** adequate essay, containing essential facts. Or it might contain all the salient facts but betray a basic lack of understanding by a lack of organisation. The candidate knows the subject adequately, but not in any detail.
  
  (Pass mark)
40-50% bad essay, either missing out essential points or getting them wrong. Disorganised argument. The student basically does not know the subject well enough (or has not left themselves enough time to demonstrate their knowledge).

(Fail mark)

30-40% very poor essay. The student has got one or two things correct, and has some rudimentary knowledge of the topic.

(Fail mark)

20-30% student has failed to grasp the topic, but has got a couple of facts correct. Alternatively the student has some rudimentary knowledge, but has made gross errors of fact or understanding.

(Fail mark)

10-20% the student has got a couple of facts correct, but has also included many gross errors.

(Fail mark)

0-10% the student shows little or minute amounts of knowledge.

(Fail mark)

For the PG Cert all assessments must be passed at 50% or above as the modules are all elements. In Year 2 of the MSc students choose four modules from a selection of six options and the overall average mark of the four must be 50% or above as they are components of an element. No mark of less than 40% will be accepted as a condoned failing mark for any component. If a mark of less than 40% is achieved in any of the four module options the assignment will have to be resubmitted. The Dissertation element is made up of the Dissertation itself and the viva voce and the overall mark for the two components must be 50% or greater. Again no mark of less than 40% will be accepted as a condoned failing mark.

Word limit

Please note that if you exceed the word limit + the discretionary 10%, your mark will be capped at 50%.

Late submissions

If you submit your assignment after the deadline, without agreeing an official extension with the Programme Director, your mark will be capped at 50%.
For all modules in the MSc you will be asked to carry out e-learning exercises. While an important and compulsory part of the course, and useful for providing feedback on progress, any marks obtained do not count towards the award of the PG Cert or MSc.

The following aspects of the dissertation and *viva voce* will be assessed:

- Presentation of dissertation – professional/appropriate (see guidelines)
- Is the introduction informative and relevant to the topic of research?
- Does the Material and Methods section describe all the techniques used in the project, are they clear, do they follow a professional format (e.g. product sources)?
- Results. Are these clearly presented, and appropriately analysed with statistical analysis where suitable?
- Discussion. Has the significance of the work carried out and its relationship to the published literature been discussed?
- Oral examination. Students’ comprehension of the research procedures used, the data obtained, and its academic significance.

**Basis on which the PG Cert/MSc will be awarded**

Recommendation of candidates for the award of the qualification of PG Cert in Allergy or the degree of MSc in Allergy based on the following considerations:

A pass mark for the PG Cert/MSc, i.e. award recommended, is an average mark of 50% or greater for all modules. Normally, any candidate achieving a mark of less than 50% in any of the elements of assessment will be deemed to have failed. Such candidates are eligible to retake any failed element on one occasion. Only one attempt at a retake is permitted. The PGCert is awarded as a Pass, without grading, ie, there is no Merit or Distinction award.

MSc Candidates achieving an overall mark of 60% or greater in all elements will be recommended for a Pass with Merit.

MSc Candidates achieving an overall mark of 70% or greater in all module elements will be recommended for a Pass with Distinction.

**Failure of assessments**
A candidate who does not pass written examinations for the course at the first attempt can retake on one occasion only.

Candidates should be aware that course content (both lectures and practicals), is updated every year, as such, candidates should consult the following year’s timetable to ensure they are aware of all the examinable components of the course.

**Absence from examinations**

Examinations are a course requirement, and must be taken. A candidate who is registered for an exam, but is not able to take it because of illness or because of some other serious matter (e.g. the death of a close relative) should notify the course organiser and the Registry immediately. The candidate must provide a medical certificate or other statement confirming the circumstances of the absence to the Registry immediately. Failure to do so other than on grounds of illness or the death of a near relative can result in the student being failed in the examination, and therefore required to re-sit in the following year.

In these circumstances the candidate would normally be allowed to take the examination when the examination is next held and this would be counted as his/her first attempt.

Students are reminded that if they are ill at the time of an examination a medical certificate must be supplied within 7 days, and that any examinations missed on account of illness cannot be taken until the following year.

**Withdrawal from examinations**

A candidate, who unexpectedly finds that he/she is unable to sit the examination after having completed the module, must inform the Course Organiser and the Registry immediately. The candidate must also inform the Academic Registrar in writing of his/her withdrawal from the exam. The Academic Registrar must be informed at least seven days before the examination otherwise the University will count this as his/her first attempt even though he/she did not take the exam. Any such deferral must be approved by the appropriate College Committee, and that approval is only agreed in exceptional circumstances.

**Weighting of each element**

In order to get a distinction it is necessary to perform at a high level in all the modules. The final decision rests with the examining board, but in general the overall percentage mark must
be greater than 70%, and the candidate must have achieved close to a distinction mark in every module. In other words, it is not sufficient to perform really well on a few modules, and get lower scores on the other modules, even if the final percentage mark is >70%. Students must achieve greater than 70% for both the taught and research components of the course. The final decision on whether to pass, fail or award a Merit or Distinction rests with the Board of Examiners, which includes two external examiners as well as the members of academic staff. In very special circumstances the board can waive the need to retake particular elements of assessment. This is rarely done and can only be decided at the full meeting of the examiners, which occurs after the vivas (September).

Exceptions

Both Imperial College London and the Academic Staff are sympathetic to genuine difficulties which some students encounter during their course, and can often help a student in trouble - but this can only be done if you report the difficulty when it occurs. It is absolutely essential to keep in contact with us.

Research Thesis and viva voce

In September, MSc students are examined on their research projects. This is on the basis of the dissertation and a viva voce examination which focuses on the research project and dissertation. The viva voce examination is conducted by an internal and an external examiner.

The project work will be written up in dissertation form (see Dissertation Guidelines) and submitted for internal and external examiners for assessment. The mark awarded will be based on the quality of the dissertation, the students comprehension of the work (assessed in the viva voce) and the report submitted by their supervisor on their general performance and related areas (e.g. literature awareness).

Unauthorised late submissions will be deferred until the following academic year.

The student will be expected to have demonstrated a competent grasp of the subject and submitted a satisfactory dissertation. Satisfactory does not refer to size but to quality. Attention must be given to presentation - some students have not been awarded their MSc because of
careless presentation, e.g. poor spelling, inappropriate grammar, poorly drawn figures, captions or tables, etc. Your ability to behave as a professional is being assessed; unprofessional work will not be accepted as suitable for the MSc.

Your attention is drawn to the guidelines for writing the dissertation and the College’s policy on plagiarism which is summarised below.

### 3.3 Dissertation Guidelines

**WARNING:** This always takes much longer than you think it will, so you should start creating the individual sections as soon as you feel able e.g. you should be able to write most of your Introduction, and Materials and Methods sections as you begin your project. If you do this you should be able to complete by the submission date. You will need to prepare 4 copies: 1 for each examiner (1 internal, 1 external) 1 for your supervisor and 1 for yourself.

**Structure**

The dissertation should be approximately 50 - 70 pages long and should be 10,000 words +/- 10%. The word count must be state at the bottom of the abstract page. **The word limit does not include table of contents, abbreviations list, tables, figures or references.** The dissertation should be divided into the following sections:

- Title Page
- Acknowledgements
- Table of Contents
- Abbreviations
- Abstract (approximately 1/2 to 1 page) and **word count**
- Introduction (10 pages maximum). This does not include Figures/Tables or legends.
- Materials and Methods (approximately 10 pages).
- Results (approximately 10 to 20 pages). This does not include Figures/Tables or legends.
- Discussion (approximately 10 to 20 pages)
- References

The dissertation should be typed in a suitable sans serif font, eg, Arial 11pt, on A4 paper, with lines double spaced and with suitable margins to permit binding. As a suggestion; top, bottom and outside margins 0.75 inch, and inside (bound margin) 1 inch. Page numbering can easily be set in the bottom margin area 0.5 inch from the edge of the paper.

Each major section (Introduction, Materials and Methods etc.) should start at the top of a new page. Paragraphs should be made clearly visible either by indenting the first line or by leaving an additional blank line between paragraphs.

The dissertation should be written in your own words (see notes on plagiarism).

Before you start to write your dissertation, it is a good idea to look at some previous dissertation from students on the course to see what the finished product looks like. Ask your supervisor to recommend the best examples.

**Title page**

This should contain the following and be set out as shown overleaf:

**Imperial College logo:**

![Imperial College London Logo]

**Dissertation Title**

**Student's full name**

“A dissertation submitted in partial fulfilment of the requirements for the degree of MSc in Allergy”

**Imperial College London**

**September (enter year of submission)**
Supervisor/s name/s
Acknowledgements

Remember to acknowledge and thank your supervisor and any other workers who assisted/advised you. You should also acknowledge any funding agency.

**Abbreviations**

You should list on a separate page all the abbreviations that you have used in your dissertation. Many of these are standard, e.g.

- IL-4 – interleukin 4
- APC – antigen presenting cell
- SPT – skin prick test

Try not to invent too many abbreviations of your own, as it can make it hard work for your examiner to read. In addition, the first time that you use an abbreviation in the main text, you must define it, e.g. “Antigens are internalised by an antigen presenting cell (APC)”

The next time you can simply use the abbreviation, e.g. “The main APC in the skin is the Langerhans cell”. You must be consistent. Once you have defined an abbreviation, always use the same abbreviation and do not revert to the original words.

**Abstract**

This should give a brief summary of the purpose of your study, the techniques that you chose to use, the major findings and a discussion of the technical aspects and academic significance of these results.

**Introduction**

This should provide the background literature to the area in which you did your research, together with a discussion of the specific work, published and unpublished, that led to your own research project. A final paragraph should introduce the specific topic of your research work. There is no need to spend a lot of time reviewing basic immunological mechanisms of allergy if this is not relevant to your topic.

**Materials and Methods**
This section should describe the subjects, questionnaires, reagents, cells etc. that you used and the methods that you carried out. This should give sufficient detail such that someone could read the protocol and then repeat the research themselves.

Commercial reagents should have their source (i.e. the company, town and country) in brackets after they are mentioned for the first time, but not on subsequent occasions, e.g. "Monoclonal antibody LP34 (Dakopatts, Denmark) was used to detect epithelium. Epithelial cells in the thymic medulla labelled more strongly with LP34 than those in the cortex." However, the country should only be given the first time a company is mentioned. On subsequent occasions the name of the company is sufficient, e.g. "Monoclonal antibody T2 (Dakopatts)"

**Results**

Obviously the exact way in which you present your data will depend upon the nature of your data. However, the following general rules apply to all studies. Your data should be concisely described in the text. Details should be presented as Figures (e.g. graphs, algorythms) and Tables. Figures and Tables should each be numbered (e.g. Fig.1, Fig. 2 etc., Table 1, Table 2 etc.) and should be referred to in the appropriate position in the text, e.g. "The distribution of central heating in homes in relation to house dust mite numbers showed no relationship (Fig. 1) but there was a significant relationship between humidity and mite numbers (Fig. 2; Table 1)."

It is also a good idea to present your data in 2 ways - as basic raw data in a Table or photographs, and collated/analysed, e.g. graphs, histograms etc. In this way your examiner can judge both the data and your analysis of it.

For numerical data, you should apply statistical analysis where appropriate.

**Discussion**

There are two aspects to a discussion:

- **Technical**

- **Academic**

For the technical part you should discuss the advantages and disadvantages of the techniques that you used. You should also discuss the problems (there are always some!) that you encountered, why you think these arose and how you tried to solve them.

For the academic part you should summarise the major findings of your research data, and then discuss your interpretation of these data and what you feel is their significance in the context of work that has been published in the literature. It is important to be critical in your discussion of both your data and the literature. Critical does NOT mean negative, but rather point out both positive and negative aspects of the work. Finally, you should discuss future work that could be done to answer the unanswered questions that remain at the end of your work, and the direction in which you think this research might lead.
References

You may select either the Harvard or Vancouver system of referencing and the same system must be used consistently throughout the dissertation.

When you write your dissertation you will need to cite previously published work. Wherever possible every statement should be backed up by a suitable reference; this may be an original article, a review or possibly a book. In general it is not a good idea to cite text books. You can also cite web sites though you should indicate the date on which the site was accessed. In the text, a reference should be quoted in brackets at the end of the relevant sentence, by giving author(s) and date; where there are 3 or more authors, only the first author followed by "et al." is given, e.g., in Harvard style.

One author paper:
B cells develop within the mammalian bone marrow (Smith, 2000).

Two author paper:
T cells develop within the thymus (Smith and Jones, 2001).

Three author paper:
T and B cells develop from a common haemopoietic stem cell (Smith et al., 2002). [n.b. “et al.” is the abbreviated form of the Latin et alia meaning, 'and others'. Et al. (and all other Latin phrases such as in vivo, in vitro) should be written in italics e.g. et al.]

Where two or more papers are quoted together at the end of a sentence they should be in chronological order, separated by a semi colon, e.g.: “The thymic microenvironment plays a critical role in T lymphocyte development (Smith, 2000; Smith and Jones, 2001; Smith, et al., 2002)."

Where the same author has published 2 papers in the same year they should be called a. and b., according to the alphabetical order of the second author, e.g.: Jones, et al., 2000a (for Jones, Bishop and Smith, 2000) Jones, et al., 2000b (for Jones, Dodd and Pilkington, 2000)

All the references quoted should then be collected together at the end of the dissertation arranged in alphabetical order. Here, all the details (including all authors, full title, volume number and first and last page numbers) should be given as follows: “Jones, P.M., Smith, E.J., Buchanan, J., Rivers, P.M. and Head, L.T. (2001). The art of writing an MSc. thesis. J. Immunol. 43: 21-37."
Each journal has a standard abbreviation, as shown in Medline.

When you want to refer to a chapter in a book:

When you want to refer to a whole book:

When referencing a website, the website and the date you accessed it should be given.

Do not quote a reference that you have not read; reading the abstract is not sufficient.

Do not put a reference in the Reference section of your dissertation unless you have quoted it in the text.

There are computer programmes such as EndNote and Reference Manager that can aid you in typing your references. The library runs training courses. If using EndNote, please ensure you use the correct settings within EndNote to give you the formatting described above.

**Binding your Dissertation**

Your dissertation should be spiral bound.

You can bind your dissertation yourself using the spiral punch binder in the Wellcome Library at the Hammersmith Campus. Libraries on other Imperial College London campuses also have binding machines, as do a few select departments. Find out locations and availability of binding machines well in advance of the submission date. Alternatively you can pay for it to be done at local shops, and there are a number of services who will accept your dissertation electronically, and deliver it directly to us. A few suggestions of places students have used in the past are given below. Prices vary widely from place to place so please check in advance. As a rough guide £3.50-£5.00 per dissertation is reasonable, this cost does not include
printing. Please note that the cost of preparation of a dissertation is carried by the student - not the department.

- Prontaprint (www.prontaprint.co.uk/services.asp)
- 114 Chiswick High Road www.chiswick.prontaprint.com
- 135 Nottinghill Gate www.nottinghillgate.prontaprint.com
- 11 Old Brompton Road www.southken.prontaprint.com
- ColorMax 12 the Broadway Ealing www.colormax.uk.com
- Blissetts Bookbinders Roslin Road Acton www.blissetts.com
- Office Depot based on the South Kensington Campus
- Most Office World Shops.

Timetable

September - Your MSc oral examination will be held in the last two weeks of September in the year you submit. You should use your time between submission and examination to read your dissertation and read generally in the relevant areas. Arrange a time with your supervisor for a 'mock' viva. Your oral examination will be conducted by two examiners, (one internal and one external).

The examination will be approximately 30 minutes long, and you will be examined on the technical and academic aspects of your research project and dissertation.

The same two examiners will perform the viva voce as read the dissertation. Students are not informed of the identity of their examiners in advance of the day of the viva.

Problems

We hope that you do not have any problems during your time with us. However if you do, there are several places you can turn to:

- If you have financial problems, please contact the Registry who may be able to advise on funds that are available to help students in need.

- If you have health problems, you should either make an appointment with your local GP or the Occupational Health Service at St Mary's Hospital

- Counselling services are also freely available for students. They act as a totally confidential service for students and staff to discuss any sort of problem with a sympathetic, trained, counsellor. They can be reached at: Student Counsellor at Imperial College London, Room 446, Sherfield Building, South Kensington.

Telephone 020 7594 9637
If at any stage you have problems that interfere with your course of study PLEASE inform your module leader or Course Director. We may be able to help, but can only do so if we know that there is a problem.

**Who to contact with an enquiry**

If you have an academic question, you should contact your module leader in the first instance.

If you have an academic question about the course, you should contact the Course Director. If possible please make initial contact by e-mail, we are often able to answer your query more efficiently that way. If you have a non-academic question about the course, or are unable to contact the Course Director, you should contact the Course Administrator by e-mail or by telephone. Internal extension: x 43985 or external: 020 7594 3985

If you have a question about College administration, registry, finance or fees, contact the Postgraduate Registry. Internal extension: x 48089 or external: 020 7594 8089

**3.4 Statement on Plagiarism**

You are reminded that all work submitted as part of the requirements for any examination (including coursework) of Imperial College and the University of London must be expressed in your own words and incorporate your own ideas and judgements.

Plagiarism, that is, the presentation of another person’s thoughts or words as though they were your own, must be avoided, with particular care in coursework, essays and reports written in your own time. Note that you are encouraged to read and criticise the work of others as much as possible. You are expected to incorporate this in your thinking and in your coursework and assessments. But you must acknowledge and label your sources.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person’s ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography. Departments are able to give advice about the appropriate use and correct acknowledgement of other sources in your own work.

The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism. Where group work is submitted, this should be presented in a way approved by your department. You should therefore consult your tutor or course director if you are in any doubt about what is permissible. You should be aware that you have a collective responsibility for the integrity of group work submitted for assessment.
The use of the work of another student, past or present, constitutes plagiarism. Where work is used without the consent of that student, this will normally be regarded as a major offence of plagiarism. Failure to observe these rules may result in an allegation of cheating. Cases of suspected plagiarism will be dealt with under the College's Examination Offences Policy and may result in a penalty being taken against any student found guilty of plagiarism.

For further information, please refer to the Cheating Offences Policy and Procedures section on page 81 of this handbook.

All students are required to complete the online Plagiarism awareness course as part of their course. You will self-enrol onto the course which is available via the Blackboard VLE. Instructions on how to enrol onto the course can be found on the Graduate School's Plagiarism Awareness Online Course webpage:

http://www.imperial.ac.uk/media/imperial-college/study/graduate-school/public/course-materials/MASTERS---Self-Enrolment-Online-Plagiarism-Awareness-Course.pdf

The course will take approximately 1.5 hours to complete but can be saved part-way through and returned to at a later date. There is no limit to the amount of times students can take the course – it can be accessed anytime, so there will always be an opportunity to refresh your understanding.
4. Board of examiners

**Board of Examiners**

- Dr. Marta Vazquez-Ortiz, Course Director
- Professor Andrew Bush, Module Leader
- Dr. Helen E Cox, Module Leader
- Professor Stephen R Durham, Module Leader
- Dr. John ME Fell, Module Leader
- Dr Jenny Epstein, Module Leader
  - Dr. Catherine M Hardman, Module Leader
- Dr. Rosan Meyer, Module Leader
- Dr. Isabel Skypala, Module Leader
- Dr. Sarah Wakelin, Module Leader
  - Dr. Sharon Hall, Module Leader
- Dr. Amir Hakin, Module Leader

**For external examiners**

- Professor John Henderson, Bristol Children’s Hospital, University of Bristol
- Professor Christopher Corrigan, Guy’s Hospital, University of London
  - Professor Hasan Arshad, University of Southampton Medical School

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.

External examiners reports can be found here:

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:

📍 St. Mary’s Campus,
Norfolk Place
London W2 1PG

Facilities

Computer access and printing is available at St. Mary’s Fleming Library. The library is on the ground floor of the Medical School Building and has a quiet study area and computers on the ground floor. Wireless if offered for all Imperial staff and students.

Sports Facilities

St. Mary’s Campus boasts a 20m pool and newly refurbished gym. The pool is available for lane swimming, scuba diving, water polo, synchronised swimming and also to hire for special events. Please note: the gym at St. Mary’s can be accessed by Imperial students, however it is run by Imperial NHS Trust.

Shuttle bus

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. 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
6. **Working while studying**

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

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

If you are here on a Tier 4 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 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.

Please refer to our policy on working while studying:

![Website Link](https://www.imperial.ac.uk/media/imperial-college/faculty-of-engineering/bioengineering/public/student/Student-Employment-During-Studies.pdf)
7. 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 Policy can be found at:


Your Departmental safety contact is:

Diane Thomason
Medical School, St. Mary's Campus
020 7594 3821
diane.thomason@imperial.ac.uk

You will be required to complete inductions and attend training sessions to safely complete this course, these will include (and not be limited to) College online safety course, specialist departmental safety training, lab training. These sessions will be scheduled into your course timetable, and are compulsory.

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)

Please refer to the safety pages within the Department of Medicine website.  
[https://www.imperial.ac.uk/department-of-medicine/for-staff/health-and-safety/](https://www.imperial.ac.uk/department-of-medicine/for-staff/health-and-safety/) (Imperial Login Required)
7.1 Skin Prick Testing

A video on health and welfare within the College is available at:
http://www2.imperial.ac.uk/imedia/content/view/369/health-and-welfare

Skin Prick Testing – Standard Operating Procedure and Risk Assessment

Adapted from:

Standard Operating Procedure -Compiled by Rosemary King, Children’s Allergy Nurse Specialist Southampton University Hospitals NHS Trust and members of BSACI “Nurses in Allergy Group”

Reviewed by the Standards of Care Committee (SOCC) of the British Society for Allergy and Clinical Immunology (BSACI)

A Skin Prick Test (SPT) is a simple and safe method of testing a person to determine whether or not they have an IgE mediated allergic response to a specific inhalant or food allergen, to help with a diagnosis within the skin, respiratory or gastro-intestinal organs.

SPT should be performed by trained practitioners in a clinical environment where there is resuscitation equipment available.

SPT should only be interpreted in conjunction with a clear clinical history. Individuals may have a positive SPT without having allergy symptoms. These guidelines do not cover the interpretation of the tests.

Equipment

- Skin Prick Solutions of the appropriate allergen/substances to be tested, plus a negative and positive control. Check manufacturer’s expiry date on all skin prick solutions and once opened the date must be written on the bottle and the contents must be used within 6 months.
- Documentation sheet
- Soluprick pen
- Skin prick testing lancets
- Sharps box
- Tissues
- Timer
- Skin test reaction gauges
- Appropriate emergency equipment must be accessible
- Antihistamine (syrup/tablet)
- Adrenaline Auto-injector or Vials Adrenaline 1:1000 plus needles and syringe
- Hydrocortisone ointment or calamine lotion

The skin prick tester should sit opposite the patient with the patient’s forearm resting on a flat surface with the volar aspect upwards. This enables the tester to maintain eye contact with the patient at all times and provide the patient with a comfortable position for the test.

A younger child can sit upon their parent’s lap opposite the tester, the parent to hold the upper arm while the tester holds the child’s hand or wrist. This enables the tester to maintain eye contact with the parent and child at the same time keeping the child’s arm steady, while the child receives reassurance from parental touch. This method is preferable to SPT on the back as maintaining eye contact and being able to see what is happening makes the procedure less frightening for the child.

<table>
<thead>
<tr>
<th>PROCEDURE</th>
<th>RATIONALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Gather equipment required - see equipment list above</td>
<td>To prevent unnecessary delays</td>
</tr>
<tr>
<td>2 Give an accurate, and appropriate account of the procedure and likely effects to the child and family, and ascertain any pre-existing allergic condition. The family be advised of the involvement of the play specialist if required</td>
<td>To ensure child and carers are fully informed and to relieve anxiety and promote compliance and parents are able to give informed verbal consent; and to ensure any possible severe allergic reactions are avoided and that the carers know what action to take if the child does suffer from an allergic reaction after the test has been completed.</td>
</tr>
</tbody>
</table>

If severe anaphylaxis occurred as a result of the test call the crash team on 2222.
3 Take consent from the patient or an appropriate adult if patient is a child  

4 Document that consent has been taken  

5 If taking antihistamines, check when last taken. The patient should have stopped taking any form of medicine containing antihistamine at least 48 hours (depending on the antihistamine used) before the test or a time to comply with local guidelines. Antihistamines will interfere with the outcome of the skin prick test and should not be taken prior to the test.  

6 The tester must wash his/her hands prior to commencing the procedure, following the hand hygiene policy and also once the procedure has been completed. To prevent cross infection.  

7 The tester administering the procedure to select an appropriate site for the skin test according to the age of the patient, preference and skin condition. The test should only be performed on clear, eczema free skin where topical steroids and emollients have not been applied. To enable the test to be carried out as efficiently as possible and without complications.  

8 Ensure the site chosen for the test is free from body lotions and moisturisers. Body lotions and moisturisers can cause the allergen drops to run.  

9 Mark the skin with the initials of each allergen being tested. Each site should be a minimum of 1 cm apart and preferably further. To ensure clear identifiable readings of positive reactions (avoiding overlap and confusion of borders).  

10 Always start with the negative control and end with the positive control. To provide consistency and also because the positive allergen reaction time is the quickest.  

11 Place one drop of each allergen solution in line with its marked place on the skin (without touching the skin with the dropper). Alternatively, if the substance being tested is not available in a prepared solution then a “prick-to-prick” method may be used. This is done by inserting the lancet into the substance being tested sufficiently to ensure that some of the substance is transferred on it. To prevent wastage and ensure the accurate identification of the allergen.  

12 Push the lancet through the drop of To ensure that the allergen penetrates the
allergen (if prepared solution is used) or directly to the identified site (if using a “prick-to-prick” method) and apply the lancet at 90° to the skin without drawing blood. Only the lancet designed for skin prick testing can be used. The lancet should then be immediately discarded into the sharps bin.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Repeat the procedure for each allergen and the controls using a new lancet for each allergen. To prevent contamination between the allergens.</td>
</tr>
<tr>
<td>14</td>
<td>Carefully remove the surplus fluid from all sites by placing a paper tissue over each drop separately. Take care not to cross contaminate the sites with other allergen solutions. To remove surplus fluid and thereby reduce the risk of contamination.</td>
</tr>
<tr>
<td>15</td>
<td>The results should be read 15 minutes after the positive was completed. The measurements, in millimetres, are taken using skin test reaction gauge. Measure the longest extent of the wheal (not including the flare) and the extent 90° to the first measurement. Record both measurements. To ensure an accurate assessment of the reaction is recorded - reactions read after 15 minutes may have started to fade and may not be accurate.</td>
</tr>
<tr>
<td>16</td>
<td>Any pseudopodia should be noted but not included in the measurement of the wheal.</td>
</tr>
<tr>
<td>17</td>
<td>A wheal diameter of at least 3mm larger than the negative control is generally accepted as a positive reaction in adults. In younger children and babies, a smaller skin test response is considered to be positive. Thus training and experience is essential for the response evaluation.</td>
</tr>
<tr>
<td>18</td>
<td>A wheal response to the negative control solution indicates the patient may suffer from dermographism (the skin is reacting to pressure rather than the solution) or is sensitive to the stabilisers in the allergen solutions and so invalidates the test.</td>
</tr>
</tbody>
</table>
19 A negative reaction to the positive control indicates that the patient may have taken antihistamines or has had some topical application that is preventing the skin from reacting and so invalidates the test.

20 Hydrocortisone ointment or calamine lotion may be applied to the test site if the patient complains of extreme irritation, but only after testing is completed.

Hydrocortisone ointment or calamine lotion will help the area to be less itchy.

21 Oral antihistamines can be given to relieve severe itch or for systemic symptoms, such as eye swelling.

To relieve symptoms.

22 The outcome of the test should be recorded on the Skin Prick Test Form and must include the following:

- The date
- The patient’s name, age and hospital number
- Any recent antihistamine medication and when last taken
- The wheal size of each response in millimetres
- Skin prick solution or prick to prick method
- Name, designation and signature of the person performing the test

References:

ALK-Abello 2007; Summary of Product Characteristics for Soluprick products. Hungerford, UK


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 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 unscreened blood or who will be handling only screened samples e.g. blood supplied by the NBS 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 an animal allergy 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. The form is available for download from the OH Service's ‘forms and checklists’ web page.

Once student has completed enrolment an e-mail confirming this will be sent to the student and copied to the manager of the animal 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. The form is available for download from our forms and checklist web page.

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.

**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. Information on arrangements for health clearance can be found on this web page. 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.
8. 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.

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:

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 Student Records and Data website:

Cheating offences 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 Cheating Offences Policy and Procedures – see Appendix 3 of the Examination Regulations which can be found here:

Fitness to practise medicine
Intellectual property rights policy
For further guidance on the College's Intellectual Property Rights Policy, please contact the Research Office:

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

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


9. 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
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](http://www.imperial.ac.uk/student-space)

**Director of Student Support**
The Director of Student Support has overall responsibility for all matters relating to student support and well-being.

- [www.imperial.ac.uk/people/d.wright](http://www.imperial.ac.uk/people/d.wright)

**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:

**Postgraduate tutor**
The Department’s postgraduate tutor can offer pastoral support and advice. You can arrange to have a meeting with him/her 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.

**Your Post Graduate Tutors are:**
- Dr Wayne Mitchell
- Hammersmith
- [w.mitchell@imperial.ac.uk](mailto:w.mitchell@imperial.ac.uk)
College tutors

College tutors operate outside of any department. They provide guidance and assistance to students in regard to welfare issues and are also involved in College disciplinary matters involving students. For more information see:

- [www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-support](http://www.imperial.ac.uk/student-space/here-for-you/college-tutors-and-departmental-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 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](http://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.

💻 www.imperial.ac.uk/students/fees-and-funding/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
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 an NHS 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 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.

Dr Michael McGarvey
Director of Post Graduate Studies

St Marys
(0)20 7594 9035
m.mcgarvey@imperial.ac.uk

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
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. 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

**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, 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

**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 currently 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.

Student Records and Data 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.

Appeal administration also sits within the team, as does the responsibility for confirming qualifications via the Higher Education Degree Datacheck service.

**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 340+ 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.union.ic.ac.uk/presidents/gsu](http://www.union.ic.ac.uk/presidents/gsu)

**Sport**

Beginners and semi-professionals alike will receive a warm welcome in our sports clubs, which are subsidised by Imperial College Union to make it a little bit cheaper to keep doing a sport you love.

Access to swimming facilities, including sauna, steam room and spa at Ethos sports centre, is completely free from your very first day. Gym facilities across all campuses are also free after you’ve completed a fitness orientation for a one-off charge (£40 in 2016–17).

[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.

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
The Staff-Student Committee is 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

Allergy Course Committee
We have a course committee to oversee the MSc. The committee consists of:

- Course Director (Chair)
- Course Administrator
- E-learning Manager
- Examination Officer
- MSc Course Tutors
- One student representative
- An external representative

The remit of the committee is to:

- receive feedback from students on the course
- look at any problems with the course
- develop new teaching initiatives
- provide a forum to discuss the MSc course
The Committee meets three times a year, usually in December, April and September.

It will involve the students electing a representative who is available to attend the meetings.
14. 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
- Student Experience Survey (SES)
- Postgraduate Taught Experience Survey (PTES) – next due to run in spring 2018

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

For PG SOLE 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 again 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.

As a result of feedback to previous surveys, we have: introduced an evening event in the first term where students have the opportunity to meet interact with each other and developed opportunities for students to directly feedback on their experience through staff-student liaison groups.

On the Allergy course we have also increased submission deadlines for year 1 assignments as a result of feedback to previous surveys.

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

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

If you would like to know more about any of these surveys or see the results from previous surveys, please visit:
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](http://www.imperial.ac.uk/alumni)

### Opportunities for further study

We anticipate that such a programme would equip students undertaking this course with the required skills to apply for and be appointed to posts in the proposed regional Allergy Centres across the country as outlined in the recent report of the House of Lords Committee on Science and Technology. We will be introducing students to rigorous research methods and provide them with the skills and tools with which to continue to conduct research after the course. We would encourage students to go on to do a research degree in line with the college’s teaching mission. There is currently a lack of trained personnel with appropriate qualifications to fill the gaps in the allergy service in the UK. This programme will provide students with significant advantage when applying for these posts and is also valuable to nurses, dieticians, nutritionists and scientists wishing to pursue an interest in this burgeoning field of medicine.